

# Budget Preparation Calendar

Fiscal Year 2019-2020  
For Budget Year 2020-2021

*Revised*

<b>January 2020</b>	Budget process & Board priorities Establish changes to programs for following year, if any Notification to budget committee of first meeting date/time
<b>February 2020</b>	Meet with cost centers for input Compile capital and technology requests from sites/depts Budget preparation guidelines
<b>March 2020</b>	Educational meetings with new budget committee members Enrollment and staffing projections Update long-term plans for reserve funds Compile and prioritize list of budget initiatives Special Funds budget projections
<b>April 2020</b>	Complete budget message Assemble budgets
<b>March 20, 2020 (Fri) and April 7, 2020 (Tues)</b>	Publication of 'Notice of Budget Committee Meeting' Post on district website
<b>April 16, 2020</b> Thursday	First Budget Committee Meeting <i>Changed</i>
<b>April 23, 2020</b> Thursday	Second Budget Committee Meeting <i>Changed</i>
<b>April 23 - April 27, 2020</b>	Additional Budget Committee Meetings, if needed
<b>April 27, 2020</b> Monday	Target deadline to approve budget
<b>May 1, 2020</b> Friday	Publish 'Notice of Budget Hearing'
<b>May 11, 2020</b> Monday	Budget hearing and possible adoption
<b>June 30, 2020</b> Tuesday	Special Board meeting for end-of-year adjustments (if needed)

**Adopted by Board Action:**

  
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Scott Cooper, Chair

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Date *12/9/19*