

Calendar to develop Annual Plans & Budgets for the 2022-23 Academic Year

	2021				2022								
ANNUAL PLANNING PHASE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT
Areas contextualize College-wide annual goals	10/8-10/18												
Divisions develop annual plans		before end of January											
Departments develop annual plans			Office/programs/departments meet at the beginning of Spring semester to kick-off annual planning:			By April 15th							
Division and Areas complete Budget Worksheets					end of Jan – 3/15								
Prioritization of budget requests within Divisions and Areas							4/15 – 5/27						
Prioritization of budget request with Cabinet										June			
Identify funding source for high priority budget requests										June - July			
Approve budget requests												Aug - Sept	
Final budget approved													9/15

Note: The annual planning and budgeting process begins in October of every year to plan for the following fiscal year. For example, FY2022-23 planning would begin in October 2021.