

**KERN COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
Fiscal Year 2016-17**

Date	Tasks	Responsible
Fall 2015	College Admin Services Directors issue budget preparation instructions to the colleges	CFO, Admin Directors, & Presidents
February 2016	Issue preliminary Budget Development Guidelines to Colleges	CFO
9-Mar-16	DO Tentative budget reviewed with Chancellor's Cabinet	CFO
22-Mar-16	DO Tentative budget reviewed with Chancellor's Consultation Council	CFO
29-Mar-16	Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary)	CFO
29-Mar-16	Issue Tentative Budget Allocation	CFO
01-May-16	Issue a revised tentative allocation (if necessary)	CFO
01-May-16	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget	CFO
MID-May-16	Governors May Revised Issued	Governor
25-May-16	Upload Tentative budget in Banner Production	CC Accounting Mgr
27-May-16	Finalize & Assemble Tentative Budget	CFO & Admin Directors
02-Jun-16	Tentative budget available for public perusal	CFO
09-Jun-16	Tentative budget presented to Governing Board in work session for adoption/Public Hearing	CFO, Admin Directors, & Presidents
01-Aug-16	Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget	CFO
22-Aug-16	Finalize & Assemble Final Budget	CFO & Admin Directors
01-Sep-16	Final Budget available for public perusal	CFO
08-Sep-16	Final budget presented to Governing Board for adoption	CFO, Admin Directors, & Presidents
09-Sep-16	Confirm Final Adopted Budget in Banner	CFO & Admin Directors

**Budget Development Timeline in MTEST database
Fiscal Year 2016-17**

Date	Tasks	Responsible
February 2016	Establish next fiscal year in Finance/Human Resources -- all in PROD database	Lisa Couch
Prior to March 3, 2016	Human Resources to identify positions that should be cancelled and those that should be left active for positions with no current incumbent. Cancel/Freeze those positions.	Business Managers & Human Resources & Accounting Managers (at direction of Business Managers & Human Resources)
March 7, 2016 AM	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in TRNG (eliminates the need to delete and reset up tables if new salary schedules are put in place after March)	Human Resources
March 7, 2016 PM	Create Budget ID/Phases, Create Position Working Budget, provide Business Managers initial extract of positions - Do this in TRNG (no need for MTEST clone)	Lisa Couch
March-April	Prepare budget spreadsheets. Address any discrepancies from initial extract of positions (these discrepancies should be addressed in PROD by working with Human Resources to create any new positions and by working with the Accounting Managers to activate/cancel/freeze positions).	Business Managers & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
Prior to May 2, 2016	Regular clone from PROD to MTEST database - request to DBA that MTEST not be updated until further notice.	Lisa Couch & DBA
May 2, 2016 AM (after clone)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in MTEST	Human Resources
May 2, 2016	In re-cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions	Lisa Couch
May 2, 2016	Request to Accounting Managers and Human Resources that all changes in PBUD must be done in both MTEST and PROD.	Lisa Couch & Human Resources & Accounting Managers
May 3-4, 2016	Compare extract of positions to budget spreadsheets - address any discrepancies <u>(These discrepancies should be addressed in both MTEST and PROD by working with Human Resources & Accounting Managers to cancel/freeze positions or add positions.)</u>	Business Managers & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
May 5, 2016	VALIDATE spreadsheets and, after validated, submit to Lisa Couch	Business Managers
May 6, 2016	VALIDATED spreadsheets must be submitted to Lisa Couch	Business Managers
May 9-10, 2016	Combine budget spreadsheets, upload to Banner	Lisa Couch
May 10-12, 2016	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 13, 2016	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget, open new fiscal period, roll budget	Lisa Couch
	ONCE SUCCESSFUL, move forward with PROD Timeline	
May 31, 2016 (or after successful in PROD)	Notify DBA that MTEST can be updated	Lisa Couch & DBA

**Budget Development Timeline in PROD database
Fiscal Year 2016-17**

Date	Tasks	Responsible
	Human Resources has already setup FY Salary Groups, setup Salary Roll Tables, and Ran Update in the PROD database prior to March 2. All positions to be cancelled/frozen or added should have been done as part of the development in the MTEST database. The next fiscal year has already been set up in Finance/Human Resources.	
May 16, 2016	Setup FY Salary Group, Setup Salary Roll Table, Run Update	Human Resources
May 16-20, 2016	Create Budget ID/Phases, Create Position Working Budget, complete extract of positions, Compare extract of positions to budget spreadsheets - address any discrepancies with Business Managers and/or Human Resources, VALIDATE combined spreadsheet from MTEST Upload, Upload to Banner	Lisa Couch
May 20, 2016	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 23-25, 2016	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget	Lisa Couch
May 25, 2016	Open new fiscal period, roll budget	Lisa Couch
May 26-27, 2016	Populate Budget Development binders	Business Managers
May 31, 2016	Human Resources can roll JOBS.	Human Resources
June 29, 2016	All 2014-15 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 29, 2015 WILL NOT be created in the 2014-15 year.	Human Resources & Accounting Managers
June 30, 2015 (mid-day)	Web Budget Transfers turned off after receiving request from Lisa Couch	Lisa Couch & Charley Chiang
June 30/July 1	Create approved positions	Lisa Couch
June 30/July 1	Change Rule code for breakage to BRK1	Lisa Couch
August 15, 2016	Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)	Accounting Managers & Business Managers
August 15, 2016	Cutoff all NBAPBUD changes, except creation of new, ZERO dollar budgeted positions unless directed by Business Managers (except those necessary for adopted budget preparation)	Human Resources & Accounting Managers & Business Managers
August 21, 2016	Populate Budget Development binders	
September 12, 2016	Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.	CFO & Lisa Couch
September 12, 2016	Web Budget Transfers turned on after receiving request from Lisa Couch	Lisa Couch & Charley Chiang

Note: Business Managers may be attending the ACBO Conference @ May 23-25

Note: **FOR HUMAN RESOURCES** and **ACCOUNTING MANAGERS** - Between May 19 and May 27, no new positions can be created. Between May 28 and June 30, all new positions needed for the 2015-16 fiscal year will need to be created in NBAPBUD for 2015 **AND** have a **\$0.00 budget** with a **WORKING** status for 2017.