

**KERN COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
Fiscal Year 2018-19**

Date	Tasks	Responsible
Fall 2017	College VPs Admin Svs issue budget preparation instructions to the colleges	CFO, VPs Admin Svs, & Presidents
February 2018	Issue preliminary Budget Development Guidelines to Colleges	CFO
20-Feb-18	DO Tentative budget reviewed with Chancellor's Cabinet	CFO
27-Feb-18	DO Tentative budget reviewed with Chancellor's Consultation Council	CFO
20-Mar-18	Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary)	CFO
20-Mar-18	Issue Tentative Budget Allocation	CFO
01-May-18	Issue a revised tentative allocation (if necessary)	CFO
01-May-18	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget	CFO
MID-May-18	Governors May Revised Issued	Governor
18-May-18	Upload Tentative budget in Banner Production	CC VP Admin Svs
25-May-18	Finalize & Assemble Tentative Budget	CFO & VPs Admin Svs
07-Jun-18	Tentative budget available for public perusal	CFO
14-Jun-18	Tentative budget presented to Governing Board in work session for adoption/Public Hearing	CFO, VPs Admin Svs, & Presidents
31-Jul-18	Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget	CFO
24-Aug-18	Finalize & Assemble Final Budget	CFO & VPs Admin Svs
07-Sep-18	Final Budget available for public perusal	CFO
14-Sep-18	Final budget presented to Governing Board for adoption	CFO, VPs Admin Svs, & Presidents
15-Sep-18	Confirm Final Adopted Budget in Banner	CFO & VPs Admin Svs

**Budget Development Timeline in MTEST database
Fiscal Year 2018-19**

Date	Tasks	Responsible
Following BOT Approval	Notify all involved offices of MTEST and PROD timelines	Lisa Couch
Prior to March 9, 2018	Establish next fiscal year in Finance/Human Resources -- all in PROD database	Lisa Couch
Prior to March 9, 2018	Human Resources to identify positions, including pooled 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 12, 2018 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 12, 2018 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, 2018	REVISIT: Human Resources to identify positions, including pooled positions, that should be cancelled and those that should be left active for positions with no current incumbent.	Business Managers & Human Resources
May 4, 2018	Cancel/Freeze positions identified by Human Resources	Accounting Managers (at direction of Business Managers & Human Resources)
Prior to May 7, 2018 (AM)	Regular clone from PROD to MTEST database - request to DBA that MTEST not be updated until further notice.	Lisa Couch & DBA
May 7, 2018 AM (after clone)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in MTEST	Human Resources
May 7, 2018	In re-cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions	Lisa Couch
May 7-11, 2018	Request to Accounting Managers and Human Resources that all changes in PBUD must be done only in PROD (no changes in MTEST).	Lisa Couch & Human Resources & Accounting Managers
May 7, 2018	Compare extract of positions to budget spreadsheets - address any discrepancies (These discrepancies should be addressed in both MTEST and PROD by working with Human Resources & Accounting Managers to cancel/freeze positions or add positions.)	Business Managers & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
May 8, 2018	VALIDATE spreadsheets and, after validated, submit to Lisa Couch	Business Managers
May 8, 2018	VALIDATED spreadsheets must be submitted to Lisa Couch	Business Managers
May 9, 2018	Combine budget spreadsheets, upload to Banner	Lisa Couch
May 9-11, 2018	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 11, 2018	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
May 14, 2018	Identified changes to MTEST budget sent due to Lisa Couch	Business Managers
	ONCE SUCCESSFUL, move forward with PROD Timeline	
May 31, 2018 (or after successful in PROD)	Notify DBA that MTEST can be updated	Lisa Couch & DBA

**Budget Development Timeline in PROD database
Fiscal Year 2018-19**

Date	Tasks	Responsible
	All positions to be cancelled/frozen or added should have been done as part of the development in the MTEST database, although there is an opportunity to make changes in PROD until May 15, 2018. The next fiscal year has already been set up in Finance/Human Resources.	
May 15, 2018	All Payroll/PHAREDS to be fed in PROD	Human Resources
May 15, 2018	Last day to create positions to be included in the upload process in PROD (Note: Positions can be created later, after budget is uploaded to Banner - see below)	Human Resources & Accounting Managers
May 16, 2018 (AM)	If not already completed, setup FY Salary Group, Setup Salary Roll Table, Run Update in the PROD database.	Human Resources
May 16-18, 2018	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 18, 2018	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 18, 2018	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget	Lisa Couch
May 18, 2018	Open new fiscal period, roll budget	Lisa Couch
May 21, 2018	Position creation is available again in PROD. (NOTE: All positions created between May 21, 2018 and June 28, 2018 will need to be created in NBAPBUD for 2018 AND have a \$0.00 budget with a WORKING status for 2019.)	Human Resources & Accounting Managers
May 24-25 2018	Populate Budget Development binders	Business Managers
May 29, 2018	Human Resources can roll JOBS.	Human Resources
June 28, 2018	All 2017-18 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 28, 2018 WILL NOT be created in the 2017-18 year.	Human Resources & Accounting Managers
June 28, 2018	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 17, 2018	Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)	Accounting Managers & Business Managers
August 17, 2018	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 24, 2018	Populate Budget Development binders	
September 15, 2018	Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.	CFO & Lisa Couch
September 15, 2018	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 21-23

Note: **FOR HUMAN RESOURCES** and **ACCOUNTING MANAGERS** - Between May 15 and May 18, no new positions can be created. Between May 21 and June 30, all new positions needed for the 2017-18 fiscal year will need to be created in NBAPBUD for 2018 **AND** have a **\$0.00 budget** with a **WORKING** status for 2019.