

BUDGET TIMELINE FOR THE FISCAL YEAR 2023/24

November 2022:

Personnel sent to VP's for review; due 1/13	Senior Leadership Team
Budget website created	Budget Office
Budget projections updated from prior year	Budget Office
Begin discussions of assumptions for the budget year	Senior Leadership Team/Budget Office
Board meeting – monthly financials	Board

December 2022:

Discussions regarding budget assumptions	Senior Leadership/Budget Office/BAT
Budget projections updated from prior year	Budget Office
Budget website available	College Wide
BAT Meeting(s)	BAT
Budget Forum	College Wide
Board meeting – monthly financials; ACFR is adopted	Board

January 2023:

Discussions about Tuition and Fee amounts for 2023/24	Senior Leadership/Budget Office/BAT/Budget Forums/ASGRCC
Personnel back from President/VP's; input changes in system	Senior Leadership/Budget Office
Email sent to request fee changes for 2023/24; due 1/31	Deans/VP's
Budget projections updated from prior year	Budget Office
Requests sent to budget managers to begin projections for 2023/24 budget (Athletics, Cont. Ed, FMPC, contracts and grants, etc.) due in March	MAC/Faculty with budget responsibility
Request to review proposed department M&S budget for 2023/24 and funding requests; due 1/31	Budget Office/MAC/Instructional Chairs and Coordinators
Request for Budget cover/ACFR cover development	Marketing/Budget Office
Request update on Pell information	Financial Aid/Budget Office
BAT Meeting(s)	BAT
Budget Forum	College Wide
Board meeting – monthly financials; quarterly budget adjustments	Board

February 2023:

Continued discussions about Tuition and Fee amounts for 2023/24	Senior Leadership/Budget Office/BAT/Budget Forums/ASGRCC
Continued discussions regarding budget assumptions	Senior Leadership/Budget Office/BAT/Budget Forums
Review 2023/24 M&S funding requests and personnel changes	Senior Leadership
Budget projections updated from prior month	Budget Office
BAT Meeting(s)	BAT
Budget Forum	College Wide

BUDGET TIMELINE FOR THE FISCAL YEAR 2023/24

February 2023 (continued):	
Board meeting – monthly financials; overview of budget process and budget update for 2023/24; first reading of proposed tuition and fees for 2023/24	Board
March 2023:	
Continued discussions about Tuition and Fee amounts for 2023/24	Senior Leadership/Budget Office/BAT/Budget Forums/ASGRCC
Continued discussions regarding budget assumptions	Senior Leadership/Budget Office/BAT/Budget Forums
Budget projections updated from prior month	Budget Office
Updated budget projections released	Senior Leadership/Budget Office/BAT/Budget Forums
Complete and review proposed budgets for 2023/24 for non-general fund areas	Business Office/MAC/Instructional Chairs and Coordinators/Budget Office
Start Budget Message	Budget Office/President
BAT Meeting(s)	BAT
Budget Forum	College Wide
Board meeting – monthly financials	Board
April 2023:	
Finalize discussions regarding budget assumptions	Senior Leadership/Budget Office/BAT/Budget Forums
Finalize proposed budgets for 2023/24 for all funds	Business Office/MAC/Instructional Chairs and Coordinators/Budget Office
Budget projections updated from prior month	Budget Office
Updated budget projections released	Senior Leadership/Budget Office/BAT/Budget Forums
Finish Budget Message	Budget Office/President
Budget cover/ACFR cover completed	Marketing/Budget Office/Business Office
BAT Meeting(s)	BAT
Budget Forum	College Wide
District Budget Committee Orientation and financial update meeting	District Budget Committee
Board meeting – monthly financials; quarterly budget adjustments	Board
May 2023:	
Proposed budget document for 2023/24 sent to President	Budget Office/President
Create and finalize budget presentation for Board	Budget Office/President

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May 2023 (continued):	
BAT Meeting(s) (practice presentation and update committee)	BAT
Budget Forum	College Wide
Board meeting – monthly financials	Board
Budget Hearing – hearing to receive budget message and proposed budget (part 1) – questions due to Budget Office	District Budget Committee
Develop written response to all budget questions	Budget Office
Budget Hearing – proposed budget (part 2) – responses to questions, hearing to receive public comment, and consider approval of budget	District Budget Committee
Budget Hearing – proposed budget (part 3 if needed) –consider approval of budget	District Budget Committee

June 2023:	
Board meeting – monthly financials; quarterly budget transfers; adopt 23/24 budget and tax levies	Board
Last day to order items for delivery by June 30 using 2022/23 budget	College Wide
RAPS available for 2023/24 (service/delivery as of July 1)	College Wide

July 2023:	
ED 50 for levy and signed resolution copies (Adopt budget and levy taxes) to Josephine and Jackson County assessors; due by July 15	Budget Office
Email budget book to HECC; due by July 15	Budget Office
Mail budget book to Josephine and Jackson County clerks; due by September 30	Budget Office
Prepare “Authorization to Invest Taxing District Funds – Josephine County” Resolution (usually taken to August Board of Ed meeting; need Board organization from Rachelle Brown to complete)	Budget Office