For AIQ, April 7, 2015 meeting

Merging of Bakersfield College Master Budget Development Timeline Combined KCCD Budget Timeline **and**

BC Budget Timeline Updated 9/2014 and PRC 2014-15 Calendar

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| **Date** | **Responsible** | **Tasks** |
| July |  |  |
| August | CFO  CFO & Admin Directors  District Institutional Research | Publish notice in newspaper of general circulation of dates and locations for public inspection of Final Budget.  Finalize and assemble Final Budget.  Program Review data available online.  Chairs training presentation (FCDC) |
| September | BC  CFO  CFO, Admin Directors & Presidents  CFO & Admin Directors  PRC | Presentation of Adopted College Budget to the Board of Trustees. Preparation for October open forum to discuss Adopted College Budget.  Final Budget available for public perusal.  Final Budget presented to Governing Board for adoption.  Confirm Final Adopted Budget in Banner.  First Review date of Program Reviews for feedback  Program Reviews due to Area Administrators from Chairs, Directors, or Managers.  Program Reviews due to PRC from Administrators. |
| October | PRC/FCDC  PRC  PRC | FCDC votes on personnel requests.  Program Review Summaries due to PRC Co-chairs.  PRC feedback due to Chairs & Deans |
| November | BC  PRC | Labor Review  Distribution of all non-labor budget development worksheets.  PRC submits written Program Review Report to President and College Council. |
| December | BC  PRC | All non-labor budget worksheets are due to Budget Analyst by the last day of the Fall semester. (December 13, 2013)  Governance: ISIT, Facilities and Budget Committee must have a prioritized list to the budget analyst. (December 13, 2013) Governance: Budget communication will be drafted by the budget analyst for distribution to college community.  PRC makes presentation to College Council. |
| January | BC | Preparation of Preliminary College Budget to be reviewed by Executive Team. |
| February | CFO | Issue Preliminary Budget Development guidelines to Colleges. |
| March | CC Accounting Mgr  CFO  BC | Budget IDs and phases established in Banner for FY 2014-15.  Issue revised Tentative Budget development guidelines to Colleges (if necessary).  Final review and approval of Tentative College Budget by Executive Team.  March open forum to discuss Tentative College Budget |
| April | CFO  CFO  CFO  BC  PRC | Issue Tentative Budget Allocation.  Tentative Budget reviewed with Chancellor’s Cabinet.  Tentative Budget reviewed with Chancellor’s Consultation Council – DO budgets.  Final preparation for Tentative College Budget upload.  Program Review training to FCDC and college community. |
| May | CFO  Governor  CFO & CC Accounting Mgr CFO & Admin Directors  BC | Publish notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget.  Governor’s May Revised Budget issued.  Upload Tentative Budget in Banner Production.  Finalize & assemble Tentative Budget.  Tentative College Budget is uploaded to Banner. |
| June | BC  CFO  CFO, Admin Directors & Presidents | Presentation of Tentative College Budget to Board of Trustees for approval.  Tentative Budget available for public perusal.  Tentative Budget presented to Governing Board in work session for adoption/Public Hearing. |

No evaluation embedded.