

**CARL SANDBURG COLLEGE
FY-2008
BUDGET DEVELOPMENT CALENDAR**

<u>DUE DATE</u>	<u>ACTION</u>	<u>RESPONSIBLE</u>
1/25/07	Approve budget development calendar	B.O.T.
1/30/07	Finalize budget parameters	President
1/30/07	Distribute electronic spreadsheet forms to prepare credit hour projections	Chief Financial Officer
2/5/07	Review Risk Management Program/Allocations with Risk Management Committee	Cabinet Officers
2/6/07	Distribute electronic budget packets to budget managers	Chief Financial Officer
2/12/07	Credit hour projections due to the VP of Academic Services	Instructional Team
2/27/07	Review credit hour projections with Instructional Team	VP of Academic Services & Instructional Team
2/7/06-3/6/07	Individual budget meetings to be held between budget managers and their cabinet officer to discuss requests for new dollars and prioritization of those requests.	Cabinet Officer & Budget Manager
3/6/07	Budget sheets and requests for new dollars due to CFO's Office. (Please submit earlier if completed.)	Budget Managers
3/8/07 – 4/3/07	Budget requests compiled and New Initiatives Approved	CFO and Cabinet Officers
4/3/07 -5/4/07	Tentative budget reviewed by Cabinet and CFO	Cabinet Officers & Chief Financial Officer
5/15/07*	Tentative budget distributed to and adopted by B.O.T.	B.O.T.
5/16/07	Publish notice of public hearing on the tentative budget and public inspection	Chief Financial Officer
5/16/07	Budget available for public inspection	Chief Financial Officer
5/16/07 – 6/5/07	Review tentative budget	B.O.T. Budget Committee
6/5/07 – 6/9/07	Necessary revisions to budget completed	Cabinet Officers & Chief Financial Officer
6/28/07*	6:30 p.m. – Public Hearing	B.O.T.
6/28/07	Adopt final budget	B.O.T.
6/29/07	Submit final budget to ICCB, staff, and county clerks	Chief Financial Officer

*Board of Trustees Scheduled Meeting