

**KERN COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
Fiscal Year 2019-20**

| <b>Date</b> | <b>Tasks</b>  | <b>Responsible</b>               |
|-------------|---|----------------------------------|
| Fall 2018   | College VPs Admin Svs issue budget preparation instructions to the colleges   | CFO, VPs Admin Svs, & Presidents |
| Feb-19      | Issue preliminary Budget Development Guidelines to Colleges   | CFO                              |
| 19-Feb-19   | DO Tentative budget reviewed with Chancellor's Cabinet  | CFO                              |
| 26-Feb-19   | DO Tentative budget reviewed with Chancellor's Consultation Council   | CFO                              |
| 19-Mar-19   | Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary)                                    | CFO                              |
| 19-Mar-19   | Issue Tentative Budget Allocation   | CFO                              |
| 1-May-19    | Issue a revised tentative allocation (if necessary)   | CFO                              |
| 1-May-19    | Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget | CFO                              |
| MID-May-19  | Governors May Revised Issued  | Governor                         |
| 17-May-19   | Upload Tentative budget in Banner Production  | CC VP Admin Svs                  |
| 24-May-19   | Finalize & Assemble Tentative Budget  | CFO & VPs Admin Svs              |
| 6-Jun-19    | Tentative budget available for public perusal   | CFO                              |
| 13-Jun-19   | Tentative budget presented to Governing Board in work session for adoption/Public Hearing                           | CFO, VPs Admin Svs, & Presidents |
| 31-Jul-19   | Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget      | CFO                              |
| 23-Aug-19   | Finalize & Assemble Final Budget  | CFO & VPs Admin Svs              |
| 5-Sep-19    | Final Budget available for public perusal   | CFO                              |
| 12-Sep-19   | Final budget presented to Governing Board for adoption  | CFO, VPs Admin Svs, & Presidents |
| 13-Sep-19   | Confirm Final Adopted Budget in Banner  | CFO & VPs Admin Svs              |

**Budget Development Timeline in MTEST database  
Fiscal Year 2019-20**

| <b>Date</b>                                | <b>Tasks</b>   | <b>Responsible</b>  |
|--|--|---|
| Following BOT Approval                     | Notify all involved offices of MTEST and PROD timelines  | Lisa Couch  |
| Prior to March 8, 2019                     | Establish next fiscal year in Finance/Human Resources -- all in <b>PROD</b> database   | Lisa Couch  |
| Prior to March 8, 2019                     | 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-April                                | Prepare budget spreadsheets including utilizing COGNOS labor budget development worksheet. Work with Human Resources to create any new positions and work 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 1, 2019                       | 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. Human Resources to create position numbers for new positions needed in the upcoming fiscal year. | Business Managers & Human Resources   |
| May 3, 2019                                | Activate/Cancel/Freeze positions identified by Human Resources.  | Accounting Managers (at direction of Business Managers & Human Resources)   |
| Prior to May 6, 2019 (AM)                  | Regular clone from PROD to MTEST database - request to DBA that MTEST not be updated until further notice.   | Lisa Couch & DBA  |
| May 6, 2019 AM (after clone)               | Setup FY Salary Group, Setup Salary Roll Table, Run Update - <b>Do this in MTEST</b>   | Human Resources   |
| May 6, 2019                                | In re-cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions   | Lisa Couch  |
| May 6-10, 2019                             | Request to Accounting Managers and Human Resources that all changes in PBUD must be done <b>only in PROD</b> (no changes in MTEST).  | Lisa Couch & Human Resources & Accounting Managers  |
| May 6, 2019                                | Compare extract of positions to budget spreadsheets - address any discrepancies <b><u>(These discrepancies should be addressed in both MTEST and PROD by working with Human Resources &amp; Accounting Managers to cancel/freeze positions or add positions.)</u></b>      | Business Managers & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers) |
| May 7, 2019                                | VALIDATE spreadsheets and, after validated, submit to Lisa Couch   | Business Managers   |
| May 7, 2019                                | VALIDATED spreadsheets must be submitted to Lisa Couch   | Business Managers   |
| May 8, 2019                                | Combine budget spreadsheets, upload to Banner  | Lisa Couch  |
| May 8-10, 2019                             | Address any upload errors  | Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)                              |
| May 10, 2019                               | 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 13, 2019                               | Identified changes to MTEST budget sent due to Lisa Couch  | Business Managers   |
|  | ONCE SUCCESSFUL, move forward with PROD Timeline   |   |
| May 31, 2019 (or after successful in PROD) | Notify DBA that MTEST can be updated   | Lisa Couch & DBA  |

**Budget Development Timeline in PROD database  
Fiscal Year 2019-20**

| <b>Date</b>        | <b>Tasks</b>   | <b>Responsible</b>   |
|--------------------|--|--|
|                    | 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 14, 2019. The next fiscal year has already been set up in Finance/Human Resources.              |  |
| May 14, 2019       | All Payroll/PHAREDS to be fed in PROD  | Human Resources  |
| May 14, 2019       | 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 15, 2019 (AM)  | If not already completed, setup FY Salary Group, Setup Salary Roll Table, Run Update in the PROD database.   | Human Resources  |
| May 15-17, 2019    | 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 17, 2019       | Address any upload errors  | Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary) |
| May 17, 2019       | Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget  | Lisa Couch   |
| May 17, 2019       | Open new fiscal period, roll budget  | Lisa Couch   |
| May 20, 2019       | Position creation is available again in PROD. (NOTE: All positions created between May 20, 2019 and June 28, 2019 will need to be created in NBAPBUD for 2019 <b>AND</b> have a <b>\$0.00 budget</b> with a <b>WORKING</b> status for 2020.)   | Human Resources & Accounting Managers  |
| May 23-24 2019     | Populate Budget Development binders  | Business Managers  |
| May 28, 2019       | Human Resources can roll JOBS.   | Human Resources  |
| June 26, 2019      | Human Resources will build all JOBS for end of July payroll  | Human Resources  |
| June 27, 2019      | All 2018-19 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 27, 2019 <b>WILL NOT</b> be created in the 2018-19 year.   | Human Resources & Accounting Managers  |
| June 28, 2019      | 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   |
| July 3, 2019       | Business Managers to provide JOBS distribution changes for end of July payroll to Human Resources  | Business Managers  |
| August 9, 2019     | Human Resources will build all JOBS for end of August payroll  | Human Resources  |
| August 16, 2019    | Business Managers to provide JOBS distribution changes for end of July payroll to Human Resources  | Business Managers  |
| August 16, 2019    | Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)   | Accounting Managers & Business Managers  |
| August 16, 2019    | 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 23, 2019    | Populate Budget Development binders  |  |
| September 12, 2019 | Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.  | CFO & Lisa Couch   |
| September 12, 2019 | 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 20-22

Note: **FOR HUMAN RESOURCES** and **ACCOUNTING MANAGERS** - Between May 14 and May 17, no new positions can be created. Between May 20 and June 27, all new positions needed for the 2018-19 fiscal year will need to be created in NBAPBUD for 2019 **AND** have a **\$0.00 budget** with a **WORKING** status for 2020.