

2024-2025 Budget Planning Timeline

January 2024

- **January 5, 2024** – Controller “Authorizes” new fiscal year in Colleague
- **February 6** – Budget Analyst sends salary and fringe benefit data to Vice Presidents of College and Administrative Services and Central Services Budget Managers via Excel spreadsheet
- **March 4** – VP’s of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
- **March 14** – Budget Analyst imports salary and fringe benefit data into Colleague
- **March 22** – Vice Chancellor of District Administrative Services distributes budget targets
- **April 19** –VP’s of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Budget Analyst
- **April 24** – Budget Analyst imports operational/discretionary expenses into Colleague
- **May 13** – Deadline for June Board Agenda items
- **June 12** – June Board Meeting – TENTATIVE BUDGET
- **September 11** – September Board Meeting – FINAL BUDGET