

**COLUMBIA GORGE COMMUNITY COLLEGE  
BUDGET PLANNING SCHEDULE  
FOR FISCAL YEAR JULY 1, 2012 - JUNE 30, 2013**

**January**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

Jan 3 ELT  
 Jan 10 Board Meeting  
 Jan 24 ELT - President & ELT review budget planning schedule.

**February**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 |    |    |    |

Feb 7 Budget file distributed to ELT, cost center and fund managers. Begin review and propose budget revisions to current estimates for FY 11-12 & 12-13.  
 Feb 7 Board Meeting - Adopt budget calendar, Appoint Budget Officer & Budget Committee members.  
 Feb 14 ELT - Review current financial information (State revenue, other)  
 Feb 15 ELT - Review budget proposals  
 Feb 21 ELT - Review budget proposals  
 Feb 22 ELT - Review budget proposals

**March**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Mar 6 Budget revisions due to CFO from ELT, cost center and fund managers.  
 Mar 7-16 CFO to input budget revisions.  
 Mar 13 ELT - Review budget proposals  
 Mar 20 ELT reviews proposed budget.  
 Mar 20 Board Meeting  
 Mar 27 ELT reviews proposed budget.

**April**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

Apr 3 Final changes to proposed budget due by April 3  
 Apr 10 Board Meeting  
 Apr 4-16 CFO, President & ELT to prepare budget message & powerpoint presentation.  
 Apr 17 Draft budget message due. Draft powerpoint presentation due.  
 Apr 25-30 Print proposed budget document.  
 Apr 30 Mail agenda & proposed budget document to Budget Committee.

**May**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

May 1 ELT  
 May 8 Board Meeting  
 May 15 Budget Committee Meeting  
 May 17 Budget Committee Meeting, if needed  
 May 18 Input budget column "Approved by Budget Committee" in Budget Document.  
 May 28 Memorial Day Holiday  
 May 29 President & ELT to finalize any proposed changes for Board consideration.

**June**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Jun 5 ELT  
 Jun 6-7 Print Budget Document & Resolutions for June Board & Budget Hearing.  
 Jun 12 College Board of Education Meeting & Budget Hearing  
 Jun 15 Input budget column "Approved by Board of Education" in Budget Document.  
 Jun 18 Import FY 2012-2013 Budget to Roguenet & Open RAPS system.  
 Jun 29 Final Budget Document printing due.

*Gray shading represents all day ELT meetings. Bold represents meeting or due dates. Yellow represents budget preparation by managers*