

## LEWIS-CLARK STATE COLLEGE BUDGET DEVELOPMENT TIMELINE

Budget Office: Revised 10/28/21

| New Fiscal Year FY22             |  | Est. Due Dates  |
|----------------------------------|--|-----------------|
|                                  | Print and distribution of budget book (paper,e-copy,web)     | 7/5/2021        |
|                                  | Gen Ed & CTE base budgets loaded                             | 7/19/2021       |
|                                  | Gen Ed Encumbrances from prior fiscal year                   | 8/2/2021        |
|                                  | Gen Ed Carryforward from prior fiscal year                   | 8/9/2021        |
|                                  | One time RRF loaded in budgets                               | 8/23/2021       |
|                                  | CTE Encumbrances from prior fiscal year                      | 8/23/2021       |
| State Budget Request FY23        |  | Est. Due Date   |
|                                  | Gen Ed line item requests due to SBOE                        | 5/15/2021       |
|                                  | CTE Line Items due   | 5/1/2021        |
|                                  | CTE B-7 Capital Outlay Requests Due (Do 5/1 with Line items) | 7/1/2021        |
|                                  | Gen Ed B-7 Capital Outlay request review, submits on Sept 1  | 7/1/2021        |
|                                  | Legislature meets; Gov's Rec delivered                       | Jan 2022        |
|                                  | Legislative action on C&U budget (approx.)                   | February 2022   |
| Internal Budget Development FY23 |  | Est. Due Date   |
|                                  | RRF Process Review   | 7/19/2021       |
|                                  | RRF Form Update  | 7/26/2021       |
|                                  | Units submit RRFs to IRE/student fee proposals to VPSA       | 12/3/2021       |
|                                  | Supervisors review RRFs                                      | Dec '21-Jan '22 |
|                                  | FAC review of RRFs   | 2/11/2022       |
|                                  | FAC chairs conclude presentation to Cabinet                  | 3/2/2022        |
|                                  | Cabinet review/prioritization of RRF's for student fees      | 3/7/2022        |
|                                  | CTE reorganizations and/or budget code changes due           | 4/19/2022       |
|                                  | CTE Draft budget due   | 4/26/2022       |
|                                  | Cabinet approves RRF awards for budget book (official list)  | 4/26/2022       |
|                                  | Finalize budgets with CEC adjusts & ongoing RRFs             | 4/27/2022       |
|                                  | CTE budget due   | 5/2/2022        |
|                                  | Gen Ed reorganizations and/or budget code changes due        | 5/2/2022        |
|                                  | Gen Ed Draft budget book                                     | 5/9/2022        |
|                                  | Gen Ed Operating budgets/reports due to SBOE                 | 5/16/2022       |
| Student Fee Process FY23         |  | Est. Due Date   |
|                                  | Student fee proposals received by VPSA                       | 12/3/2021       |
|                                  | Start RRF student fee proposals review by ASLCSC             | 1/1/2022        |
|                                  | Preliminary "Activity Fee" proposal mtg. hosted by ASLCSC    | 2/4/2022        |

|  |  |                      |
|--|--|----------------------|
|  | Preliminary student fee proposal, President reviews          | 2/17/2022            |
|  | Notify students re: fee hearing                              | 2/23/2022            |
|  | Student "Tuition & Fee" fee proposal hearing                 | 3/2/2022             |
|  | Submit student fee proposal to SBOE                          | 3/16/2022            |
|  | SBOE considers student fee proposals                         | 4/20/2022            |
| <b>CEC &amp; Contracts FY23</b>          |  | <b>Est. Due Date</b> |
|  | Faculty & Staff Evaluations Due (Jan - March)                | 3/1/2022             |
|  | Finalize and submit CEC plan/matrix for approval             | 4/13/2022            |
|  | CTE early preview of CEC worksheets                          | 4/13/2022            |
|  | CEC guidelines/worksheets distributed to All                 | 4/20/2022            |
|  | CTE review/approval of CEC worksheets                        | 4/22/2022            |
|  | CEC worksheets returned to Budget Office                     | 4/27/2022            |
|  | President reviews/approves Master CEC worksheet              | 5/4/2022             |
|  | Changes to PC Worksheet reviewed/approved by President       | 5/16/2022            |
|  | Div/Dept contracts/letters e-mailed to President/VPs         | 5/16/2022            |
|  | Div/Dept contracts reviewed and approved by President/VPs    | 5/18/2022            |
|  | Employment contracts e-mailed                                | 5/25/2022            |
|  | Employment contracts due                                     | 6/30/2022            |
| <b>State Budget Request FY24</b>         |  | <b>Est. Due Date</b> |
|  | Gen Ed line item requests due to SBOE                        | 5/16/2022            |
|  | Gen Ed occupancy requests due to SBOE                        | 5/16/2022            |
|  | CTE Line Items due   | 5/2/2022             |
|  | CTE B-7 Capital Outlay Requests Due (Do 5/1 with Line items) | 7/1/2022             |
|  | Gen Ed B-7 Capital Outlay request review, submits on Sept 1  | 7/1/2022             |
|  | Legislature meets; Gov's Rec delivered                       | Jan 2023             |
|  | Legislative action on C&U budget (approx.)                   | February 2023        |
| <b>Auxiliary Budget Development FY23</b> |  | <b>Est. Due Date</b> |
|  | Auxiliary budget templates distributed                       | 5/25/2022            |
|  | Auxiliary budgets due to Budget Office                       | 6/8/2022             |
| <b>Year End Close FY22</b>               |  | <b>Est. Due Date</b> |
|  | Departmental deficit coverage plan and action                | 6/15/2022            |

Purple: Administrative Decision/Review Due Date

Colored blocks indicate items that are time linked