

**ORANGE COUNTY COMMUNITY COLLEGE**  
**Middletown, NY 10940**

**Budget Preparation Calendar**  
**2010-2011 Fiscal Year**

**2010**

February	4	Distribution of budget forms and guidelines
March	5	Department requests due to appropriate Associate Vice Presidents (or Vice Presidents)
March	22	Departmental Budget Requests to the Comptroller
May	5	Cabinet to review Budget Draft #1
May	19	Cabinet reviews Final Budget Request
June	9	Board of Trustees meeting to approve the line item Budget
June	25	Deliver to County Government Center

If you need additional information, please call Jo Ann Hamburg at Ext. 4904 or Cynthia Richichi at Ext. 4046.