

**CARL SANDBURG COLLEGE
FY-2009
BUDGET DEVELOPMENT CALENDAR**

<u>DUE DATE</u>	<u>ACTION</u>	<u>RESPONSIBLE</u>
1/24/08*	Approve Budget Development Calendar	BOT
1/30/08	Finalize Budget parameters	President
1/30/08	Distribute electronic spreadsheet forms to prepare credit hour projections	CFO
2/4/08	Review Risk Management Program/Allocations with Risk Management Committee	Cabinet Officers
2/11/08	Distribute Electronic Budget Packets to Budget Managers	CFO
2/11/08	Credit hour projections due to the VP of Academic Services	Instructional Team
2/26/08	Review credit hour projections with Instructional Team	VP of Academic Services & Instructional Team
2/7/08-3/7/08	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 Officers & Budget Managers
3/7/08	Budget sheets and requests for new dollars due to CFO's Office. (Please submit earlier if completed.)	Budget Managers
3/10/08 – 4/4/08	Budget requests compiled and New Initiatives Approved	CFO and Cabinet Officers
4/7/08 -5/9/08	Tentative Budget reviewed by Cabinet and CFO	Cabinet Officers & CFO
5/22/08*	Tentative Budget distributed to and adopted by BOT	BOT
5/23/08	Publish Notice of Public Hearing on the Tentative Budget and Public Inspection	CFO
5/23/08	Budget available for public inspection	CFO
5/23/08 – 6/6/08	Necessary revisions to Budget completed	Cabinet Officers & CFO
6/26/08*	6:30 p.m. – Public Hearing	BOT
6/26/08*	Adopt Final Budget	BOT
6/27/08	Submit Final Budget to ICCB, staff, and county clerks	CFO

***Board of Trustees Scheduled Meeting**