

Bakersfield College Master Budget Development Timeline

Combined KCCD Budget Timeline and BC Budget Timeline

Updated 9/2014

Date*	Responsible	Tasks
Spring 2013/ Fall 2013	CFO, Admin Directors, & Presidents	College Admin Services Directors issue budget preparation instructions to the colleges.
November	BC	Labor Review Distribution of all non-labor budget development worksheets.
December	BC	All non-labor budget worksheets are due to Budget Analyst by the last day of the Fall semester. (December 13, 2013) Governance: ISIT, Facilities and Budget Committee must have a prioritized list to the budget analyst. (December 13, 2013) Governance: Budget communication will be drafted by the budget analyst for distribution to college community.
January	BC	Preparation of Preliminary College Budget to be reviewed by Executive Team.
February	CFO	Issue Preliminary Budget Development guidelines to Colleges.
February (Executive Team)	BC	Review of Preliminary College Budget. (Labor/Non Labor) Adjustments and corrections are submitted to budget analyst for processing.
Mar 3, 2014	CC Accounting Mgr	Budget IDs and phases established in Banner for FY 2014-15.
Mar 17, 2014	CFO	Issue revised Tentative Budget development guidelines to Colleges (if necessary).
March	BC	Final review and approval of Tentative College Budget by Executive Team. March open forum to discuss Tentative College Budget.
Apr 1, 2014	CFO	Issue Tentative Budget Allocation.
Apr 21, 2014	CFO	Tentative Budget reviewed with Chancellor's Cabinet.
Apr 22, 2014	CFO	Tentative Budget reviewed with Chancellor's Consultation Council – DO budgets.
April	BC	Final preparation for Tentative College Budget upload.

Date*	Responsible	Tasks
May 1, 2014	CFO	Publish notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget.
Mid-May	Governor	Governor's May Revised Budget issued.
May 20, 2014	CFO & CC Accounting Mgr	Upload Tentative Budget in Banner Production.
May 23, 2014	CFO & Admin Directors	Finalize & assemble Tentative Budget.
May	BC	Tentative College Budget is uploaded to Banner.
June	BC	Presentation of Tentative College Budget to Board of Trustees for approval.
Jun 5, 2014	CFO	Tentative Budget available for public perusal.
Jun 12, 2014	CFO, Admin Directors, & Presidents	Tentative Budget presented to Governing Board in work session for adoption/Public Hearing.
Aug 1, 2014	CFO	Publish notice in newspaper of general circulation of dates and locations for public inspection of Final Budget.
Aug 23, 2014	CFO & Admin Directors	Finalize and assemble Final Budget.
September	BC	Presentation of Adopted College Budget to the Board of Trustees. Preparation for October open forum to discuss Adopted College Budget.
Sep 4, 2014	CFO	Final Budget available for public perusal.
Sep 11, 2014	CFO, Admin Directors, & Presidents	Final Budget presented to Governing Board for adoption.
Sep 12, 2014	CFO & Admin Directors	Confirm Final Adopted Budget in Banner.

*Timeline subject to change.