Budget Development Process Timeline 2026 - 2027

Updated 6/15/26

December 2025

- 12/5/25 Strategic Initiatives due.
- 12/12/25 District Budget Committee – review Budget Guidance Memorandum and Budget Values & Assumptions documents, and any changes to the Budget Allocation Process.

January 2026

- 1/22/26 Email communication to campus - Budget Development Workshop date.
- 1/27/26 Budget Development Workshop (all campus).
- 1/28/26 Budget Center Manager's Quarterly Meeting w/ Assistants – Budget Development Training.
- 1/30/26 Budget Development Resources/Tools available via Microsoft TEAMS and Planning and Budget Development website.

February 2026

- 2/1/26 Email communication to campus – Budget Guidance Memorandum, Budget Development Process Timeline, and related documents.
- 2/1/26 Email communication to campus - Budget Development Drop-In Sessions schedule.
- Budget Center Managers - Consult with area personnel to develop and gather budget submissions.
- 2/4/26 Budget Analyst will be available for drop-in sessions twice per week through 3/2/26. Teams meeting invites will be sent to Budget Center Managers and campus community.
- Budget Center Managers - work with District's Budget Analyst, Duong Tran for assistance (as needed) to meet the 3/2/26 submission deadlines.
- Email communication reminder regarding budget development process and timelines.
- 2/20/26 District Budget Committee - review & recommend Fund 11 revenue projections for upcoming budget development cycle.

March 2026

- **DUE** 3/2/26 Personnel Request forms. Submissions received through Microsoft Teams Workbook and packaged for President's Cabinet review.
- **DUE** 3/2/26 Operational Optimization Proposals*.
- **DUE** 3/2/26 Facilities and Technology Workbooks*.
- **DUE** 3/2/26 Budget Center Manager's DEADLINE - Self Service budget development.
- **DUE** 3/6/26 VP approval DEADLINE - Self Service budget development.
- ***Facilities & Technology submissions** to be forwarded to the respective District Committees (for review/recommendation) before consideration by the District Budget Committee.
- Email communication to campus with key dates and next steps by District Budget Committee.

April 2026

- Email communication to campus - Update on District Budget Committee progress & Next Steps.
- **DUE** 4/15/26 Facilities Committee Recommendations to the Business & Finance Office for Budget Committee review.
- **DUE** 4/15/26 Technology Recommendations to the Business & Finance Office for Budget Committee review.
- **DUE** 4/30/26 Grant Managers DEADLINE - Fund 12 and Fund 71/72 tentative budgets for Self Service budget development.

May 2026

- Email communication to campus - District Budget Committee recommendations to the President.
- 5/1/26 Initial personnel decisions for 2026-2027 due by the President's Cabinet.
- 5/12/26 Tentative Budget Campus Forum.
- 5/15/26 District Budget Committee - Recommends Tentative Budget to Superintendent/President.

June 2026

- 6/11/26 Board of Trustees - Considers Tentative Budget.
- 6/15/26 Tentative Budget available to Budget Center Managers.
- **DUE** 6/25/26 District Auxiliary Services Recommendations to the Business & Finance Office.
- Email communication to campus - 2026-2027 Tentative Budget approved; Budget Managers' access to the Tentative Budget in Self Service.

July 2026

- Preparation for Final Budget begins.

August 2026

- Email communication to campus with key dates and next steps in the 2026-2027 Final Budget process by District Budget Committee.
- 8/21/26 Flex Day Orientation (Budget Process & Training) for District Budget Committee members.
- 8/28/26 District Budget Committee - Present DRAFT Final Budget.

September 2026

- 9/1/26 Final Budget Campus Forum.
- 9/4/26 District Budget Committee - recommends Final Budget to Superintendent/President.
- 9/10/26 Board of Trustees - Adoption of Final Budget.
- Email communication to campus - Final budget and related funding decisions available on the website.