

**Collin College  
Budget Development Calendar  
FY22 (2021-2022)**

March 15, 2021	Initial budget allocations, budget detail, supplemental and salary worksheets are e-mailed to Leadership Team members and/or Org Managers.
March 17, 2021 and additional date(s) if necessary	Budget development training for new employees at Collin Higher Education Center - Room TBD (in-person & virtual options). Additional training sessions will be set up if necessary.
April 5, 2021	Salary worksheets due to the budget office by 5 PM.
April 30, 2021	Budget worksheets including supplemental budget requests are due to the budget office by 5 PM.
Week of May 24-28, 2021	Leadership Team members meet individually with Administrative Services to discuss their requested budgets.
June 7, 2021	Cabinet receives preliminary budget reports, including supplemental items.
July 2021	Finance and Audit Committee receives proposed budget for review.
August 24, 2021	Board approves the Fiscal Year 2021-2022 proposed budget.