

LAVC Budget and Planning Calendar 2007 - 2008

Month	LACCD Activities	LAVC Budget and Planning Activities
September 2007	Initiate 2007-2008 Budget Preparation	<p>College Budget Officer: Initiates 2007-2008 budget preparation documents for Fund Center Director & Department Chairs to review in October.</p> <p>Budget Committee: Review reports on financial information for previous year full time faculty vacancies (retirements and other separations) and reviews any other financial/budget reports that would help in determining how many faculty positions could be filled in 2007-2008. Reviews report from the Classified Staffing Committee.</p> <p>Department Chairs: Submit hiring requests for the 07-08 year to IPC.</p>
October 2007	<p>Development of Budget Preparation Activities</p> <p>Adoption of Budget Development Calendar</p> <p>1st quarter reports due from colleges at end of the month</p> <p>District Budget Committee (DBC) reviews College Financial Plans</p>	<p>College Budget Officer: Budget Request Forms sent to VP's/President for distribution to Fund Center Director & Department Chairs to plan their budget for 07-08. Budget Request Form includes all previous GL Account numbers and previous year allocation (06-07).</p> <p>Department Chairs & Fund Center Director: Completes request form based on program review and other planning documents such as: annual departmental goals, educational master plan, facilitates master plan, technology plan, annual reports, and other planning documents. Any requests for increase in budget will be prioritized and a written justification will be included with the budget request. Any anticipated expenses above and beyond day-to-day expenditures can be planned and documented on this form.</p> <p>Budget Committee: IPC chair presents a report on the number of faculty positions being requested. Budget Committee to review IPC report and discuss the faculty vacancies financial/budget reports presented in September. Budget Committee makes recommendation on how many positions to hire; Recommendation gets forwarded to the College Council for approval to ensure that it goes to Consultation in November. Reviews report from the Classified Staffing Committee.</p> <p>IPC: Prioritizes and ranks positions and sends the prioritized hiring list to the Academic Senate.</p>
November 2007	<p>Development of Budget Operational Plan</p> <p>Assessment of projections of Districtwide accounts</p> <p>1st quarter reports due to State</p>	<p>Budget Committee: Reviews report from the Classified Staffing Committee. Reviews Employee Verification Form and overall salary costs (see July/August activities).</p> <p>VP's/President/Deans: reviews budget and planning requests for each area for 07-08 and verifies linkage to planning documents (see October 2007).</p> <p>Consultation: Receives Senate hiring/ranking prioritization report and Budget Committee hiring recommendations.</p>

LAVC Budget and Planning Calendar 2007 - 2008

Month	LACCD Activities	LAVC Budget and Planning Activities
December 2007	<p>Development of 07-08 Budget Allocation Model</p> <p>Budget preparation file available.</p>	<p>College Budget Officer: Receives District Salary Projections Report which includes payroll data from previous year and longevity pay, differential pay (doctoral and shift), variation pay, and supplemental pay data.</p> <p>IPC: Sets tentative 07-08 Targets by session (i.e. 14k FTES for Fall, two summer sessions and one winter)</p>
January 2008	<p>Governor's Proposed 07-08 Budget Announced</p> <p>2nd quarter reports due from colleges</p> <p>Review of college's 07-08 dedicated revenue projections</p>	<p>Budget Committee: No Meeting</p>
February 2008	<p>Constituencies Review Budget Status</p> <p>07-08 FTES annual targets set by District for Colleges</p> <p>2nd quarter report due to State</p> <p>Controller's Office updates ending balance report.</p>	<p>Budget Committee: Update on the Governor's Proposed Budget for 07-08. Update on LAVC Preliminary Allocation. Update on Salary Projections (See December 2007) and benefits and salary increases. Update on FTES and Hourly Rate budget projections. Reviews all budget requests. Makes recommendations for faculty hires. Reviews report from the Classified Staffing Committee.</p> <p>College Budget Officer: Prepares preliminary budget based on salary projections, FTES and hourly projections, mandated expenditures, and Department Chairs and Fund Center Director requests.</p>
March 2008	<p>Preparation of 07-08 Preliminary Budgets</p> <p>Open period for tentative budget adjustments</p> <p>Preliminary budget available on SAP system</p>	<p>Budget Committee: Continues to review all budget requests (if needed). Recommends adjustments (increase and allow prioritization or decrease to cut costs by a certain %) to current requests based on budget outlook/projections/allocation. Sends recommendations to the College Council and the College President. Reviews report from the Classified Staffing Committee.</p> <p>College Budget Officer: Prepares preliminary budget based on salary projections, FTES and hourly projections, mandated expenditures, and Department Chairs and Fund Center Director requests.</p> <p>VP's/President: Notify Department Chairs and Fund Center Director of 07-08 allocation and any adjustments (if needed to decrease costs/or to increase funding based upon prioritization and Budget Committee Recommendations).</p>

LAVC Budget and Planning Calendar 2007 - 2008

Month	LACCD Activities	LAVC Budget and Planning Activities
April 2008	<p>Review of Preliminary Budget Data</p> <p>3rd quarter report due from colleges</p>	<p>Budget Committee: May not meet.</p> <p>College Budget Officer: Makes budget adjustments if needed based on recommendations from the March Budget Committee Meeting.</p> <p>College Council/College President: Reviews Budget Committee Recommendations for 07-08 Operational Plan.</p>
May 2008	<p>Governor's May Revise Announced</p> <p>Revenue projections updated</p> <p>3rd quarter reports due to State</p>	<p>Budget Committee: Update on the Governor's May Revise. Review of any final budget adjustments. Reviews report from the Classified Staffing Committee.</p> <p>VP's/President: Notify Department Chairs and Fund Center Director of 07-08 final budget allocation for their area.</p> <p>College Budget Officer: Operational Plan due to District by May 31.</p>
June 2008	<p>Tentative Budget</p>	<p>Budget Committee: No meeting</p> <p>College Budget Officer: Sends final budget to District.</p>
July 2008	<p>Revision to Revenue Projections/Allocations</p> <p>Controller's Office runs 1st and 2nd closing activities</p>	<p>Budget Committee: No meeting</p> <p>LACCD Board of Trustees: Approves final budget for 07-08.</p> <p>Departmental Council: Budget Chair and Budget Committee representatives meet with Departmental Council to discuss budget recommendations.</p> <p>Webmaster: Posts archives of Budget Requests.</p>
August 2008	<p>Final 07-08 Budget</p> <p>Final year-end closing and establishment of actual ending balances</p>	<p>Budget Committee: No meeting</p> <p>College Budget Office (CBO) sends Employee Verification Form listing all employees (excluding hourly and unclassified positions) to VP's/President for distribution to Department Chairs and Fund Center Directors.</p>