

**Collin College
Annual Budget Calendar**

Date to be determined	Initial budget allocation, budget detail, supplemental and salary worksheets are e-mailed to Leadership Team members and/or Cost Center Managers.
Date to be determined	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.
Date to be determined	Salary worksheets are due to the budget office.
Date to be determined	Budget worksheets including supplemental budget requests are due to the budget office.
Date to be determined	Leadership Team members meet individually with Administrative Services to discuss their requested budgets.
Date to be determined	Cabinet receives preliminary budget reports, including supplemental items.
Date to be determined	Finance and Audit Committee receives proposed budget for review.
Date to be determined	Board approves the proposed budget.