

**KERN COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
Fiscal Year 2024-25**

Date	Revised Date	Tasks	Responsible
Fall 2023		College VPs Admin Svs issue budget preparation instructions to the colleges	CFO, VPs Admin Svs, & Presidents
Early Dec-2023		District Administration begin budget request process	CFO / DO Budget Analyst / District Administration
1-Feb-24		Issue preliminary Budget Development Guidelines to Colleges (Budget Premise)	CFO
15-Mar-24		Issue revised Budget Development Guidelines to Colleges (if necessary)	CFO
1-Apr-24		Issue Tentative Budget Allocation	CFO
2-May-24		Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget	CFO
MID-May-24		Governors May Revised Issued	Governor
Before 21-May-24		Issue a revised Tentative Budget Allocation (if necessary)	CFO
23-May-24		Upload Tentative budget in Banner Production	CC VP Admin Svs
3-Jun-24		Finalize & Assemble Tentative Budget	CFO
6-Jun-24		Tentative budget available for public perusal	CFO
13-Jun-24		Tentative budget presented to Governing Board in work session for adoption/Public Hearing	CFO, VPs Admin Svs, & Presidents
8-Aug-24		Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget	CFO
2-Sep-24		Finalize & Assemble Final Budget	CFO
5-Sep-24		Final Budget available for public perusal	CFO
12-Sep-24		Final budget presented to Governing Board for adoption	CFO, VPs Admin Svs, & Presidents
13-Sep-24		Confirm Final Adopted Budget in Banner	CFO & VPs Admin Svs

Revised: September 26, 2023