

**ORANGE COUNTY COMMUNITY COLLEGE
Middletown, NY 10940**

**Budget Preparation Calendar
2008- 2009 Fiscal Year**

2008

January	31	Distribution of budget forms and guidelines
March	7	Department requests due to appropriate Associate Vice Presidents (or Vice Presidents)
March	21	Departmental Budget Requests to the Comptroller
April	30	Cabinet to review Budget Draft #1
May	7	Comptroller updates Planning & Budgeting Committee
May	14	Cabinet reviews Final Budget Request
June	9	Board of Trustees meeting to approve the line item Budget
June	27	Deliver to County Government Center

If you need additional information, please call Roslyn Smith at Ext. 4903 or Cynthia Richichi at Ext. 4046.