

# Bakersfield College Master Budget Development Timeline FY 2015-16

## Combined KCCD Budget Timeline and BC Budget Timeline

Updated 1/2015

Date*	Responsible	Tasks
Fall 2014	CFO, Admin Directors, & Presidents	College Admin Services Directors issue budget preparation instructions to the colleges.
Nov 2014	BC	Labor Review (Beginning of Nov). Distribution of all non-labor budget development worksheets (end of Nov).
Dec 2014	BC	All non-labor budget worksheets are due to Budget Analyst by the last day of the Fall semester. (December 12, 2014) Governance: ISIT, Facilities and budget committee must have a prioritized list to the budget analyst. (December 12,2014) **Governance: Budget communication will be drafted by the Budget Analyst for distribution to college community.
Jan 2015	BC Budget Analyst	Preparation of Preliminary College Budget to be reviewed by Executive Team.
Feb 2015	CFO	Issue Preliminary Budget Development guidelines to Colleges.
Feb 10, 2015	CFO	DO Tentative Budget reviewed with Chancellor's Cabinet.
Feb 24, 2015	CFO	DO Tentative Budget reviewed with Chancellor's Consultation Council.
February	BC Executive Team	Review of Preliminary College Budget (Labor/Non Labor). Budget Adjustments identified. Executive Team to communication/discuss adjustment with Deans/Directors (mid Feb). Adjustments and corrections are submitted to Budget Analyst for processing (end Feb).
Mar 16, 2015	CFO	Issue revised Tentative Budget Development Guidelines to Colleges (if necessary).
Mar 16, 2015	CFO	Issue Tentative Budget Allocation.
March	BC	Final review and approval of Tentative Budget by Executive Team. <b>March open forum to discuss Tentative budget (need a date).</b>
April	BC	Final preparation for Tentative College Budget upload.

Date*	Responsible	Tasks
<b>May 1, 2015</b>	CFO	Issue a revised Tentative Allocation (if necessary).
<b>May 1, 2015</b>	CFO	Publish notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget.
<b>Mid-May</b>	Governor	Governor's May Revised Budget issued.
<b>May 20, 2015</b>	CC Accounting Mgr	Upload Tentative Budget in Banner Production.
<b>May 22, 2015</b>	CFO & Admin Directors	Finalize & assemble Tentative Budget.
<b>May</b>	BC	Tentative College Budget is uploaded to Banner. (mid May)
<b>June</b>	BC	Presentation of Tentative College Budget to Board of Trustees for approval.
<b>Jun 4, 2015</b>	CFO	Tentative Budget available for public perusal.
<b>Jun 11, 2015</b>	CFO, Admin Directors, & Presidents	Tentative Budget presented to Governing Board in work session for adoption/Public Hearing.
<b>Aug 1, 2015</b>	CFO	Publish notice in newspaper of general circulation of dates and locations for public inspection of Final Budget.
<b>Aug 21, 2015</b>	CFO & Admin Directors	Finalize and assemble Final Budget.
<b>September</b>	BC	Presentation of Adopted College Budget to the Board of Trustees. Preparation for October open forum to discuss Adopted College Budget.
<b>Sep 3, 2015</b>	CFO	Final Budget available for public perusal.
<b>Sep 10, 2015</b>	CFO, Admin Directors, & Presidents	Final Budget presented to Governing Board for adoption.
<b>Sep 11, 2015</b>	CFO & Admin Directors	Confirm Final Adopted Budget in Banner.

\*Timeline subject to change.