**ORANGE COUNTY COMMUNITY COLLEGE**

**Middletown, NY 10940**

**Budget Preparation Calendar**

**2012-2013 Fiscal Year**

**2012**

February 1 Distribution of budget forms and guidelines

March 5 Department requests due to appropriate Associate Vice Presidents (or Vice Presidents)

# March 19 Departmental Budget Requests to the Comptroller

May 2 Cabinet to review Budget Draft #1

May 16 Cabinet reviews Final Budget Request

June 6 Board of Trustees meeting to approve the line item Budget

June 29 Deliver to County Government Center

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