

**COLUMBIA GORGE COMMUNITY COLLEGE  
BUDGET PLANNING SCHEDULE  
FOR FISCAL YEAR JULY 1, 2014 - JUNE 30, 2015**

**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 14 Board Meeting
- Jan 21 ELT - President & ELT review budget planning schedule.
- Jan 24 Budget revisions due to CFO from ELT, cost center and fund managers.

**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	

- Feb 4 Board Meeting - Adopt budget calendar, Appoint Budget Officer & Budget Budget file distributed to ELT, cost center and fund managers. Begin review and propose budget revisions to current estimates for FY 13-14 & 14-15
- Feb 11 ELT - Review current financial information (State revenue, other)

**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 11 ELT reviews proposed budget.
- Mar 11 Board Meeting
- Mar 18 ELT reviews proposed budget.
- Mar 25 ELT - Review budget proposals

**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 4 Final changes to proposed budget due by April 4
- Apr 4-18 CFO, President & ELT to prepare budget message & powerpoint presentation.
- Apr 15 Board Meeting
- Apr 17 Draft budget message due. Draft powerpoint presentation due.
- Apr 19-20 Publication of Budget Mtg. in newspapers and on website
- Apr 25-30 Print proposed budget document.
- Apr 29 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 6 Budget Committee Meeting
- May 7 Budget Committee Meeting, if needed
- May 13 Board Meeting
- May 19 Input budget column "Approved by Budget Committee" in Budget Document.
- May 26 Memorial Day Holiday
- May 27 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 Print Budget Document & Resolutions for June Board & Budget Hearing.
- Jun 10 College Board of Education Meeting & Budget Hearing
- Jun 16 Input budget column "Approved by Board of Education" in Budget Document.
- Jun 17 Import FY 2013-2014 Budget to Roguenet & Open RAPS system.
- Jun 30 Final Budget Document printing due.

*Yellow represents ELT reviews. Bold represents meeting or due dates. Green - holidays*