



OLYMPIC COLLEGE

2009-2010 Budget Calendar

Due Date	Budget Reduction Process (week of)	Description
September 2008		Cabinet approves Budget Calendar and discusses budgeting parameters.
September 2008 (Opening Days)		Budget request training.
October 31, 2008		Cabinet reviews budget instructions which include identification of budgeting parameters. (i.e. budgeting environment, obligations, known and variable assumptions)
November 22, 2008		Budget accountability forms for 07/08 final due to the Budget Office.
	December 1, 2008	Budget outlook presentation to campus community
	December 1, 2008	Solicit confidential suggestions from campus community
December 1, 2008		Budget packets are available to the college community. (This will include a form for requesting fee increases.) Programs/Units develop budget requests that support their goals.
Determined By Administrative Unit		Budget requests forms are due to the Vice President/Executive Director offices.
	January 28, 2009	Compile suggestions
January 31, 2009		Budget requests forms, prioritized by department and signed are due to the Budget Office.
	February 4, 2009	Joint Cabinet/Budget Committee meeting to discuss suggestions – Cabinet refines list
February 15, 2009		Budget accountability forms for 08/09 follow-up are due to the Budget Office.
February 2009		If Applicable: Budget Office will forward requests to Strategic Leadership Teams to consider for support.
March, 2008		Budget presentations are made to the Budget Committee.
	April 7, 2009	Joint Cabinet/Budget Committee meeting – finalize budget reductions
April 8, 2009		Budget Committee evaluates and prioritizes requests and issues their report.
	April 14, 2009	Draft budget produced
	April 21, 2009	Campus budget hearing



Due Date	Budget Reduction Process (week of)	Description
April, 2009		Proposed budget prepared for review by Cabinet. Funding plan is proposed by Administrative Services.
April 30, 2009	April 28, 2009	Proposed budget produced
May 1, 2009		Budget Plan which includes funding plan and as well as budget are finalized. Contingency for equipment replacements are planned.
June 4, 2009		Update existing budgets, including all funds. Draft Budget Book is prepared based on stated assumptions.
June 24, 2009		President & College Council Chair present the Budget to College community at scheduled budget hearing. Budget Books are available.
September 23, 2009		Budget Plan presented to the Board of Trustees. Board of Trustees is updated on any changes to Budget Plan.