

WEST LOS ANGELES COLLEGE 2008-09 PLANNING AND BUDGETING CALENDAR FOR 2009-10 FISCAL YEAR								
	DEPARTMENTS / DIVISIONS	DEANS / BUDGET MANAGERS	VICE PRESIDENTS	PRESIDENT	COMMITTEES	SHARED GOVERNANCE	BUSINESS OFFICE	DISTRICT OFFICE
AUGUST, 2008								
28-Aug	Program Review and Unit Plan Training for Academic Affairs	Program Review and Unit Plan Training for Academic Affairs	Program Review and Unit Plan Training for Academic Affairs					
SEPTEMBER, 2008								
10-Sep								INITIATE 2009-10 BUDGET PREPARATION District Budget Committee reviews proposed Budget Development Calendar.
17-Sep 25-Sep	Program Review and Unit Plan Training for Student Services and Administrative Services	Program Review and Unit Plan Training for Student Services and Administrative Services	Program Review and Unit Plan Training for Student Services and Administrative Services		Budget Committee meeting			
OCTOBER, 2008								
1-Oct								DEVELOPMENT OF BUDGET PREPARATION ACTIVITIES Notice of Budget Development Calendar presented to Board of Trustees.
15-Oct								District Budget Committee reviews College 2008-09 Financial Plans.
22-Oct					Budget Committee meeting			Adoption of 2009-10 Budget Development Calendar.
24-Oct						FPIP Meeting	Submit 1st Quarter Report	1st Quarter Reports due from colleges.
NOVEMBER, 2008								
5-Nov								DEVELOPMENT OF BUDGET OPERATION PLAN A) Board Budget Committee receives briefing on 1st Quarter Rep.; B) 1st Quarter Report submitted to Board of Trustees for approval.
7-Nov	Program Review and Unit Plan Submission Deadline							Initial assessment projections of Districtwide accounts.
November 8 - 28		Deans validate Program Reviews and Unit Plans with their Departments/Divisions	Vice Presidents validate Program Reviews and Unit Plans with their Deans/Budget Managers					
12-Nov	Department Heads finalize 2009-10 course offerings							District Budget Committee reviews Districtwide assessment projections.
13-Nov								1st Quarter Report due to State.
19-Nov		Academic Vice President finalizes 2009-10 FTES projection			Budget Committee meeting			
DECEMBER, 2008								
December 1 - 5			Each Vice President compiles prioritized list of fund requests					BUDGET PREP WORKSHOP
5-Dec						FPIP Meeting		
9-Dec			Vice Presidents merge their prioritized lists				Attend Budget Prep Workshop	A) 2009-10 Budget Prep file available; B) 2009-10 Budget Prep Workshop. District Budget Committee meeting
10-Dec								
11-Dec			Vice Presidents review prioritization lists with President	Vice Presidents review prioritization lists with President				
17-Dec					Budget Committee meeting			
JANUARY, 2009								
7-Jan						FPIP Meeting		GOVERNOR'S PROPOSED STATE BUDGET AND PRELIMINARY ALLOCATIONS
9-Jan							Submit Dedicated Revenue Projection	A) Budget Office distributes 2009-10 Budget Operation Plan Instructions; B) 2009-10 Dedicated Revenue Projections due in the Budget Office; C) Cabinet reviews Proposed 2009-10 Preliminary Allocation.
12-Jan			VPAS presents preliminary budget to other Vice Presidents					
January 12 - 16								Budget Office reviews college's 2009-10 dedicated revenue projections
15-Jan						Exec. College Council schedules budget review for February 5 College Council meeting		

21-Jan									A) District Budget Comm. reviews proposed 2009-10 Preliminary Allocation. B) CFO and Accounting Office provide initial 2008-09 ending balance projections.
27-Jan				President finalizes budget proposal				Submit 2nd Quarter Report	2nd Quarter Reports due from colleges.
28-Jan	Budget Prep guidelines and worksheets distributed to budget managers		Vice Presidents present balanced budget proposal to the President	Vice Presidents present balanced budget proposal to the President	Budget Committee receives budget proposal				
29-Jan					Planning Council receives budget proposal	Planning Council Meeting			
30-Jan									Cabinet reviews 2009-10 Budget update.
FEBRUARY, 2009									CONSTITUENCIES REVIEW BUDGET STATUS
3-Feb						Academic Senate Exec. Schedules budget review for February 10 Academic Senate meeting			Budget Office distributes 2009-10 Preliminary Allocation
5-Feb						College Council receives budget proposal presentation			
9-Feb	Budget Prep worksheets submitted to Vice Presidents								
10-Feb						Academic Senate receives budget presentation			
11-Feb									A) Board Budget Committee receives briefing on 2nd Quarter Rep.; B) 2nd Quarter Report submitted to Board of Trustees for approval.
13-Feb			Deadline for Vice Presidents to forward Budget Prep worksheets to Business Office					Budget Prep data input begins	2nd Quarter Report due to State.
18-Feb									District Budget Committee reviews 2nd Qtr Rep & College Financial Plans.
20-Feb									CFO and Accounting Office update 2008-09 ending balance projections
25-Feb					Budget Committee meeting				
27-Feb						FPIP Meeting			
MARCH, 2009									PREPARATION OF PRELIMINARY BUDGETS
4-Mar									2009-10 Budget Prep files transmitted to Budget Office.
5-Mar						College Council receives presentation on final budget submission			
March 5 - 20									Technical review of 2009-10 Budget Prep data files and upload to SAP.
13-Mar								FPIP Meeting	
18-Mar									District Budget Committee meeting
23-Mar									A) CFO and Accounting Office update 2008-09 ending balance projections; B) 2009-10 Preliminary Budget available on SAP system.
March 23 - May 15								Submit Budget Adjustments	Open period for 2009-10 Tentative Budget adjustments.
26-Mar					Budget Committee receives presentation on final budget submission				
APRIL, 2009									REVIEW OF PRELIMINARY BUDGET DATA
3-Apr									CFO and Accounting Office distribute 2008-09 purchasing & year-end closing schedule
22-Apr									CFO and Accounting Office update 2008-09 ending balance projections
22-Apr									District Budget Committee meeting
24-Apr								FPIP Meeting	
28-Apr								Submit 3rd Quarter Report	3rd Quarter Reports due from colleges.
29-Apr					Budget Committee meeting				
April 29 - May 22									Budget hearings on 2009-10 preliminary budgets conducted w/coll. administrators
MAY, 2009									REVENUE PROJECTIONS UPDATED
1-May									A) Constituencies review 2008-09 budget status; B) Cabinet receives briefing on 2009-10 Tentative Budget.
6-May									Board of Trustees authorize to encumber 2009-10 appropriations.
9-May									Revised revenue projections based on Governor's proposed State Budget.
13-May									A) District Budget Committee reviews 2009-10 May Revise update; B) District Budget Committee receives briefing on 2009-10 Tentative Budget

14-May									3rd Quarter Report due to State.
20-May									A) Board Budget Committee receives briefing on 3rd Quarter Report; B) 3rd Quarter Report submitted to Board of Trustees for approval.
21-May									CFO and Accounting Office update 2008-09 ending balance projections
22-May									Hard copy of 2009-10 Budget Operation Plans due in District Budget Office.
27-May									Budget Committee meeting
29-May									Constituencies receive a briefing on 2009-10 Tentative Budget.
JUNE, 2009									TENTATIVE BUDGET
3-Jun									A) Board Budget Committee to review 2009-10 Proposed Tentative Budget; B) Notice of Tentative Budget to Board of Trustees.
17-Jun									Adoption of 2009-10 Tentative Budget.
21-Jun									CFO and Accounting Office update 2008-09 ending balance projections
24-Jun									Budget Committee meeting
JULY, 2009									REVISION TO REVENUE PROJECTIONS/ALLOCATIONS
2-Jul									File 2009-10 Tentative Budget report with County and State Agencies.
5-Jul									Deadline for submission of 2009-10 revised Dedicated Revenue for Final Budget.
17-Jul									CFO and Accounting Office run 1st 2008-09 closing activities.
19-Jul									Constituencies review 2008-09 Budget status.
22-Jul									A) CFO and Accounting Office update 2008-09 ending balance projections; B) CFO and Accounting Office run 2nd 2008-09 closing activities.
AUGUST, 2009									FINAL BUDGET
2-Aug									Final 2008-09 year-end closing and establishment of actual ending balances
5-Aug									Notice/briefing of 2009-10 Final Budget to Board of Trustees.
August 10 - 14									2009-10 budget published for public review.
19-Aug									A) Board Budget Committee to review 2009-10 Proposed Final Budget; B) Public Hearing and adoption of 2009-10 Final Budget.
SEPTEMBER, 2009									FINAL BUDGET/YEAR-END ANALYSIS
14-Sep									File 2009-10 Final Budget report with County and State agencies