

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Annual Planning and Budgeting Process Calendar

DATE: March 6, 2015

PURPOSE: To provide a calendar for annual planning and budget development.

SCOPE: This procedure memorandum applies to all College employees.

GENERAL PRINCIPLES:

Annual planning and budget documents are developed based on the Fiscal Year Planning/Budget Calendar provided to the Board of Governors before the end of March each year.

Adopted 6/5/92; Revised 8/30/02; 6/2/09;3/6/15