

CALENDAR FOR 2007-2008 BUDGET AND 2006/2007 QUARTERLY REPORTS

11/22/06	PR: Calendars are input into HRS
11/29/06	HR: Roll over positions in HRS
12/15/06	HR: Roll over assignments in HRS
1/03/07	Budget: First, unaudited version of eba046 to campuses for review
1/05/07	Benefits Reconciliation for November due to Budget Office
1/04/07	Budget: Last date for 2nd Qtr budget revisions and transfers
1/10/07	Close 2nd Qtr
	P1 is due to Business Services
1/12/07	Governor's Budget is released
1/18/07	Budget: 2ndQtr Reports to Campuses/ Accountants for review
1/19/07	Budget: Campuses finish review of EBA046 and send appropriate paperwork to personnel with staffing adjustments (this data will serve as an estimate for tentative Budget so please try to be as inclusive as you can)
	ETS: Open 07/08 in FRS
1/25/07	Slater/Brandy/ Budd/Hawk report on <u>06/07</u> FTES and productivity projections
	Budget: 2nd Qtr input from campuses/ accountants due back to Budget Office
	Benefits Reconciliation for December due to Budget Office
	2nd Qtr Benefits Report due to Budget Office
2/02/07	HR: Any changes provided by the campuses entered into the system
2/05/07	Budget: Estimates are due for fixed or other "A" budget costs for Tentative Budget
	Slater runs position control reports and download for review
2/22/07	HR: Contract changes for tentative budget due in HR
2/27/07	Benefits Reconciliation for January due to Budget Office
	Budget: EBA046 to campuses for review
2/28/07	Purch: 06/07 PRs that require a bid must be received by Material Services
3/02/07	Budget: Work on first salary projections begins
3/05/07	2nd Qtr Report to Board
3/27/07	Benefits Reconciliation for February due to Budget Office
4/04/07	Budget: Last date for 3rd Qtr budget revisions and transfers
4/11/07	Close 3rd Qtr
4/12/07	Budget: Benefit rates for Tentative Budget to Henry Ly
4/13/07	Budget: Feed HR assignments into FR as tentative budgets for 07/08
	Budget: Revised estimates for "A" items are due to Budget Office
4/17/07	Purch: Deadline for requisitions for open (standing) Purchase Orders for supplies and maintenance contracts for equipment that needs to be available for use on July 1, 2007. Contracts that expire on a date other

than the end of the fiscal year should be sent in for renewal or extension at least 60 days prior to the expiration date.

Budget: 3rd Qtr Reports to Campuses/Accountants for review

4/20/07 Budget: 3rd Qtr input from campuses/accountants due back to Budget Office

4/24/07 Benefits Reconciliation for March due to Budget Office

3rd Qtr Benefits Report due to Budget Office

P2 is due to Business Services

4/27/07 Budget: All 06/07 budgets for all funds except Fund 14 and 22 must be entered and balanced in FRS

5/08/07 Purch: Last day for Purchase Requisitions not requiring bids to be delivered to Material Services to have charges booked to 06/07 budget

5/11/07 Budget: All Tentative 07/08 budgets for all funds must be entered and balanced in FRS.

5/14/07 3rd Qtr Report to Board

5/22/07 Benefits Reconciliation for April due to Budget Office

5/29/07 HR: Contract change forms due in HR for Adopted Budget 07/08

6/04/07 Budget: Finalize benefit rates for 07/08

6/05/07 HR: Enter 07/08 rates in HRS

6/08/07 HR: Finish entries to 06/07

HR: Create 07/08 in HR; roll assignments into budget fields

6/15/07 PR: Timecards due for contract employees.

6/18/07 Budget: Tentative budget goes to board

6/19/07 Purch: Deadline for stores requisitions

6/26/07 Benefits Reconciliation for May due to Budget Office

Budget: Back out previous HR budgets and feed new HR budget

Purch: Stores closed for annual inventory 6/25-6/29. No items will be issued during this period.

6/29/07 PR: Timecards due in payroll for all students and casuals.

Purch: Last date to create 06/07 POs.

Run VBM020 Year End cutoff.

Run final BBD100 to close SIS.

Final deposit for cash receipts to be recorded in 06/07.

7/02/07 AP: Continue processing to old year.

AP: No more "pre-pays" -- process all new year transactions directly to new year

AP: All voids are now new year voids regardless of check date or voucher dates

AP: All checks are new year regardless of voucher dates.

7/05/07 Purch: Buyers review 06/07 POs week of 7/2-7/6.

Accounting: Chargebacks for 06/07 due in Accounting and to their respective campuses

7/09/07 HR: Last date for entries to 06/07, last feed to 06/07

P Annual due to Business Services

7/10/07 PR: Run PR for 6/30 casual, student, manual & void

ETS/Purch: Load 07/08 encumbrances to 07/08

ETS/Purch: Liquidate encumbrances in 07/08 to match new year transactions done between 7/1 and 7/11 on 06/07 POs

AP: All entries to 06/07 POs must verify that encumbrance is there

Purch: Run OC listing for Bernata, Laureen, Carole and Joni to review

AP: All vouchers, check requests, travel claims, etc., due to AP for 06/07

7/13/07 HR: Finish budget revisions for July PR (WOC, etc.).

HR: Reallocations that are for the 06/07 fiscal year must be in Accounting or their respective campuses offices in order to be processed for the 06/07 fiscal year

PR: Timecards due for contract employees

Benefits Reconciliation for June due to Budget Office

06/07 Annual Benefits Report due to Budget Office

AP: Last day to process to 06/07

7/16/07

HR: Last date to feed reallocations to 06/07

HR: Roll over YTD totals for new year

Accounting: Expense transfers for 06/07 due in Accounting or their respective campuses

PR/Grants: Review July timecards for anything that needs to be accrued

AP: Start accruing old year invoices

7/19/07

Budget: Last date for revisions/transfers to 06/07 budget and 07/08 budget.

7/23/07

Accounting: All journal entries must be reviewed by Martin or Gloria

7/27/07

Payroll: Run payroll for July 07

8/02/07

Close 06/07 fiscal year

Load budget revisions to match encumbrances (Funds 14 and 22 only)

8/09/07

Budgeters receive 6/30/07 MERs

8/10/07

Close July 07

8/17/07

Budgeters receive 7/31/07 MERs with 07/08 budget included