

Detailed Budget Timeline

<u>Due Date</u>	<u>Assignment</u>
date to be determined	prepare preliminary calendar
date to be determined	e-mail to CFO re: prelim budget calendar approval
date to be determined	e-mail to LT/admins re: availability for meetings
date to be determined	request CHEC rooms LT meetings
date to be determined	set up meetings for LT meetings
date to be determined	request CHEC room budget development training
date to be determined	send approved budget calendar to LT/admins
date to be determined	Update CougarWeb with new budget calendar (email Admin)
date to be determined	begin work on Allocation Spreadsheet
date to be determined	complete Allocation Spreadsheet & CFO approval
date to be determined	set up Budget Book file
date to be determined	run payroll/salary spreadsheet (after Feb payroll/faculty load)
date to be determined	set up Supplemental worksheet/Backfill worksheet (and data validations) & Master Files
date to be determined	set up Salary File
date to be determined	set up Supplemental worksheet/Backfill worksheet (and data validations) & Master Files
date to be determined	send e-mail re budget training/sign ups with calendar
date to be determined	allocations sent to VPPs and LT members needing extra time to review
date to be determined	run file for budget detail (after Feb close)
date to be determined	set up Budget Detail Files
date to be determined	send Salary Files to Org Mgrs for verification
date to be determined	budget detail, supplemental, backfill files and remaining allocations sent to Org Managers/LT
date to be determined	CE Revenue/Auxiliary/Grants budget detail sent to Org Managers/LT
date to be determined	send funds available spreadsheet to SAFAC
date to be determined	check to see if there will be a tuition increase for fall
date to be determined	email Public Relations re cover for budget and submit project request form
date to be determined	find PR photos for Budget Book/CAFR - get approval from Barbara and Lenora
date to be determined	work on training presentation and handouts
date to be determined	budget development training
date to be determined	full-time personnel/salaries due from organization managers
date to be determined	budget worksheets including supplemental requests and revenue estimates due to Business Office
date to be determined	analyze General College budget and Facilities Property Insurance & Utilities Budgets with Barbara
date to be determined	send Backfill file to IT
date to be determined	update budget book - YTD Actuals & Current Budget Columns
date to be determined	Create Files; Print detail, salary, supplemental files for binders for LT Meeting
date to be determined	deliver budget information to LT
date to be determined	Talk to Plant & Admin about LT Meetings rooms - water/cooler, power strips, square set up, comfy chairs
date to be determined	review budgets with LT in LT Meeting
date to be determined	make changes based on LT meetings and send updated emails with edited info
date to be determined	update a final clean version of master supplemental file for CFO and President to use in their meeting
date to be determined	Cabinet receives preliminary budget reports, including supplemental items.
date to be determined	send SAFAC annual budget emails to each awarded group
date to be determined	freeze Salary File amounts
date to be determined	create supplemental file for book - shorten descriptions
date to be determined	work on narrative portion of next year's budget book
date to be determined	update charts and graphs and order of budget book

<u>Due Date</u>	<u>Assignment</u>
date to be determined	budget cover and insert pages due from Public Relations - get approval from Barbara
date to be determined	assist CFO with YE Powerpoint and print-outs
date to be determined	email Finance admin to enter requisition for budget book prints; give PO # to PR
date to be determined	proposed budget book printed from PDF - review for typos, format, and tie #s
date to be determined	Finance and Audit Committee receives preliminary budget reports, including supplemental items
date to be determined	test EIB upload in Sandbox - tie out
date to be determined	Board Committee reviews budget
date to be determined	Board approves budget
date to be determined	email to post required info for HB2504
date to be determined	final budget book printed from PDF - tie all #s and check format
date to be determined	create child and parent templates for new fiscal year
date to be determined	upload budget in Workday, reconcile, submit, and turn on budget check option
date to be determined	email CC Managers that budget has been loaded and suppl funds are pending
date to be determined	final budget book to CFO and AVP for review
date to be determined	email PR to print Budget Book
date to be determined	publish Budget Book PDF to Cougarweb
date to be determined	Load Supplemental as approved by CFO/President and send out emails
date to be determined	budget books sent to printer by PR
date to be determined	Upload approved budget book to THECB
date to be determined	Upload approved budget book to the Legislative Budget Board
date to be determined	Email Budget Book link under Financial Transparency to Governor's Budget & Planning Office
date to be determined	Mail physical copy of Budget Book to Legislative Reference Library
date to be determined	Drop physical copy of Budget Book to EVP/Admin & SVP/Admin