



**South Texas Community College
Budget Calendar
Fiscal Year 2002-2003**

Integrates Assessment, I.E. Plan Development and Budget Development

| No. | Target Date | Assessment Activity | Planning Activity | Budget Activity/Process | Responsibility | Date Completed |
|-----|-------------|---|--|---|--|----------------|
| 1 | 06/01/02 | IE Data reported to Work Units | | | OIRE, By request from Work Unit | |
| 2 | 08/16/02 | | Fall IE New Employee Training Begins | | OIRE, IE Team, All work Units | |
| 3 | 08/16/02 | Annual Report on 2001-02 IE Plan Due | | | All work units w/support from IE Team & OIRE | |
| 4 | 08/20/02 | | New Faculty IE Training | | OIRE, IE Team, Instructional Units | |
| 5 | 09/03/02 | Begin Implementation of 2002-03 IE Plan | | | OIRE, IE Team, All work Units | |
| 6 | 09/18/02 | | Complete Other New Employee Training | | OIRE, IE Team | |
| 7 | 09/20/02 | IE Review for Chairs, Directors, Administrators, and Executives | | | OIRE, IE Team | |
| 8 | 10/04/02 | CQI Reports review by IE Team Feedback to Work Units Begins | | | OIRE, IE Team | |
| 9 | 10/18/02 | | Intended Outcomes for 2003-04 IE Plans Due | | OIRE, IE Team | |
| 10 | 11/01/02 | | | Begin developing 03-04 budgets & staffing plans | All work units | |
| 11 | 01/06/03 | Mid Year IE Implementation Review Begins | | | OIRE, IE Team, All work Units | |
| 12 | 01/07/03 | | | Beginning of revenue budget preparation - tuition, appropriations, taxes, other revenue | Comptroller | |
| 13 | 01/10/03 | | Spring IE New Employee Training Begins | | OIRE, IE Team, All work Units | |
| 14 | 01/15/03 | | | Current Staffing plan & New Staff requirements to Budget Managers | Director of Human Resources | |
| 15 | 01/18/03 | | | Review budgeting process with administrators | VP-FAS | |
| 16 | 01/22/03 | | | Initiate documentation of revenue and expenditures for the Auxiliary Fund & Restricted Fund | Comptroller | |



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| 17 | 1/23 - 1/24/03 | | | Training Sessions for on-line budgeting (Access Budget Database System) | Comptroller | |
| 18 | 01/31/03 | | | Review projected revenue estimates | President, VP - FAS | |
| 19 | 01/31/03 | Mid Year IE Implementation Due | | | All Work Units, OIRE, IE Team | |
| 20 | 02/06/03 | Review of Mid Year IE Reviews | | | OIRE, IE Team | |
| 21 | 02/07/03 | Release 2002-2003 Factbook Data for College Assessment Purposes Make available online & initiate workshops to facilitate greater usage | | | OIRE | |
| 22 | 02/08/03 | | | Forward completed Capital Expenditure Requests to Appropriate VPs | Budget Managers | |
| 23 | 02/08/03 | | | New staff requirements and current staff carry forward requests to the Vice President's and new job descriptions to Human Resources | Budget Managers | |
| 24 | 02/08/03 | | | Begin staffing plan, carry forward and submit any new staffing requirements | Director of Human Resources | |
| 25 | 02/08/03 | | | Complete and forward Operating & Travel Preliminary Worksheets. Forward to VP's | Budget Managers, Appropriate VP | |
| 26 | 02/11/03 | | | Review personnel staffing and proposed salary schedule | President & Vice Presidents | |
| 27 | 02/11/03 | | | Initiate review of department budgets | Appropriate VP | |
| 28 | 02/15/03 | | | Complete preliminary review of capital outlay expenditure justification worksheet with budget managers | Appropriate VP | |
| 29 | 02/19/03 | | Begin review of progress to date, planning for completion of 02-03 IE Plans | | All work units w/support from IE Team & OIRE | |



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| 30 | 02/20/03 | | | Begin plant funds budgets and schedules | Comptroller & Director of Facilities | |
| 31 | 02/21/03 | | | Preliminary approval of 03-04 faculty staffing plan | President, VP - Instruction | |
| 32 | 02/22/03 | | | Planning and Development Council review of Long Range Financial Plan | VP Fin. & Adm. Services (FAS) | |
| 33 | 03/04/03 | | | Review of auxiliary and restricted fund budget | President and VP - FAS | |
| 34 | 03/05/03 | | | Budget Development Committee Meeting | VP Fin. & Adm. Services (FAS) Members of Committee | |
| 35 | 03/14/03 | | Detailed completion of 2003-04 IE Plans Due | | All work units w/support from IE Team & OIRE | |
| 36 | 03/25/03 | | | Complete review of department budgets with appropriate VP | Appropriate VP | |
| 37 | 03/27/03 | | | Initiate review of line-item budgets | President & VP-FAS | |
| 38 | 03/27/03 | | | Completion of department budgets Submit department budgets to President | Appropriate VP/Comptroller | |
| 39 | 04/03/03 | | IE Team begins review of completed 2003-04 IE Plans for revisions | | All work units w/support from IE Team & OIRE | |
| 40 | 04/12/03 | | | Budget Development Committee Meeting Review Initial Budget | Vice President, Comptroller Members | |
| 41 | 04/16/03 | | Final Day for 2003-04 IE Plan Revisions before final draft budget | | All work units w/support from IE Team & OIRE | |
| 42 | 04/18/03 | | | Board approval of salary increases | | |



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| 43 | 04/26/03 | | | Distribute preliminary staffing and budget to account managers for fiscal review | | |
| 44 | 04/26/03 | | | Complete President's review, committee review, and PDC review of preliminary budget, personnel requirements, facility requirements, and projected revenue | President, VPs, PDC, Budget Development Committee Members | |
| 45 | 04/30/03 | | | Complete first draft of college budget | Comptroller | |
| 46 | 05/03/03 | | | Review first draft of college budget | President, VP's | |
| 47 | 06/01/03 | IE Data reported to Work Units | | | OIRE, By Request from Work Unit | |
| 48 | 06/14/03 | | | Complete final budget draft and staffing plan | President, VP - FAS, | |
| 49 | 06/19/03 | | | Budget workshop-Preliminary budget and staffing plan | President, VP - FAS, Board of Trustees | |
| 50 | 07/10/03 | | | Budget review with Finance Committee | President, VP - FAS, Comptroller Board Finance Committee | |
| 51 | 08/15/03 | Annual Report on 2002-2003 IE Plan Due | | | OIRE, IE Team, All Work Units | |
| 52 | 08/15/03 | | | Budget hearing | Board of Trustees, President, & VP - FAS | |
| 53 | 08/15/03 | | | Budget Adopted | Board of Trustees | |
| 54 | 08/15/03 | | | Tax Rate discussion | Board of Trustees | |
| 55 | 08/24/03 | | Fall 2003 IE Training Begins | | OIRE, IE Team | |
| 56 | 08/30/03 | | Submit any final changes to 2003-2004 IE Plans based on final, approved budgets | | All Work Units | |



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| 57 | 09/02/03 | | Implementation of 2003-04 IE Plans begins | | All work units w/support from IE Team & OIRE | |