



South Texas College
Biennial Planning & Budget Calendar
Fiscal Year 2005-2006 and 2006-2007
Preparation for Fiscal Year 2005-2006 and 2006-2007

No.	Target Date	IE Assessment Activity	Planning Activity	Budget Activity/Process	Responsibility	Completed
1	07/16/04		Guiding Principles developed for 2005-2009 Comprehensive Plan		PDC	X
2	08/18/04		Fall IE Training Begins		OIRE, IE Team, All work Units	X
3	08/30/04		New Faculty IE Training		OIRE, IE Team, Instructional Units	X
4	09/01/04	Begin Implementation of Year 2 of 2003-2005 Biennial IE Plan			OIRE, IE Team, All work Units	X
5	09/17/04	Fall 2002 -Fall 2003 CQI Reports prepared & forwarded to SACS			OIRE	X
6	09/27/04		Intended Outcomes for 2005-2007 Biennial IE Plans Due		OIRE, IE Team, All work Units	X
7	10/18/04		Begin revision of IE Process		OIRE, IE Team, All work Units	X
8	11/08/04	IE Team Review of CQI Plans & Feedback to Work Units Begins			OIRE, IE Team	X
9	01/18/05	Mid Year IE Implementation Review Begins			OIRE, IE Team, All work Units	X
10	01/18/05			Begin revenue projections-tuition, appropriations, taxes, interest, indirect costs, fees, other revenue	Comptroller, Budget Specialist, Accountants	
11	01/21/05			Review budgeting process with administrators	VP-FAS and President	
12	01/21/05			Initiate documentation of revenues and expenditures for the Auxiliary Fund & Restricted Fund	Comptroller & Budget Specialist	
13	01/31/05			Complete and Review projected revenue estimates with Comptroller	Accountants, Budget Specialist	
14	02/01/05			Review projected revenue estimates	President, VP - FAS, Comptroller	
15	02/03/05			Begin plant funds budgets and schedules	Construction Accountant & Director of Facilities/ Fac Dept.	
16	02/07/05	Begin posting 2003-2004 Fact book Data for College Assessment Purposes Make available online			OIRE	X
17	02/09/05		Begin development of Strategic Outcomes		President's Cabinet, OIRE, IE Team, PDC	X
18	02/07/05			Prepare original and revised budget worksheets for budget database applications	System Analyst, Budget Specialist	



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19	02/07/05			Update budget database user's list and send to IT	System Analyst, Budget Specialist	
20	02/18/05			Distribution of PRELIMINARY budget calendars and database instructions to Account Managers	System Analyst, Budget Specialist, Comptroller, VP-FAS	
21	02/18/05			Account Managers develop staffing plan requirements	Account Managers	
22	02/21/05			Budget Database System Available (Operating, Travel and Capital)		
23	02/21/05	2nd Mid-Year IE Implementation Review Reports Due			All work units w/support from IE Team & OIRE	X
24	02/24/05			Preliminary approval of 05-06 faculty staffing plan	President, VP - Instruction, Board	
25	02/28/05			New staff requirements to the Vice President's	VP, Budget Managers	
26	03/02/05		Begin development of Performance Indicators and budget links for Cabinet Level IE Plan		President's Cabinet, OIRE, IE Team, PDC	X
27	03/15/05			Complete and enter into the database preliminary Operating, Travel and Capital requests by Budget Managers	Budget Managers,	
28	03/17/05			Provide preliminary Operating, Travel and Capital Budget to VP's and President for FY 06 & FY 07	System Analyst Budget Specialist	
29	03/17/05			Review of auxiliary and restricted fund budget	President and VP - FAS	
30	03/21/05			Initiate review of preliminary department budgets with Budget Managers	Appropriate VP	
31	03/21/05			Review staffing and proposed salary schedule	President & Vice Presidents	
32	03/28/05			Begin preliminary staffing plan, carry forward and submit any new staffing requirements	Director of Human Resources	
33	03/28/05			Budget Development Committee Meeting	VP Fin. & Adm. Services (FAS) Members of Committee	
34	03/28/05			Review of plant fund budgets and schedules	Construction Accountant & Director of Facilities/ Fac Dept.	



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35	03/30/05		Complete development of Performance Indicators and budget links for Cabinet Level IE Plan		President's Cabinet	X
36	03/30/05			Complete preliminary review of department budgets with appropriate VP	Appropriate VP	
37	03/31/05			Completion of department budgets / Submit preliminary department budgets to President	Appropriate VP	
38	03/31/05			Board approval of FY 06 Tuition and Fees	Board of Trustees	
39	04/01/05			Initiate review and discussion of preliminary budgets with President & VP's	Comptroller, President & VP-FAS	
40	04/04/05		Begin Training		IE Team & OIRE	X
41	04/08/05		Performance Indicators and budget links developed for Executive Level IE Plans with their Deans/Directors		Vice President, Directors, Deans, IE Team & OIRE	X
42	04/08/05			Complete first PRELIMINARY draft of college budget	Comptroller, System Analyst, Budget Specialist	
43	04/15/05			Budget Development Committee Meeting Review Initial Budget	Vice President, Comptroller, Members	
44	04/15/05		Performance Indicators and budget links developed for Division Level IE Plans with their Chairs / Directors		Directors/Chairs, IE Team & OIRE	X
45	04/21/05			Review first PRELIMINARY draft of college budgets for FY 06 & FY 07 - Unrestricted Fund	Board of Trustees, President, VP's	
46	04/29/05		Performance Indicators and budget links developed for Program / Department Level IE Plans		Faculty/Staff, IE Team & OIRE	X
47	05/02/05		Begin finalizing all IE Plans (Supporting Units Data Sources and Action Plans)		All Units, IE Team & OIRE	X
48	05/06/05			Preliminary review of Restricted and Auxiliary budgets	Comptroller, Budget Specialist, Accountants	



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49	05/06/05			Distribute preliminary staffing and budget to account managers for fiscal review	Budget Specialist, System Analyst, Comptroller	
50	05/11/05			Complete 2nd draft of college budgets and staffing plans for FY 06 & FY 07 - All funds	President, VP - FAS, Budget Specialist, Comptroller, System Analyst	
51	05/13/05			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	
52	06/02/05	Begin Biennial IE Report of Actual Outcomes & Implications	Begin Revisions of 2005-2007 Biennial IE Plan based on results of 2003-2005 Biennial IE Report of Actual Outcomes & Implications		All work units w/support from IE Team & OIRE	X
53	06/02/05	Begin distribution of special requests & customized reports for IE			OIRE by request from Work Unit	X
54	06/03/05			Preliminary review of Restricted and Auxiliary budgets	Comptroller, Budget Specialist, Accountants	
55	06/08/05			Complete 3rd draft of college budgets and staffing plans for FY 06 & FY 07 - All funds	President, VP - FAS, Budget Specialist, Comptroller, System Analyst	
56	06/15/05			Budget Workshop review with Board for FY 06 and FY 07 budgets	President, VP - FAS, Comptroller, Board	
57	06/17/05		Completed 2005-2007 Biennial IE Plans DUE		All Units, IE Team & OIRE	X
58	06/20/05		Begin executive review of completed 2005-2007 Biennial IE Plans by each Division		President, each VP or Dean with support of respective IE Team Members	X
59	07/11/05			Final Review of Restricted, Auxiliary and Plant Fund Budgets	Comptroller, Budget Specialist, Accountants	
60	07/11/05			Final review of Plant Fund Budget		
61	08/05/05			Complete and update final budget and staffing plan for FY 06	President, VP - FAS, Budget Specialist, Comptroller, System Analyst	
62	08/10/05			Finance Committee review	Board of Trustees, President, & VP-FAS, Comptroller	



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63	08/18/05			Adoption of FY 2006 Budget	Board of Trustees	
64	08/18/05			Tax Rate discussion for 2006 tax year	Board of Trustees	
65	08/22/05		Executive Review of IE Plans complete		President, each VP or Dean with support of respective IE Team Members	X
66	08/22/05		Begin process review of all IE Plans		IE Team & OIRE	X
67	08/29/05		IE training begins for FY 2006		OIRE, IE Team	X
68	09/01/05		Implementation of 2005-2007 IE Plans begins		All work units w/support from IE Team & OIRE	X
69	09/05/05			Distribute approved FY 06 Budget and Staffing Plan	VP-FAS Business Office	
70	09/30/05	Biennial IE Report of Actual Outcomes & Implications for 2003-2005 IE Plan due Revised Due Date 3/3/2006			OIRE, IE Team, All work Units	
71	10/03/05	Begin posting 2004-2005 Fact Book data for College Assessment Purposes. Make available online.			OIRE	X
72	10/03/05			Begin revisions of FY 07 budget and staffing plan	VP-FAS, VP's	
73	10/03/05			Review and revise revenue projections for FY 07	VP-FAS, VP's	
74	10/17/05		Submit any final changes to 2005-2007 IE Plans based on final, approved budgets		All Work Units	X
75	11/02/05			Make necessary revisions to staffing plan and to budget based on needs in coordination with vice presidents	Acct. Mgrs., VP's	
76	12/05/05			Continue with planning and revisions to FY 07 budget and staffing plan based on needs	Acct. Mgrs., VP's	
77	12/05/05			Identify faculty needs	VP-ITS	
78	01/09/06			Review budgeting process with administrators	VP-FAS	



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79	01/09/06			Continue updating revenue projections	VP-FAS, Comptroller	
80	01/09/06			Review revenue projections with Budget Development Committee and Adm. Staff	VP-FAS, Comptroller	
81	02/06/06			Review plant fund budgets, auxiliary and restricted fund budgets, and revise as necessary	VP-FAS, Comptroller, Account Mgrs.	
82	02/06/06			Conduct training sessions for on-line budgeting as necessary	Comptroller	
83	02/06/06			Revise budgets and enter data into the database for operating, travel & capital	Account Managers	
84	03/03/06	Biennial IE Report of Actual Outcomes & Implications for 2003-2005 IE Plan due			OIRE, IE Team, All work Units	
85	03/03/06			Review staffing and proposed salary increases and complete review of department budgets	President and Vice Presidents	
86	03/03/06			Review auxiliary, restricted, and plant fund budgets	President and VP-FAS	
87	03/03/06			Review of line item budgets	President and Vice Presidents	
88	03/06/06	1st Mid-year Implementation Review (2005-2007 Biennial IE Cycle) begins			All work units w/support form IE Team & OIRE	
89	04/07/06	1st Mid-year Implementation Review (2005-2007 Biennial IE Cycle) due			All work units w/support form IE Team & OIRE	
90	04/18/06			Budget Development Committee Meeting to review budget	VP Fin. & Adm. Services (FAS) Members of Committee	
91	05/03/06			Complete President's review, committee review and PDC review of preliminary budget and staffing	President, VP's, PDC, Budget Development Committee	
92	05/22/06	Begin 2005-2007 Mid-Biennium Report			All work units w/support form IE Team & OIRE	
93	06/12/06			Budget Workshop with Board of Trustees	President, VP-FAS	



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94	07/10/06			Complete final budget and staffing plan for FY 07	VP-FAS, Comptroller	
95	8/11/2006 8/18/2006			Finance Committee review, Budget hearing and adoption, approval of staffing plan	President, VP-FAS, Board	