

## El Camino College Annual Planning & Budgeting Calendar

<b>Annual Planning Process</b>	<b>Month</b>	<b>Annual Budget Process</b>
College Plan discussion and development (Vice Presidents)	<b>September</b>	Final Budget submitted to Board of Trustees for discussion and approval (Early September meeting)
College Plan published. PBC review & endorsement of College Plan.	<b>October</b>	College Plan finalized budgeted
Program plans finalized for the next fiscal year (November 15 <sup>th</sup> ) Unit plan (next fiscal year) development commences.	<b>November</b>	
Unit plan (next fiscal year) development	<b>December</b>	
Mid-year updates of program/unit/area plans.	<b>January</b>	Governors State Budget Update
Unit plan (next fiscal year) finalization	<b>February</b>	
Unit plans finalized for the next fiscal year (March 15 <sup>th</sup> )	<b>March</b>	
Area Plans finalized for the next fiscal year (April 30 <sup>th</sup> )	<b>April</b>	Determine enrollment targets, sections to be taught, and full- and part-time FTEF. Faculty Obligation Number (FON) Vice Presidents jointly determine ongoing operational costs including: 1. Full-time salaries 2. Benefits, Utilities, GASB 3. Legal and contract obligations Develop Line Item Budgets for Operational Areas.
	<b>May</b>	May Revise Tentative budget for PBC review, discussion and recommendation
	<b>June</b>	Tentative Budget is presented to the Board.
Final updates and evaluation of annual plan recommendations	<b>July</b>	Tentative Budget is rolled into active status (purchasing can begin)
	<b>August</b>	Final revenue and expenditure adjustments made to budget Final Budget 1 <sup>st</sup> and 2 <sup>nd</sup> review and discussion