

Solano Community College District Budget Development Calendar

January		April		August	
PRELIMINARY BUDGET PHASE	Governor's mid-year update and next year's state budget proposals	Tentative Budget sent to VPs/Deans for review with Budget Managers		BUDGET ADOPTION PHASE	Budget Special Meeting during Flex-Cal: Review of Proposed Adoption Budget.
	Governing Board Approval – Non-Resident Tuition Fee	SGC finalizes recommendations of strategic proposals			SCG Meeting: Review of Proposed Adoption Budget
	Present state budget and impact on College to Shared Governance Council (SGC) and Governing Board	May			Present Proposed Adoption Budget to the SPC
	Institutional Research requests strategic proposals (and requests for instructional equipment and supplies)	Governor's May revise			September
	February	VPs/Deans transmit budget changes and position corrections/ adjustments to Fiscal Services for Tentative Budget (2nd submission)			
	Position Budget Worksheets: budget worksheets, instructions and District budget assumptions distributed to Budget Managers	SGC meeting: Review of Tentative Budget			Board Business Meeting: Public Hearing and Acceptance of the Proposed Adoption Budget
	Budget Managers transmit position corrections/ adjustments to Fiscal Services	Superintendent-President's Cabinet (SPC) approves strategic proposals and are incorporated into budget			
	VPs/Deans review unrestricted, restricted and special funds with program Budget Managers and prepare preliminary budget projections.	June			
	VPs/Deans forward preliminary budget worksheets to Fiscal Services.	Board Study Session: Tentative Budget presented for information			
	Strategic proposals due to Institutional Research	June 15 - Constitutional deadline to pass state budget			
	Board Business Meeting: Tentative Budget adopted by Board				
March	July				
Strategic proposals presented and ranked by SGC	Budget Managers transmit position corrections/adjustments to Fiscal Services (final submission).				
	Final budget worksheets returned to VPs/Deans for review with Budget Managers				
	VPs/Deans submit Final Budgets to Fiscal Services				