

Santa Monica College

2021-22 Tentative/Adopted Budget Calendar

JANUARY	Governor's budget proposal is released
FEBRUARY	District analysis of Governor's proposed budget P1 and Recalculation are published by CCCCCO Submit 2020-21 2 nd quarter budget update to the Board of Trustees
MARCH	Establish 2020-21 budget assumptions including: <ul style="list-style-type: none">• FTES• Staffing/Vacancy• COLA• Estimated salary increases including step, column and longevity and contractual settlements• Estimated benefit increases• Estimated utility increases• HEERF backfill of lost revenues• Approved DPAC annual action plans• Other
MAY	Submit 2020-21 3 rd quarter budget update to the Board of Trustees PBAR review process by the Superintendent/President, Vice President-Business and Administration , Vice President – Human Resources, Director of Personnel Commission and Director of Human Resources May Revision to the Governor's January budget Districtwide review of the Tentative Budget
JUNE	Update 2020-21 tentative budget assumptions to include Board of Trustees approved actions. President/Superintendent approves Tentative Budget
JULY	Submit Tentative Budget and 2020-21 4 th quarter budget update to the Board of Trustees
JULY/AUGUST	Legislature adopts the State budget

District closes accounting records for 2020-21

SEPTEMBER President/Superintendent approves preliminary Adopted Budget
Districtwide review of the Adopted Budget

OCTOBER Submit Adopted Budget to the Board of Trustees

Santa Monica College 2021-22 Tentative/Adopted Budget Timeline

January

Early January: Governor released the proposed 2021-22 State Budget.

January – Early February: Budget Department send out analysis on the Governor’s proposal and its projected effect on the District.

January 20th: Budget department finalize 2nd quarter projections for the 2020-21.

January 26th: Budget Department generate a summary of projected 2019-20 thru 2023-24 surplus/deficit and ending fund balance based on 2nd quarter projections.

February

February 2nd: 2020-21 2nd Qtr Budget update and 311 are submitted to Board of Trustees for approval.

February 26th: P1 and prior year Recalculation released by the CCCCCO.

March

March 4th: Budget forms for Unrestricted and Restricted Funds are distributed to Departmental Managers/Administrator for completion.

March 19th: Deadline to send Unrestricted Funds budget forms back to Budget. (Budget will be kept same as FY 2020-21 Adopted Budget. Departments are allowed to make changes within the departments under the same Vice President and will need to return form only if there are changes in budget distribution).

March 19th: Deadline to send Restricted Funds budget forms back to Accounting. (*Departments that do not return the forms will be budgeted at zero for their programs*).

April

April 14th: Academic Affairs and Enrollment Development submit FTES and WTH projections for all FTES classes (*Credit, Non-Credit, CDCP and Non-Resident*) to Budget Department.

April 21st – Budget department finalize 3rd quarter projections for the current year and updated 2020-21 thru 2024-24 projections. (Added HEERF backfill of lost revenues; Removed furlough and salary step/longevity salary freeze for classified/academic managers and classified employees starting from April 1).

May

May 1st – May 14th: Budget Department compile data and produces Tentative Budget.

May 4th: Submit 3rd Qtr Budget update and 311 to Board of Trustees for approval.

May 14th: The Governor releases the May Revise.

May 17th to May 18th: The Budget Department adjust the Tentative Budget projections to reflect May Revise and update 2020-21 thru 2024-25 projections.

May 19th: Superintendent/President reviews and approves the 2021-22 Tentative Budget.

May 19st: Budget Department prepare Gann Limit calculation based on Tentative Budget.

May 26th: Present Tentative Budget to Budget Committee

June

June 1st : Submit 2020-21 Tentative Budget to the Board of Trustees.

June 9th: Present Tentative Budget to DPAC.

June 25th : Legislature agree with Governor on 2021-22 Budget

June 26th: P2 and prior year Recalculation released by the CCCC.

July

July 12nd: The Legislature adopts the State Budget.

July 19th – July 23rd: Superintendent/President and Chief Business Officer reviews preliminary Adopted Budget and make changes to assumptions, if necessary.

July 29th : 2021-22 Advance Apportionment and Revised 2020-21 Revised P2 released by the CCCC.

August 2nd – August 20th: Budget Department compile data, update 2021-22 Budget to reflect any changes due to the closing of the accounting records for 2020-21 and produces Adopted Budget.

August

August 16th: Academic Affairs and Enrollment Development submit revised FTES and WTH projections for all FTES classes (Credit, Non-Credit, CDCP and Non-Resident) to Budget Department.

August 25th: Superintendent/President reviews and approves the preliminary 2021-22 Adopted Budget.

August 31st: Senior Staff final review of the Adopted Budget.

September

September 1st: Present 2021-22 Adopted Budget to Budget Committee.

September 3^d: Accounting books are closed for the 2020-21 fiscal year.

September 7th: Superintendent/President reviews and approves the final 2021-22 Adopted Budget.

September 8th: Present 2021-22 Adopted Budget to DPAC.

September 14th: Submit 2020-21 Adopted Budget to Board of Trustees.