

FY2022-2023 BUDGET DEVELOPMENT PROCESS

Week of October 25th, 2021

Meeting with enrollment management regarding Enrollment Plan

Week of December 6th 2021

Using the Strategic Plan Goals as a starting point, Cabinet will provide leadership for the initial identification of the College's 2022-23 strategic priorities which will guide the 2022-23 budgeting process.

Week of December 6th 2021 – Decisions made regarding content of City Budget Request.

Week of December 13th, 2021 – City Budget Request Letter submitted.

Starting Week of January 17th, 2022

Capital and Operating Budget process begins. Capital Budget includes facility modification planning and updating multi-year equipment needs plans. Budget Office will provide budget/expense information to organizational unit managers, deans/directors and vice presidents.

- Existing multi-year capital plan available for update.
- Operating budget data loaded to include: Final FY21 expenses; FY22 Approved budget; FY22 Current budget; Full-time Positions; Budget Targets by VP Level

January 17th, 2022 – February 28th, 2022

Each VP will provide the leadership for the development of divisional and departmental objectives for 2022-23 which respond to the strategic plan and other current planning efforts. *A simplified form for divisional objectives will be utilized.*

- By February 11th, 2022 – Organizational unit manager's complete objectives and submit to their Dean/Director
- By February 18th, 2022 – Deans and Directors review and modify submitted objectives and submit to their Vice President
- By February 25th, 2022 – Vice President's submit final divisional objectives and budgets to the Budget Office
- March 7th-12th, 2022 – Spring Break (College Closed)
- By March 16th, 2022 – President and Cabinet make final decisions on divisional objectives to be incorporated into budget

Meetings will be held between the budget office and divisions as requested.

By February 25th, 2022 - Operating and Capital Budgets Due to Budget Office. Deans and VPs may establish an earlier cutoff for Organizational Unit Managers.

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New budget funds requested for divisional objectives are not to be included in Organization's budget requests.

March 23st, 2022

Budget briefing for the BAC Agenda for BAC briefing to include:

- Key budget assumptions (Enrollments, City and State support, salary increases, healthcare, inflation, new funds, etc.)

By April 1st, 2022

Final Cabinet decision on objectives to be supported and required budget.

April 20th, 2022

BAC reviews staff recommendation for 2022-23 preliminary budget documents.

May 18th, 2022

Budget presented to the Business Affairs Committee for review and recommendation to the Board.

June 2nd, 2022

Budget presented to full Board for adoption of 2022-23 Budget.

Week of June 26th, 2022

Budgets loaded into Banner Finance and FY23 Approve Budgets sent to departments

September 2022

Assessment of FY23 Budget Process