**ORANGE COUNTY COMMUNITY COLLEGE**

**Middletown, NY 10940**

**Budget and Planning Calendar**

**2015**

February 2 Distribution of budget forms and guidelines

February Schedule an appointment with Comptroller or Assistant Comptroller

to review/answer budget questions:

Feb 6, 13, 20, 27 - Time: 9:30 am to 11am

Feb 10, 24 - Time: 2:00 pm to 3:30 pm

February Review current year budget and develop 2015-16 budget forms

March 2 Submit departmental budget request due to appropriate Associate Vice President or Vice President for review

March 16-31 Budget Managers enter 2015-2016 Plans and Goals into the PIP Planning Module

# March 23 All Certified Departmental Budget Requests to the Comptroller

June 4 Board of Trustees meeting to approve the College line item Budget

June 26 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 your Vice-President, Interim VP, or Associate Vice-President.