



BERKELEY CITY COLLEGE
1974
 TRANSFORMING LIVES

2021-2022 Development Calendar

Date	Responsible	Action Item
January, 2021	<ul style="list-style-type: none"> • Vice Chancellor of Finance • Executive Cabin • Business Office 	<ul style="list-style-type: none"> • Governor Proposed Budget Release • PCCD Budget Calendar approved by Board of Trustees (AP 6250) • Review IPC resource allocation recommendations • Prepare YTD Expenditure Report for Roundtable • Review opportunities for the reallocation of funds
February, 2021	<ul style="list-style-type: none"> • Business Office • Cost Center Managers • Roundtable for Budget and Planning 	<ul style="list-style-type: none"> • Conduct Budget Development workshops • Distribute Discretionary Budget worksheets and Position Control • Center Managers prepare budget forms for submittal to Business Office • Roundtable Review of tentative budgets • Executive Cabinet Review • Business Office submits college approved tentative budget load to District Finance • Begin preparation and communicate Year-End Closing Timelines
March, 2021	<ul style="list-style-type: none"> • Business Office • Cost Center Managers 	<ul style="list-style-type: none"> • Review Round 2 Position Control worksheet
April, 2021	<ul style="list-style-type: none"> • Business Office • District Finance 	<ul style="list-style-type: none"> • Submit Round 2 Position Control Worksheets to Finance with revisions • Tentative Budgets Loaded to OnePeralta • Business Office confirms accuracy of budget load

May, 2021		<ul style="list-style-type: none">• Governor Releases May Revisions• Budget Office shares impact of May Revision on PCCD
June, 2021	<ul style="list-style-type: none">• District Finance• Business Director	<ul style="list-style-type: none">• FY22 Tentative Budget is presented to the Board of Trustees• College Tentative Budget Review

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