



2024-2025 Budget Preparation Calendar

Date	Description	Complete By
1/10/2024	Governor's Proposed 24/25 Budget Released	NA
2/12/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
2/21/2024	23/24 FTES Forecast issued to the site CBOs (Census Date 2/12/24)	District Business Office
Late Feb.	23/24 First Apportionment issued by State Chancellor's Office (P1)	
3/4/2024	24/25 Tentative Budget Payroll Forecast available to run by site CBOs	Site Business Office
3/4/2024	24/25 Fiscal Year Created/Open in Workday	District IT
3/11/2024	23/24 Dedicated Income YTD Actuals issued to the site CBOs	District Business Office
3/15/2024	Copy 23/24 Adoption Budget to 24/25 Tentative Budget Plan in Workday	District IT
3/18/2024	Send Tentative Budget Payroll Forecast Summary Spreadsheet to site CBOs	District Business Office
Wk of Mar 25 – 30	Spring Recess	NA
4/1/2024	24/25 Tentative Budget Dedicated Income due from site CBOs	Site Business Office
4/1/2024	Request Current Benefit Census from HR (send spreadsheet)	District Business Office
4/5/2024	Tentative Budget Payroll Forecast Summary Spreadsheet due back from site CBOs	Site Business Office
4/5/2024	Send 23/24 UGF Expense Projections Spreadsheet to site CBOs	District Business Office
4/12/2024	23/24 UGF Expense Projections due from sites CBOs with estimated ending balance	Site Business Office
4/12/2024	Finalize 23/24 Revenue Projections and 24/25 Tentative Budget Revenue for UGF	District Business Office
4/12/2024	Benefit Census due to District Business Office from HR	Human Resources
4/22/2024	24/25 Tentative Budget Total Benefit cost projections complete	District Business Office
4/22/2024	24/25 Tentative Budget Districtwide Commitments and District Services allocations estimated and complete	District Business Office



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Date	Description	Complete By
5/3/2024	24/25 Tentative Budget Income Allocation Model (IAM) issued to site CBOs	District Business Office
5/3/2024	Post 24/25 Tentative Budget IAM to Intranet	District Business Office
5/13/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
5/17/2024	Sites complete posting for all funds in 24/25 TB Budget Plan in Workday	Site Business Office
5/17/2024	Restricted Funds summary spreadsheet due from site CBOs	Site Business Office
5/24/2024	Completion of Tentative Budget Book for review	District Business Office
TBD	Governor's May Revised 24/25 Budget Released	NA
5/31/2024	24/25 Tentative Budget Book Final	District Business Office
6/6/2024	Provide 24/25 TB Benefit Rates to IT to Update Workday	District Business Office
6/10/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
6/11/2024	Governing Board Regular Meeting - Tentative Budget Presented to Board; Tentative Budget Action Item	VC, Business Services
6/12/2024	Post 24/25 Tentative Budget and Board Presentation on website	District Business Office
6/12/2024	Copy 24/25 TB Budget Plan to 24/25 AB Budget Plan. Lock TB Budget Plan in Workday	District IT
6/13/2024	Site Business Offices begin entering in 24/25 AB Budget Plan	Site Business Office
Late June	State Approved 24/25 Budget Released	
Mid-July	State Chancellor's Office Budget Workshop	NA
7/18/2024	Request Current Benefit Census from HR for Adoption Budget	District Business Office
7/18/2024	Send Adoption Budget Payroll Forecast Summary Spreadsheet to site CBOs	District Business Office
7/29/2024	23/24 Dedicated Income Actuals issued to site CBOs	District Business Office



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Date	Description	Complete By
7/29/2024	Benefit Census due to District Business Office from HR	Human Resources
7/31/2024	24/25 Adoption Budget Dedicated Income due from site CBOs	Site Business Office
8/1/2024	24/25 Adoption Budget Payroll Forecast available to run by site CBOs (after IT run step progression for faculty)	Site Business Office
8/1/2024	23/24 PO Carryover posted to 24/25 POCO Budget Plan in Workday	District IT
8/5/2024	Finalize All 24/25 Adoption Budget Revenue	Site Business Office
8/8/2024	Adoption Budget Payroll Forecast Summary spreadsheet due from site CBOs	Site Business Office
8/9/2024	24/25 Adoption Budget Districtwide Commitments and District Services allocations estimated and complete	District Business Office
8/12/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
8/12/2024	Finalize Adoption Budget Benefit Projections	District Business Office
8/12/2024	Provide IT with the 24/25 AB Benefit rates for upload in Workday	District Business Office
8/12/2024	23/24 All Funds are closed and Ending Balances finalized	District Business Office
8/15/2024	24/25 Adoption Budget Income Allocation Model (IAM) issued to site CBOs	District Business Office
8/15/2024	Post 24/25 Adoption Budget IAM to Intranet	District Business Office
8/22/2024	Sites complete posting for all funds in 24/25 AB Budget Plan in Workday, including updated salaries and PO Carryover	Site Business Office
8/22/2024	Restricted Funds summary spreadsheet due from site CBOs	Site Business Office
8/26/2024	23/24 Financial Statements for all funds are completed and reviewed with AB Book	District Business Office
8/28/2024	Completion of Adoption Budget Book for review	District Business Office
8/30/2024	24/25 Adoption Budget Book Final	District Business Office
9/9/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
9/10/2024	Governing Board Regular Meeting - Adoption Budget Presented to Board; Adoption Budget Action Item	VC, Business Services



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Date	Description	Complete By
9/11/2024	Post 24/25 Adoption Budget on Website	District Business Office
9/11/2024	Copy 24/25 AB Budget Plan to 24/25 WB Budget Plan. Lock AB Budget Plan in Workday	District IT
10/10/2024	Annual Financial and Budget Report due to CCCCCO (CCFS-311)	District Business Office
11/8/2024	Districtwide Strategic Planning & Budget Council Meeting	NA
12/31/2024	Annual Audit Report due to CCCCCO	Auditors & District Business Office