

BC MASTER BUDGET/FISCAL CALENDAR JULY 2023 - JUNE 2024

| Timeline* | FY23 | FY24 | FY25 | BC Deadline | Tasks | Responsible |
|----------------|------|------|------|----------------|---|---------------|
| July 2023 | | X | | 7/1/2023 | New Fiscal Year 2023-2024 (FY24) begins. Able to enter Purchase Orders (PO) and view budgets in Banner. Contact the Budget Office for FY24 Budget Transfers, Budget Requests, and Budget Revisions. | Campus |
| | | X | | 7/13/2023 | Provide FY24 NBAJOBS (Future Payroll) FOAPAL distribution changes for end of July payroll to Human Resources for New FY. | Budget Office |
| | X | X | | 7/27/2023 | Open Purchase Orders will be rolled into FY24 Budgets. | Campus |
| | X | | | 7/21/2023 | Cutoff date for all paper Budget Transfers for FY23. | Campus |
| | X | | | 7/27/2023 | Cutoff date for all FY23 expenses requests to Business Services (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from June 15th through July 15th Payroll and paid invoices submitted by July 19th. | Campus |
| August 2023 | | X | | 8/10/2023 | Provide FY24 NBAJOBS FOAPAL (Future Payroll) distribution changes for end of August payroll to Human Resources for New FY. | Budget Office |
| | X | | | 8/14/2023 | Resolve FY23 payroll and expense issues. | Budget Office |
| | | X | | 8/1/2023 | Deadline for FY24 Budget Transfers, Budget Requests, and Budget Revisions. NO CHANGES TO FY24 BUDGETS UNTIL AFTER ADOPTED BUDGET 9/14/23. | Campus |
| | | X | | 8/18/2023 | Finalize FY24 Final Budget for Board Adoption. | Budget Office |
| September 2023 | | X | | 9/14/2023 | Board Adoption of FY24 Final Budget. | District |
| | | X | | 9/15/2023 | FY24 BanWeb Budget Transfers available for non-labor accounts. | Campus |
| | | | X | Late September | Prepare Fiscal Year 2024-2025 (FY25) Program Review Budget forms for GU001 Non-Labor Budgets. | Budget Office |

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| October 2023 | | | X | Early October | Send FY25 Program Review Budget forms for GU001 Non-Labor Budgets to Budget Managers. | Budget Office |
| | | X | | Early October | Review FY24 Restricted Funding Allocations and request Budget Revisions to update. | Budget Managers |
| | | | X | Late October | Deadline for FY25 Program Review Budget forms for GU001 Non- Labor Budgets. | Budget Managers |
| November 2023 | | | X | Early November | Compile FY25 Program Review Budget forms for GU001 Non-Labor Budgets. | Budget Office |
| December 2023 | | | X | Early December | Prepare FY25 Program Review Budget forms for GU001 Non-Labor Budgets for Executive Team review. | Budget Office |
| January 2024 | | | X | Early January | Prepare FY25 Labor Budgets. | Budget Office |
| | | | X | Early January | Executive Team review of FY25 GU001 Non-Labor Budgets. | Executive Team |
| February 2024 | | | X | Mid February | Updates to FY25 GU001 Non-Labor Budgets from Executive Team. | Budget Office |
| | | | X | Mid February | Review Org Codes and Approval Queues for FY25. | Budget Office |
| March 2024 | | X | | 3/17/2024 | Cutoff date for all FY24 expenses through December 31, 2023 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc). | Campus |
| | | | X | Early March | Executive Team review of FY25 Labor Budgets. | Executive Team |
| | | | X | Late March | Updates to FY25 Labor Budgets from Executive Team review. | Budget Office |
| | | | X | Late March | Prepare FY25 Restricted Funding Budget forms. | Budget Office |

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| April 2024 | | | X | 4/1/2024 | Send FY25 Restricted Funding Budget forms to Budget Managers. | Budget Office |
| | | | X | 4/19/2024 | Deadline for FY25 Restricted Funding Budget forms. | Budget Managers |
| | | | X | Late April | Compile FY25 Labor Budgets, GU001 Non-Labor Budgets, Restricted Funding Budgets for Tentative Budget upload. | Budget Office |
| May 2024 | | | X | Early May | Activate/Cancel/Freeze FY25 positions. | Budget Office |
| | | | X | Early May | FY25 Tentative Budget upload. NO CHANGES TO FY25 BUDGETS UNTIL NEW FY 7/1/24. | Budget Office |
| | | X | | 5/16/2024 | Cutoff date for all FY24 expenses through March 31, 2024 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc). | Campus |
| | | X | | 5/31/2024 | Cutoff ALL Purchase Orders (POs) for FY24. POs MUST BE APPROVED BY THIS DATE. | Campus |
| June 2024 | | | X | 6/13/2024 | Board Approval of FY25 Tentative Budget. NO CHANGES TO FY25 BUDGETS UNTIL NEW FY 7/1/24. | District |
| | | X | | 6/21/2024 | Cutoff ALL Cal-Card travel expenses for FY24. Travel must be preapproved by May 31st. | Campus |
| | | X | | 6/30/2024 | Last Day to RECEIVE items for FY24. | Campus |
| | | X | | 6/30/2024 | Cutoff Date for receipt to District Office for all payroll processing in FY24. | Campus |
| | | X | | 6/30/2024 | Cutoff date for BanWeb Budget Transfers for FY24. Campus will then submit on paper Budget Transfers for FY24. | Campus |
| | | X | | 6/28/2024 | Cutoff date for all FY24 expenses requests (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from April 1 through June 15th. | Campus |