

# **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

## **2025/2026 Budget Preparation Calendar**

<b>Month</b>	<b>Date</b>	<b>Description</b>	<b>Complete By</b>
<b>January</b>	Jan 10	Governor's Proposed 25/26 Budget Released	n/a
<b>February</b>	<b>Feb 10</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	<b>n/a</b>
	Feb 18	Prepare 24/25 FTES Forecast (Census Date 2/18/25)	District Business Office
	Feb 21	Issue 25/26 FTES Target to site CBOs	District Business Office
<b>March</b>	Mar 3	25/26 Tentative Budget Position Budget Forecast Available to run by Site Business Offices	Site Business Office
	Mar 3	Open 25/26 Fiscal Year in Workday	District Business Office
	Mar 14	Copy 24/25 Adoption Budget to 25/26 TB Budget Plan in Workday	IT/ District Business Office
	Mar 14	Send TB Payroll Forecast Summary Spreadsheet to site CBOs	District Business Office
	Mar 28	Send 24/25 Dedicated Income YTD Actuals to site CBOs	District Business Office
	Mar 28	Request current Benefit Census from HR (email spreadsheet)	District Business Office
<b>April</b>	Mar 31 to Apr 4	Spring Recess	n/a
	April 7	<b>Districtwide Budget Council (DBC) Meeting</b>	<b>n/a</b>

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	April 7	Send 24/25 UGF Expense Projections Spreadsheet to site CBOs (Actuals as of 3/31/25)	District Business Office
	April 14	Submit 25/26 Tentative Budget Dedicated Income to District Business Office	Site Business Office
	April 14	Submit TB Payroll Forecast Summary Spreadsheet to District Business Office	Site Business Office
	April 14	Submit Benefit Census to District Business Office	HR
	Apr 21	Submit 24/25 UGF Expense Projections to District Business Office with estimated ending balances	Site Business Office
	Apr 21	Finalize 24/25 Revenue Projections and 25/26 Tentative Budget Revenue for UGF	District Business Office
	Apr 21	Finalize 25/26 Tentative Budget Total Benefit cost projections	District Business Office
	Apr 21	Finalize 25/26 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation	District Business Office
<b>May</b>	<b>May 5</b>	Issue 25/26 Tentative Budget Income Allocation Model (IAM) to site CBOs	District Business Office
	<b>May 9</b>	Governor's May Revised 25/26 Budget Released	n/a
	<b>May 19</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	<b>n/a</b>
	May 19	Finalize posting for all funds in 25/26 TB Budget Plan in Workday	Site Business Office
	May 19	Submit Restricted Funds Summary spreadsheet to District Business Office	Site Business Office

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## 2025/2026 Budget Preparation Calendar

	May 30	Complete TB Booklet for Review by Vice Chancellor-BS	District Business Office
<b>June</b>	<b>June 11</b>	<b>Finalize 25/26 Tentative Budget Booklet and post to Board Docket</b>	District Business Office
	<b>June 23</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	n/a
	<b>June 24</b>	<b>Governing Board Regular Meeting - Tentative Budget Workshop; Tentative Budget Action Item</b>	<b>VC, Business Services</b>
	June 25	Copy 25/26 TB Budget Plan to 25/26 AB Budget Plan. Lock TB Budget Plan after copy.	IT/ District Business Office
	June 25	Post 25/26 Tentative Budget Booklet and Presentation on District Website	District Business Office
	June 26	Site Business Offices begin entering in 25/26 AB Budget Plan	Site Business Office
	TBD	State release 25/26 Approved Budget	n/a
<b>July</b>	Mid-July	State Chancellor's Office Budget Workshop	n/a
	July 14	Update 25/26 Benefit Rates in Workday for July payroll (if needed)	District Business Office
	July 14	Send AB Payroll Forecast Summary Spreadsheet to site CBOs	District Business Office
	July 14	Request current Benefit Census from HR (email spreadsheet)	District Business Office

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## 2025/2026 Budget Preparation Calendar

	July 28	Submit Benefit Census to District Business Office	HR
	July 31	Send 24/25 Dedicated Income Actuals to Site Business Office	District Business Office
<b>August</b>	Aug 4	25/26 Adoption Budget Position Budget Forecast Available to run by Site Business Offices	Site Business Office
	Aug 5	Post 24/25 PO Carryover to 25/26 POCO Budget Plan in Workday	IT/ District Business Office
	Aug 7	Submit 25/26 Adoption Budget Dedicated Income to District Business Office	Site Business Office
	Aug 8	Submit AB Payroll Forecast Summary Spreadsheet to District Business Office	Site Business Office
	Aug 8	Finalize 25/26 Adoption Budget Revenue for UGF	District Business Office
	Aug 8	Finalize 25/26 Districtwide Commitments (IT, P&L Insurance, Sheriff, etc.) and District Services allocation	District Business Office
	Aug 11	Finalize 25/26 Adoption Budget Total Benefit cost projections	District Business Office
	Aug 11	Close 24/25 Unrestricted General Fund and finalize Ending Balance	District Business Office
	<b>Aug 13</b>	<b>Issue 25/26 Adoption Budget Income Allocation Model (IAM) to site CBOs</b>	District Business Office
	Aug 15	Update 25/26 Benefit Rates in Workday for August payroll (if needed)	District Business Office
	<b>Aug 18</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	<b>n/a</b>
	Aug 20	Finalize posting for all funds in 25/26 AB Budget Plan in Workday	Site Business Office

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## 2025/2026 Budget Preparation Calendar

	Aug 20	Submit Restricted Funds Summary spreadsheet to District Business Office	Site Business Office
	Aug 21- Aug 26	Finalize 24/25 Financial Statements for all funds prior to finalizing AB Booklet	District Business Office
	Aug 29	Complete AB Booklet for Review by Vice Chancellor-BS	District Business Office
<b>September</b>	<b>Sep 3</b>	<b>Finalize 25/26 Adoption Budget Booklet and post to Board Docket</b>	District Business Office
	<b>Sep 8</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	n/a
	<b>Sep 9</b>	<b>Governing Board Regular Meeting - Adoption Budget Presented to Board; Adoption Budget Action Item</b>	<b>VC, Business Services</b>
	Sep 10	Copy 25/26 AB Budget Plan to 25/26 WB Budget Plan. Lock AB budget plan after copy.	IT/ District Business Office
	Sep 10	Post 25/26 Adoption Budget Booklet and Presentation on District Website	District Business Office
<b>October</b>	<b>Oct 10</b>	<b>Annual Financial and Budget Report due to CCCCCO (CCFS-311)</b>	District Business Office
<b>November</b>	<b>Nov 17</b>	<b>Districtwide Budget Council (DBC) Meeting</b>	n/a