

## BC MASTER BUDGET/FISCAL CALENDAR JULY 2024 - JUNE 2025

Timeline*	FY24	FY25	FY26	BC Deadline	Tasks	Responsible
July 2024		X		7/1/2024	New Fiscal Year 2024-2025 (FY25) begins. Able to enter Purchase Orders (PO) and view budgets in Banner. Contact the Budget Office for FY25 Budget Transfers, Budget Requests, and Budget Revisions.	Campus
		X		7/11/2024	Provide FY25 NBAJOBS (Future Payroll) FOAPAL distribution changes for end of July payroll to Human Resources for New FY.	Budget Office
	X	X		7/24/2024	Open Purchase Orders will be rolled into FY25 Budgets.	Campus
	X			7/24/2024	Cutoff date for all paper Budget Transfers for FY24.	Campus
	X			7/31/2024	Cutoff date for all FY24 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 18th.	Campus
August 2024		X		8/1/2024	Deadline for FY25 Budget Transfers, Budget Requests, and Budget Revisions. <b>NO CHANGES TO FY25 BUDGETS UNTIL AFTER ADOPTED BUDGET 9/12/24.</b>	Campus
		X		8/8/2024	Provide FY25 NBAJOBS FOAPAL (Future Payroll) distribution changes for end of August payroll to Human Resources for New FY.	Budget Office
	X			8/14/2024	Resolve FY24 payroll and expense issues.	Budget Office
		X		8/16/2024	Finalize FY25 Final Budget for Board Adoption.	Budget Office
September 2024		X		9/12/2024	Board Adoption of FY25 Final Budget.	District
		X		9/13/2024	FY25 MyBanWeb/Finance SSB Budget Transfers available for non-labor accounts.	Campus
			X	Late September	Prepare Fiscal Year 2025-2026 (FY26) Program Review Budget forms for GU001 Non-Labor Budgets.	Budget Office

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October 2024			X	Early October	Send FY26 Program Review Budget forms for GU001 Non-Labor Budgets to Budget Managers.	Budget Office
		X		Early October	Review FY25 Restricted Funding Allocations and request Budget Revisions to update.	Budget Managers
			X	10/31/2024	Deadline for FY26 Program Review Budget forms for GU001 Non- Labor Budgets.	Budget Managers
November 2024			X	Early November	Compile FY26 Program Review Budget forms for GU001 Non-Labor Budgets.	Budget Office
December 2024			X	Early December	Prepare FY26 Program Review Budget forms for GU001 Non-Labor Budgets for Executive Team review.	Budget Office
January 2025			X	Early January	Prepare FY26 Labor Budgets.	Budget Office
			X	Early January	Executive Team review of FY26 GU001 Non-Labor Budgets.	Executive Team
February 2025			X	Mid February	Updates to FY26 GU001 Non-Labor Budgets from Executive Team.	Budget Office
			X	Mid February	Review Org Codes and Approval Queues for FY26.	Budget Office
March 2025		X		3/17/2025	Cutoff date for all FY25 expenses through December 31, 2024 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc).	Campus
			X	Early March	Executive Team review of FY26 Labor Budgets.	Executive Team
			X	Late March	Updates to FY26 Labor Budgets from Executive Team review.	Budget Office
			X	Late March	Prepare FY26 Restricted Funding Budget forms.	Budget Office

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Timeline*	FY24	FY25	FY26	BC Deadline	Tasks	Responsible
April 2025			X	4/1/2025	Send FY26 Restricted Funding Budget forms to Budget Managers.	Budget Office
			X	4/18/2025	Deadline for FY26 Restricted Funding Budget forms.	Budget Managers
			X	Late April	Compile FY26 Labor Budgets, GU001 Non-Labor Budgets, Restricted Funding Budgets for Tentative Budget upload.	Budget Office
May 2025			X	Early May	Activate/Cancel/Freeze FY26 positions.	Budget Office
			X	Early May	FY26 Tentative Budget upload. <b>NO CHANGES TO FY26 BUDGETS UNTIL NEW FY 7/1/25.</b>	Budget Office
		X		5/16/2025	Cutoff date for all FY25 expenses through March 31, 2025 requests (invoices, expenditure transfers, FOAPAL Change Forms, etc).	Campus
		X		5/29/2025	Cutoff ALL Purchase Orders (POs) for FY25. <b>POs MUST BE APPROVED BY THIS DATE.</b>	Campus
June 2025			X	6/12/2025	Board Approval of FY26 Tentative Budget. <b>NO CHANGES TO FY26 BUDGETS UNTIL NEW FY 7/1/25.</b>	District
		X		6/30/2025	Cutoff ALL Cal-Card travel expenses for FY25. Travel must be preapproved by May 31st.	Campus
		X		6/30/2025	Last Day to RECEIVE items for FY25.	Campus
		X		6/30/2025	Cutoff Date for receipt to District Office for all payroll processing in FY25.	Campus
		X		6/30/2025	Cutoff date for MyBanWeb/Finance SSB Budget Transfers for FY25. Campus will then submit on paper Budget Transfers for FY25.	Campus
		X		6/30/2025	Cutoff date for all FY25 expenses requests (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from April 1 through June 15th.	Campus