

**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.