

Bakersfield College Master Budget Development Timeline FY 2016-17

Combined KCCD Budget Timeline and BC Budget Timeline

Updated 2/2017

Date*	Responsible	Tasks
Fall 2016	CFO, Admin Directors, & Presidents	College Admin Services Directors issue budget preparation instructions to the colleges.
Sep 2016	BC	Non Labor budgets distributed by department/program as part of Program Review (end of Sept).
Oct 2016	BC	All non-labor budgets due as part of Program Review (end of Oct).
Dec 2016	BC	Begin Permanent Labor Review for development. Governance: ISIT and Facilities must have a prioritized list to the Budget Analyst. **Governance: Budget communication will be drafted by the Budget Analyst for distribution to college community.
Jan 2017	BC Budget Analyst	Request for all non-labor budget worksheets not submitted with Program Review. Initial review of positions with HR. Preparation of preliminary college labor budget to be reviewed by Executive Team.
Feb 2017	CFO	Issue preliminary budget development guidelines to colleges. DO Tentative Budget reviewed with Chancellor's Cabinet. DO Tentative Budget reviewed with Chancellor's Consultation Council.
Feb 2017	BC Executive Team	Review of preliminary college budget. (Labor/Non-Labor). Budget adjustments identified. Executive Team to communication/discuss adjustment with Deans/Directors (mid Feb). Adjustments and corrections are submitted to Budget Analyst for processing (end Feb).
Mar 20, 2017	CFO	Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary). Issue Tentative Budget Allocation.
Mar 2017	BC	Budget Committee initial review/discussion of GUI Labor/Non-Labor Budgets. Final Review of Labor with HR-cancel/activate POSN. March open forum to discuss Tentative Budget (need a date).

Date*	Responsible	Tasks
Apr 2017	BC	Final review for Tentative Budget upload (Executive Team). Final adjustments/preparation for Tentative Budget upload (Budget Analyst).
May 1, 2017	CFO	Issue a revised Tentative Allocation (if necessary). Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget.
May 2017	Governor	Governors May Revised issued (mid May).
May 17-19, 2017	BC	Tentative Budget uploaded to Banner.
May 25, 2017	CC Accounting Manager	Upload Tentative Budget in Banner Production.
May 26, 2017	CFO & Admin Directors	Finalize & assemble Tentative Budget.
Jun 1, 2017	CFO	Tentative Budget available for public perusal.
Jun 8, 2017	CFO, Admin Directors, & Presidents	Tentative Budget presented to Governing Board in work session for adoption/Public Hearing.
Jun 8, 2017	BC	Presentation of Tentative Budget to Board of Trustees for approval.
Jul 13, 2017	CFO	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Final Budget.
Aug 24, 2017	CFO & Admin Directors	Finalize & assemble Final Budget.
Sep 7, 2017	CFO	Final Budget available for public perusal.
Sep 14, 2017	CFO, Admin Directors, & Presidents	Final Budget presented to Governing Board for adoption.
Sep 14, 2017	BC	Presentation of Final Budget to the Board of Trustees. Preparation for October open forum to discuss Final Budget.
Sep 15, 2017	CFO & Admin Directors	Confirm Final Adopted Budget in Banner.

*Timeline subject to change.