

BC MASTER BUDGET/FISCAL CALENDAR

JULY 2026 - JUNE 2027

****Deadlines Subject to Change****

Timeline*	FY26	FY27	FY28	FY29	BC Deadline	Tasks	Responsible
July 2026		X			7/1/2026	New Fiscal Year 2026-2027 (FY27) begins. Able to enter Purchase Orders (PO) and view budgets in Banner. Contact the Budget Office for Budget Transfers, Budget Requests, and Budget Revisions.	Campus
		X			7/14/2026	Provide FY27 NBAJOBS (Future Payroll) FOAPAL distribution changes for end of July payroll to Human Resources for New FY.	Budget Office
	X	X			7/23/2026	Open FY26 Purchase Orders will be rolled into FY27 Budgets.	Campus
	X				7/23/2026	Cutoff date for all paper Budget Transfers for FY26.	Campus
	X				7/30/2026	Cutoff date for all FY26 expenses requests to Business Services (invoices, expenditure transfers, FOAPAL Change Forms, etc) for postings from June 15th through July 15th Payroll and paid invoices submitted by July 18th.	Campus
August 2026		X			8/3/2026	Deadline for FY27 Budget Transfers, Budget Requests, and Budget Revisions. NO CHANGES TO FY27 BUDGETS UNTIL AFTER ADOPTED BUDGET 9/11/26.	Campus
			X		8/10/2026	Program Review Resource Request: Faculty Requests for FY28 sent to Vice President of Instruction.	Faculty Chairs & Deans
	X				8/12/2026	Resolve FY26 payroll and expense issues.	Budget Office
		X			8/13/2026	Provide FY27 NBAJOBS FOAPAL (Future Payroll) distribution changes for end of August payroll to Human Resources for New FY.	Budget Office
		X			8/13/2026	Finalize FY27 Final Budget for Board Adoption.	Budget Office
			X		8/20/2026	Program Review Resource Request: Faculty FCDC Prioritization meeting for FY28 Faculty Requests	FCDC
September 2026		X			9/10/2026	Board Adoption of FY27 Final Budget.	District
		X			9/11/2026	FY27 MyBanWeb/Finance SSB Budget Transfers available for non-labor accounts. (Budget Office can begin to process FY27 Budget transfers.)	Campus
			X		9/14/2026	Prepare Fiscal Year 2027-2028 (FY28) Program Review Budget forms for GU001 Operational Budgets.	Budget Office

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October 2026			X		10/1/2026	Send FY28 Program Review Budget forms for GU001 Operational Budgets to Budget Managers.	Budget Office
		X			10/1/2026	Review FY27 Restricted Funding Allocations and request Budget Revisions to update.	Principal Investigators (PIs)
			X		10/8/2026	Program Review Resource Requests: ALL Deadline for IT, Other Technology, Facilities, Classified & Management positions, Professional Development requests for FY28 budgets.	Campus
			X		10/29/2026	Program Review Reports: ALL Deadline to submit reports.	Campus
			X		10/29/2026	Deadline for FY28 Program Review Budget forms for GU001 Operational Budgets.	Budget Managers
		X			10/30/2026	Cut off date for all 2026-27 expenses through September 30, 2026 requests sent to Business Services (invoices, expenditure transfers, FOAPAL Change forms, etc.)	Campus
November 2026			X		11/2/2026	Compile FY28 Program Review Budget forms for GU001 Operational Budgets for VPFAS review.	Budget Office
			X		11/16/2026	VPFAS review of FY28 GU001 Operational Budgets.	VPFAS
			X		11/30/2026	Program Review Resource Requests: Professional Development Reviewed monthly by Professional Development (PD) Committee	PD Committee
December 2026			X		12/1/2026	Review Fund-Org List for Restricted Funding for FY28.	Budget Office
			X		12/1/2026	Prepare FY28 Restricted Funding Budget forms.	Budget Office
			X		12/8/2026	Send FY28 Restricted Funding Budget forms to Principal Investigators (PIs).	Budget Office
		X			12/17/2026	Cutoff date for FY27 expenses requests (expenditure transfers, FOAPAL Change Forms, etc) for postings from July 1 through September 30, 2026.	Campus

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January 2027			X		1/4/2027	Prepare FY28 Labor Budgets.	Budget Office
			X		1/11/2027	Executive Team review of FY28 GU001 Operational Budgets.	Executive Team
			X		1/25/2027	Deadline for FY28 Restricted Funding Budget forms.	Principal Investigators (PIs)
February 2027			X		End of Feb.	Program Review Resource Requests: Facilities Facilities & Sustainability Committee Final Selection Meeting	Facilities & Sustainability Committee
			X		End of Feb.	Program Review Resource Requests: Management & Classified Positions Admin Structure Review Final Selection Meeting	Admin Structure Review
			X		End of Feb.	Program Review Resource Requests: IT, Other Technology Tech Comm Committee Final Selection Meeting	Tech Comm Committee
			X		2/1/2027	Executive Team review of FY28 Labor Budgets.	Executive Team
		X			2/1/2027	Cutoff date for all 2026-27 expenses through December 31, 2026 requests sent to Business services (invoices, expenditure transfers, FOAPAL Change forms, etc.)	Campus
			X		2/22/2027	Updates to FY28 GU001 Operational Budgets from Executive Team review. (Include Program Review Resource Requests Prioritization)	Budget Office
			X		2/22/2027	Calculate estimated SCFF for budget purposes (When P1 Exhibit 2 available)	Budget Office
			X		2/22/2027	Updates to FY28 Labor Budgets from Executive Team review.	Budget Office
March 2027			X		3/1/2027	Compile FY28 Labor Budgets, GU001 Operational Budgets, Restricted Funding Budgets for VPFAS review.	Budget Office
		X			3/8/2027	Cutoff date for FY27 expenses requests (expenditure transfers, FOAPAL Change Forms, etc) for postings from October 1 through December 31, 2026.	Campus
			X		3/15/2027	VPFAS Review of FY28 Labor Budgets, GU001 Operational Budgets, Restricted Funding Budgets.	VPFAS
			X		3/29/2027	Review Org Codes and Approval Queues for FY28.	Budget Office

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April 2027				X	4/1/2027	Program Review & Resource Requests for FY29 available to campus.	Program Review Committee
			X		4/5/2027	Exec Review of FY28 Labor Budgets, GU001 Operational Budgets, Restricted Funding Budgets.	Executive Team
			X		4/12/2027	Updates to FY28 Labor Budgets, GU001 Operational Budgets, Restricted Funding Budgets from Exec Review.	Budget Office
			X		4/19/2027	Final Exec Review of FY28 Labor Budgets, GU001 Operational Budgets, Restricted Funding Budgets for Tentative Budget.	Executive Team
			X		4/26/2027	Budget Committee presentation of FY28 Tentative Budget.	VPFAS
		X			4/30/2027	Cutoff date for all 2026-27 expenses through March 31, 2027 requests sent to Business Services (invoices, expenditure transfers, FOAPAL change forms, etc.	Campus
May 2027			X		5/3/2027	Activate/Cancel/Freeze FY28 positions.	Budget Office
			X		5/3/2027	FY28 Tentative Budget upload. NO CHANGES TO FY28 BUDGETS UNTIL NEW FY 7/1/27.	Budget Office
			X		5/3/2027	Budget Open Forum presentation of Tentative Budget.	VPFAS/Director Finance, Budget, & Operations
			X		5/6/2027	College Council presentation of Tentative Budget.	VPFAS/Director Finance, Budget, & Operations
		X			5/27/2027	Cutoff ALL Purchase Orders (POs) for FY27. Must be approved in Banner.	Campus
June 2027			X		6/10/2027	Board Approval of FY28 Tentative Budget.	District
		X			6/18/2027	Cutoff ALL Cal-Card travel expenses for FY27. Travel must be preapproved by May 31st.	Campus
		X			6/30/2027	Last Day to RECEIVE items for FY27.	Campus
		X			6/30/2027	Cutoff Date for receipt to District Office for all payroll processing in FY27.	Campus
		X			6/30/2027	Cutoff date for Finance SSB Budget Transfers for FY27.	Campus
		X			6/30/2027	Cutoff date for FY27 expenses requests (expenditure transfers, FOAPAL Change Forms, etc) for postings from April 1 through June 15, 2027.	Campus
			X		6/30/2027	Calculate estimated SCFF for budget purposes (When P2 Exhibit C available)	Budget Office