**2025-2026 Budget Planning Timeline**

**January 2025**

* + **January 6, 2025** – Controller “Authorizes” new fiscal year in Colleague
	+ **February 4** – 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 3** – VP’s of Administrative Services & Central Services Budget Managers return final changes to salary and fringe benefit data to Budget Analyst
	+ **March 13** – Budget Analyst imports salary and fringe benefit data into Colleague
	+ **March 21** – Vice Chancellor of District Administrative Services distributes budget targets
	+ **April 18** –VP’s of Administrative Services & Central Services Budget Managers submit budgets for operational/discretionary expenses (e.g., supplies, services, equipment) to Budget Analyst
	+ **April 23** – Budget Analyst imports operational/discretionary expenses into Colleague
	+ **May 12** – Deadline for June Board Agenda items
	+ **June 11 –** June Board Meeting – TENTATIVE BUDGET
	+ **September 10** – September Board Meeting – FINAL BUDGET