**ORANGE COUNTY COMMUNITY COLLEGE**

**Middletown, NY 10940**

**Budget and Planning Calendar**

**2013-2014 Fiscal Year**

**2013**

February 1 Distribution of budget forms and guidelines

February Schedule an appointment with Comptroller or Assistant Comptroller

to review/answer budget questions:

Feb 6, 8, 15, 22; time: 9 am to 12 pm

Feb 12, 20, 26; time: 2 pm to 4 pm

February Review departmental goals from AY 13 and develop goals for AY 14

February Overview of PIP 2.0 Planning Module for budget managers

March 4-18 Budget Managers enter 2013 – 2014 goals in PIP Planning Module

March 4 Department requests due to appropriate Associate Vice President or Vice President for review

# March 18 Certified Departmental Budget Requests to the Comptroller

June 10 Board of Trustees meeting to approve the College line item Budget

June 27 Deliver Budget to County Government Center

Please call Jo Ann Hamburg at Ext. 4904 or Cynthia Richichi at Ext. 4046 for assistance with your budget questions. Discuss any planning questions with the your Vice-President or Associate Vice-President.