College of Eastern Idaho

Internal Budget Cycle

August - December

Annual Budget Request Cycle Begins
Budget Director sends out annual request form
-August 30th

VP's notify direct reports that request process has begun.
-September 1st

Deans/Directors submit their prioritized request to their supervising VP.
-October 30th

VP's submit their prioritized request to the Budget Director.
-December 15th

January - March

Budget Director compiles all budget requests, sorted and prioritized by VP, and submits them to the Budget Committee.
-January 31st

Budget Committee reviews all funding requests. Compiling all requests into a single prioritzed request to submit to PAC
-February 28th

PAC approves or denies requests while determining which approved requests will be submitted as Line-items, as DPW alterations and repairs requests, or as General Fund items.
-March 30th

April - June

Budget Director meets with Deans/Directors to review departmental budgets.
-April 30th

Budget Director and PAC complete rough draft General Fund Budget.
-May 9th

VPFA and Budget Director present budget to the finance committee and Board of Trustees in a work session
-May 22nd/May 27th

Budget Director and VPFA make final changes as recommended by the FC and Board of Trustees
-June 16th

Finance Committee and Board of Trustees Approve General Fund and WTCE Budget.
-June 19th/June 24th