

Draft Peralta Community College District Budget Development Calendar
Fiscal Year 2024-25 (1/1/24-10/31/25)

Tentative Budget			
Ref. No.	Date	Responsible	Action Item
1	January 2-15	District Finance	Receive & Analyze Governor's Budget Proposal
2	January 2-10	Vice Chancellor for Finance and Administration	Review Proposed FTES Target/FTEF allocation with Chancellor's Cabinet for input and direction
3	January 10-25	PBC & PGC Tri-Chairs/District Finance	Governor Proposed Budget Overview Presentation to Planning and Budgeting Council and Participatory Governance Council (include revenue projection for PCCD) Submit Proposed FTES Target/FTEF allocation to Planning and Budgeting Council and Participatory Governance Council for review and vote (Proposed FTES Targets/FTEF Allocation Documents)
4	January 16-31	District Finance	District Office Presentation on Governor's Proposed Budget at the Colleges Budget Committees meetings upon request
5	February 1-15	Budget Director	Round 1 positions control for 2024-25 fiscal year distribution to colleges
6	February 1-15	PBC Tri-Chairs/District Finance	Prior and current year line-item budgets, instruction packets, and due dates are distributed to Campus Presidents, Business Directors, and Vice Chancellors for distribution to managers with budget responsibility College and District units' budget draft budget proposals are presented to PBC for review and input proposals should communicate priorities, allocation/uses of funds, proposed faculty/staff/administrator hiring plans, proposed course schedule/offering
7	February 16-28	PBC & PGC Tri-Chairs/District Finance	Submit Revised Tentative Budget Assumptions to Planning and Budgeting Council for review and vote (Proposed Revenue & Expense Assumptions)
8	February 16-28	Vice Chancellor for Finance & Administration	Present an Overview of the Governor's Proposed Budget to the Board of Trustees for information Present the FY24-25 Budget Development Calendar to the Board of Trustees for review and approval

9	March 1-15	College Presidents, Vice Chancellors, Business Directors	Submit discretionary budget worksheets to Budget Director. Submit round 1 positions control worksheets with any changes to the Budget Director
10	March 16-31	District VCs/College VPAS/President/Tri-chairs District Finance	Tentative Unit budget submissions are presented to the Planning and Budgeting Council for review & input Round 2 position control worksheets are sent to the College Presidents, Business Directors, and Vice Chancellors
11	April 1-15	College Presidents, Vice Chancellors	Submit round 2 positions control worksheets revisions to Budget Director
12	April 1-15	Vice Chancellor for Finance & Administration	Share Draft Tentative Budget Presentation & related documents with Chancellor's Cabinet for review, input & direction
13	April 16-30	District Finance	Load positions control and discretionary budgets into Peoplesoft
14	May 1-15	Vice Chancellor for Finance & Administration	Receive & Analyze Governor May Revised Budget Proposal
15	By May 30 th	PBC & PGC Tri-Chairs/District Finance	Submit Proposed Tentative Budget Presentation to Planning and Budgeting Council and Participatory Governance Council (<i>invite other governance bodies to attend</i>) for review and vote (Proposed Presentation & Multi-year GF Budget Projection) Make a presentation on the Governor's May Revised Proposed Budget.
16	By May 30 th	District Finance	District Office Presentation on Governor's May Revised Proposed Budget at the Colleges Level Budget Committees meetings upon request
17	June 1-7	Vice Chancellor for Finance and Administration	Tentative Budget (Proposed Presentation & Budget book) is presented to the Chancellor's Cabinet for input and direction
18	June 5-15	Vice Chancellor for Finance and Administration	Tentative Budget (Proposed Presentation & Budget book) is presented to the Board of Trustees for the first read
19	By June 30 th	Vice Chancellor for Finance and Administration	Tentative Budget (Proposed Presentation & Budget book) is presented to the Board of Trustees for approval

Adopted Budget			
20	August 1-15	PBC & PGC Tri-Chairs/District Finance	Submit Proposed Final Budget Presentation & FY25-26 Budget Development Calendar to Planning and Budgeting Council (<i>invite other governance bodies to attend</i>) for review & input. (Special meeting)
21	August 15-20	Vice Chancellor for Finance & Administration and Chancellor	Proposed Final Budget & FY25-26 Budget Development Calendar (Presentation, Multi-year GF Budget Projection, & Calendar) are presented to the Chancellor's Cabinet for input and direction
22	August 20-31	Vice Chancellor for Finance & Administration and Chancellor	Proposed Final Budget & FY25-26 Budget Development Calendar is presented to the Board of Trustees for the first read.
23	September 1-10	PBC & PGC Tri-Chairs/District Finance	Submit Proposed Final Budget Presentation & FY25-26 Budget Development Calendar to Planning and Budgeting Council and Participatory Governance Council (<i>invite other governance bodies to attend</i>) (Presentation, Multi-year GF Budget Projection & Calendar) for review and vote
24	By September 15 th	Vice Chancellor for Finance and Administration	Proposed Final Budget & FY25-26 Budget Development Calendar (Presentation, Budget book, & Calendar) is presented to the Board of Trustees for approval
25	October 1-15	PBC & PGC Tri-Chairs/District Finance	Finance Dept. to review Adopted Budget & FY25-26 Budget Development Calendar with Planning and Budgeting Council and Participatory Governance Council (Presentation, Budget book, & Calendar)
26	October 1-15	District Finance	Finance Dept. to review Adopted Budget & FY25-26 Budget Development Calendar with College Budget Committees upon request (Presentation, Budget book, & Calendar)

Proposed Changes for FY25-26			
Ref. No.	Date	Responsible	Action Item
1	October 1-30	District Finance & IR	Conduct fiscal and enrollment analyses of Prior year and Q1 data of current year
2	October 1- Dec. 15	College Presidents & District Vice Chancellors	College/Division annual planning, priority setting and initial budget development (includes review and input of college participatory governance committees)
3	November 1-15	District Finance	Prepare FY25-26 budget submission forms & instructional documents

4	November 1-15	Vice Chancellor for Finance and Administration	Obtain Board of Trustee reaffirmation of District & College missions (in accordance w/AP6250)
5	By November 20 th	District Finance & IR/ PBC Tri-Chairs	Present & discuss fiscal & enrollment analyses and the key budget assumptions based on this data to Planning and Budgeting Council (<i>invite other governance bodies to attend</i>) PBC Task force & Enrollment Subcommittee Develop a tentative FTES Target/FTEF Allocation recommendation
6	December 1-15	Vice Chancellor for Finance and Administration	Review Proposed Tentative Budget Assumptions with Chancellor's Cabinet for input and direction
7	By December 22 nd	PBC Tri-Chairs/ Direct Finance	Submit Proposed Tentative Budget Assumptions to Planning and Budgeting Council for review and vote (Proposed Revenue & Expense Assumptions)