

SSCC BUDGET DEVELOPMENT SCHEDULE

Fiscal Year 2013-14 Budget Request

Date	Activity
January 28, 2013	Fee Memo to budget administrators from Business Office
December 2012 – June 2013	President and VP of Administrative Services update College Council and College Community on budget issues.
March 13, 2013	President's Kick-off Meeting; Olympic Hall 1:30 PM – 2:30 PM
February 15, 2013 February 26, 2013 April, 2013	Fee Requests for 2013-14 FY due to the Business Office Cabinet to review and approve 2013-14 FY Fees Board of Trustees to review and approve 2013-14 FY Fees
March 15, 2013	Business Office provides 1314FY budget development sheets & PTF allocation with instructions to departments.
March 11 – April 12	Departments prepare budget proposals that align with <u>Core Themes</u> , <u>Strategic Planning</u> and <u>Budget Forecast</u> for 2013-14 FY.
April 12, 2013	Budget Planning Sheets from departments due to Vice Presidents
<u>April 22, 2013</u>	<i>Budget requests due to Business Office for compilation and review. Prioritized list of requests/savings due to Business Office & College Council.</i>
April 22 - 30, 2013	Budget Hearing presentations to College Council and the College Community 1:00PM-3:00PM April xx, 2013: Instruction and Administrative Services April xx, 2013: Student Services and President's Direct Reports
May 6, 2013	College Council submit recommendations to President
May 6 – 14, 2013	President reviews budget with Campus Business Office
May 14, 2013	Budget discussions at SSCC President's Cabinet meeting
June 5, 2013	SSCC Public Hearing on President's Budget, Olympic Hall Auditorium 2:00PM – 3:00PM
June 7, 2013	District-wide Public Hearing
Fall 2013	Board of Trustees reviews 2013-14 FY budget for approval