



## **2021-2022 OPERATING BUDGET (FUND 1)** **SCHEDULE**

### **Phase 1:**

January - April Information gathering and presentations to Resource and Planning Council (RPC), Division/Department Objectives and Budget Requests. RPC forwards recommendations to President's Leadership Team.

March 2 *Legislative session begins.*

March 1- April 2 Planning Units prepare budget requests (changes in base budgets, unfunded requests, capital outlay, and requests for alteration, renovation or refurbishing of existing space)

April 19 President's Staff review of RPC Recommendations and information.

April 30 *Legislative session ends.*

### **Phase 2:**

March 1 – March 16 Meet with groups of budget authorities to discuss 2021-2022 departmental base budgets and review 2021-2022 budget and planning process.

March 17 - March 19 Departmental continuation budgets reviewed, and changes submitted to division Vice Presidents. *Division Vice Presidents will designate individual departmental due dates to facilitate timely budget submission.*

**March 26 Verify Revised Base Budget and notify Andy Barnes with any changes. See Continuation Budget Worksheet Instructions.**

**April 5 Departmental Continuation Budgets with changes needed, approved by the division Vice President, due to the Office for Finance by 4:00 p.m.**

**April 5 Division Unit Budget Reductions/Realignments (if applicable) and Unfunded Requests, submitted by the division Vice President, due to the Office for Finance by 4:00 p.m.**

**April 5 Capital Outlay and Alteration, Renovation, or Refurbishing of Existing Space requests approved by the division Vice President due to the Office for Finance by 4:00 p.m.**

May 3 Discussion of RPC recommended Operating Revenue & Expenditure Assumptions & Projections, Strategic Plan & other information. Discussion of College wide Budget requests for unfunded Unit Requests (associated with Strategic Plan, Division Operation Initiatives, or Cost to Continue) requiring additional or reallocation of funding by President's Leadership Team.

May 17 Continuation budgets and plans presented to President's Leadership Team for approval.

### **Phase 3:**

May 11 Budget Presentation to President's Leadership Team

May 18 Trustees workshop

June 3 Collegewide Budget Presentation

June 15 Final budget approved by Board of Trustees for transmittal to the Division of Florida Colleges.

June 17-30 FY 2021-2022 departmental budgets allocated and entered on-line.

**Schedule and Agenda Outline  
President's Staff Meetings  
As President's Leadership Team  
2021-2022 Budget Preparation**

Meeting #	Agenda Items	Date	Time
1	Budget Preparation Schedule	Via email	
2	Discussion of any program/service area realignment that will impact budget planning for 21/22 operating budget year Discussion of fund obligations (i.e. grant commitments) that impact budget planning for 21/22 budget year Begin review of funds available projection for 21/22	March 2 *	9:00
	<i>Board Workshop – Preliminary Budget update</i>	<i>April 20</i>	2:00
3	Discussion of employee benefits-if needed Discussion of Enrollment Projections Discussion of Non-State Revenue Changes for 21/22 Discussion of Student Activities & Auxiliary Funds to maximize resource allocation Discussion of Planning Unit Budget Reductions/Realignment	March 22*	9:00
4	Requests (Associated with College Strategic Plan, Division Operation Initiatives, or Cost to Continue)	April 19*	9:00-11:00
5	<i>Presentation of RPC recommended 21/22 Operating Revenue &amp; Expenditure Assumptions &amp; Projections, Strategic Plan &amp; other information – Dr. Lisa Armour/Andy Barnes</i>	April 19*	9:00-11:00
6	Review and approve continuation/base budget (with reallocations/reductions) Review funds available/tentative allocation and/or realignment Review and finalize funded budget requests for unfunded unit requests Review Capital Outlay & Facility requests; tentative allocation Review proposed budgets for Plant Funds Review proposed budgets for Auxiliary Funds	May 3	9:00-12:00
7	Final review and approval of 2021-2022 operating funds available/allocated Review and approval of Capital Outlay & Facility requests Final review of Student Activities, Auxiliary, & Plant Fund budgets	May 17*	9:00-12:00

\* Within regularly scheduled President's Staff meeting

\*\* Within regularly scheduled Cabinet meeting

<b>Finalization</b>		
Final Review with President	May 15	9 am
Trustee Budget Workshop	May 18	2:00-3:30 Tentative
President's Budget Presentation to College	June 3	2:00 Tentative
Board Approval at regular meeting	June 15	4:00
Budget due to Division of Florida Colleges	June 30	