

**KERN COMMUNITY COLLEGE DISTRICT  
BUDGET DEVELOPMENT CALENDAR  
Fiscal Year 2020-21**

<b>Date</b>	<b>Tasks</b>	<b>Responsible</b>
Fall 2019	College VPs Admin Svs issue budget preparation instructions to the colleges	CFO, VPs Admin Svs, & Presidents
1-Feb-20	Issue preliminary Budget Development Guidelines to Colleges	CFO
18-Feb-20	DO Tentative budget reviewed with Chancellor's Cabinet	CFO
21-Feb-20	DO Tentative budget reviewed with Districtwide Budget Committee	CFO
25-Feb-20	DO Tentative budget reviewed with Chancellor's Consultation Council	CFO
17-Mar-20	Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary)	CFO
17-Mar-20	Issue Tentative Budget Allocation	CFO
1-May-20	Issue a revised tentative allocation (if necessary)	CFO
1-May-20	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget	CFO
MID-May-20	Governors May Revised Issued	Governor
22-May-20	Upload Tentative budget in Banner Production	CC VP Admin Svs
28-May-20	Finalize & Assemble Tentative Budget	CFO & VPs Admin Svs
4-Jun-20	Tentative budget available for public perusal	CFO
11-Jun-20	Tentative budget presented to Governing Board in work session for adoption/Public Hearing	CFO, VPs Admin Svs, & Presidents
31-Jul-20	Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget	CFO
26-Aug-20	Finalize & Assemble Final Budget	CFO & VPs Admin Svs
3-Sep-20	Final Budget available for public perusal	CFO
10-Sep-20	Final budget presented to Governing Board for adoption	CFO, VPs Admin Svs, & Presidents
11-Sep-20	Confirm Final Adopted Budget in Banner	CFO & VPs Admin Svs

**Budget Development Timeline in BILD database  
Fiscal Year 2020-21**

<b>Date</b>	<b>Revised Date</b>	<b>Tasks</b>	<b>Responsible</b>
Following BOT Approval		Notify all involved offices of BILD and PROD timelines	Lisa Couch
January 31, 2020		Establish next fiscal year in Finance/Human Resources -- all in <b>PROD</b> database	Lisa Couch
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, 2020	Prior to May 8, 2020	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 1, 2020	May 8, 2020	Activate/Cancel/Freeze positions identified by Human Resources.	Accounting Managers (at direction of Business Managers & Human Resources)
Prior to May 4, 2020 (AM)	Prior to May 11, 2020 (AM)	Regular clone from PROD to BILD database - request to DBA that BILD not be updated until further notice.	Lisa Couch & DBA
May 4, 2020 AM (after clone)	May 11, 2020 AM (after clone)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in BILD	Human Resources
May 4, 2020	May 11, 2020	In re-cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions	Lisa Couch
May 4-8, 2020	May 11-15, 2020	Request to Accounting Managers and Human Resources that all changes in PBUD must be done only in PROD (no changes in BILD).	Lisa Couch & Human Resources & Accounting Managers
May 4, 2020	May 11, 2020	Compare extract of positions to budget spreadsheets - address any discrepancies (These discrepancies should be addressed in both BILD 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 5, 2020 by 11:59PM	May 12, 2020 by 11:59PM	VALIDATED spreadsheets must be submitted to Lisa Couch	Business Managers
May 6, 2020	May 13, 2020	Combine budget spreadsheets, upload to Banner	Lisa Couch
May 6-8, 2020	May 13-15, 2020	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 8, 2020	May 15, 2020	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 10, 2020 by 11:59PM	May 17, 2020 by 11:59PM	Identified changes to BILD budget sent due to Lisa Couch	Business Managers
		ONCE SUCCESSFUL, move forward with PROD Timeline	
May 31, 2020 (or after successful in PROD)	--	Notify DBA that BILD can be updated	Lisa Couch & DBA

**Budget Development Timeline in PROD database  
Fiscal Year 2020-21**

Date	Revised Date	Tasks	Responsible
		All positions to be cancelled/frozen or added should have been done as part of the development in the BILD database, although there is an opportunity to make changes in PROD until May 11, 2020. The next fiscal year has already been set up in Finance/Human	
May 11, 2020	May 18, 2020	All Payroll/PHAREDS to be fed in PROD	Human Resources
May 11, 2020	May 18, 2020	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 12, 2020 (AM)	May 19, 2020 (AM)	If not already completed, setup FY Salary Group, Setup Salary Roll Table, Run Update in the PROD database.	Human Resources
May 12-14, 2020	May 19-21, 2020	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 BILD Upload, Upload to Banner	Lisa Couch
May 14, 2020	May 21, 2020	Address any upload errors	Lisa Couch & Business Managers & Accounting Managers (if necessary) & Human Resources (if necessary)
May 14, 2020	May 21, 2020	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget	Lisa Couch
May 15, 2020	May 22, 2020	Open new fiscal period, roll budget	Lisa Couch
May 18, 2020	May 25, 2020	Position creation is available again in PROD. (NOTE: All positions created between May 28, 2020 and June 25, 2020 will need to be created in NBAPBUD for 2020 <b>AND</b> have a <b>\$0.00 budget</b> with a <b>WORKING</b> status for 2021.)	Human Resources & Accounting Managers
May 18-20, 2020	CANCELLED	ACBO Conference	
May 28, 2020	--	Last day to make changes in Banner before Budget Document preparation	Business Managers
May 28, 2020	--	Human Resources can roll JOBS.	Human Resources
June 2, 2020	--	Budget Document prepared	CFO
June 18, 2020	--	Email notification to campuses that Budget transfers will be turned off as of June 25, 2020. Direction provided to campus users about process for budget transfers for FY 2019-20 and FY 2020-21.	Accounting Managers
June 25, 2020	--	Human Resources will roll/build all JOBS for end of July payroll (managers, classified, and faculty with a July payroll - including extra days).	Human Resources
June 25, 2020	--	All 2019-20 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 25, 2020 <b>WILL NOT</b> be created in the 2019-20 year.	Human Resources & Accounting Managers
June 25, 2020	--	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 8, 2020	--	Business Managers to provide JOBS distribution changes for end of July payroll to Human Resources	Business Managers
August 3, 2020	--	Human Resources will roll/build all JOBS for end of August payroll (employees not captured in June 25th roll/build - including extra days)	Human Resources
August 10, 2020	--	Business Managers to provide JOBS distribution changes for end of July payroll to Human Resources	Business Managers
August 19, 2020	--	Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)	Accounting Managers & Business Managers
August 19, 2020	--	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, 2020	--	Last day to make changes in Banner before Budget Document preparation	Business Managers
August 26, 2020	--	Budget Document prepared	CFO
September 11, 2020	--	Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.	CFO & Lisa Couch
September 11, 2020	--	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 18-20

Note: FOR HUMAN RESOURCES and ACCOUNTING MANAGERS - Between May 11 and May 15, no new positions can be created. Between May 18 and June 25, all new positions needed for the 2019-20 fiscal year will need to be created in NBAPBUD for 2020 **AND** have a **\$0.00 budget** with a **WORKING** status for 2021.