

Hello everyone,

Over the next two weeks, we will continue to have the opportunity to make changes to the approved tentative budget. **Please let Susan Ryckevic know if you need to make any changes to any of your budgets and she will demote the program(s) back to you in Questica. For the Colleges, the Vice Presidents of Admin Services have the ability to demote programs.**

Please note that the **final day to make changes to your budgets is July 29th** as your Fiscal team will need time to finalize the budget, prepare the final budget book, prepare the board presentation, prepare the board memo, prepare the 311 State report, receive final recommendations from District Budget Committee (DBC) and final approval from Chancellor's Cabinet.

Because of all the work that needs to be completed in a short period of time, we need to "freeze" the budget from changes from July 30th through September 15th. Please have your staff plan accordingly in order to avoid delays in the Hiring, Procurement and Accounts Payables processes.

Below is a calendar of significant events for your convenience:

| Activity | Dates |
|--|---|
| Sites to make final changes | Due on July 29, 2016 |
| DBC recommends final RAM assumptions | July 21, 2016 |
| Freeze from changes period | July 30, 2016 – September 15, 2016 |
| State Budget Workshop | August 4, 2016 |
| Completion of Final Budget & Budget Book | August 14, 2016 |
| DBC recommends final budget | August 18, 2016 |
| Chancellor's Cabinet approves final budget | August 24, 2016 |
| Board Study Session | August 25, 2016 |
| Request Board approval of Final Budget | September 8, 2016 |
| Request County approval of Final Budget | September 9, 2016 |

Thank you for your continued support,

Larry Strong, CPA

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