

## Budget Development Tasks for Org Administrators and Budget Office

| Month              | Tasks  | Who is Involved?   |
|--------------------|--|--|
| <b>March</b>       | Review 3-year financial projections  | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> <li>• College President</li> </ul>       |
|                    | Develop FTES and productivity targets  | <ul style="list-style-type: none"> <li>• VPI</li> <li>• Instructional Deans</li> <li>• Faculty</li> </ul>  |
|                    | Review position control worksheets   | <ul style="list-style-type: none"> <li>• Org Administrators (President, VPs, Deans)</li> </ul>             |
|                    | Identify department budget needs   | <ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• Faculty</li> <li>• Staff</li> </ul> |
| <b>April</b>       | Develop draft division budgets (budget development meetings)                               | <ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• VPAS</li> <li>• CBO</li> </ul>      |
|                    | Submit list of all faculty on release time for next FY (estimates for Spring if not known) | <ul style="list-style-type: none"> <li>• VPI</li> <li>• VPAS</li> </ul>                                    |
|                    | Develop 1310 (hourly faculty) budget   | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> <li>• VPI</li> </ul>                     |
|                    | Position control worksheet corrections complete  | <ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• VPAS</li> <li>• CBO</li> </ul>      |
|                    | Develop draft college budget   | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> </ul>                                    |
|                    | Make adjustments to proposed division budgets  | <ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• VPAS</li> <li>• CBO</li> </ul>      |
|                    | Review draft college budget  | <ul style="list-style-type: none"> <li>• College President</li> <li>• VPAS</li> </ul>                      |
| <b>May</b>         | Tentative position control worksheet submitted to district                                 | <ul style="list-style-type: none"> <li>• CBO</li> </ul>  |
|                    | Tentative college budget developed   | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> </ul>                                    |
|                    | Tentative college budget presented to PBC  | <ul style="list-style-type: none"> <li>• VPAS</li> </ul>   |
|                    | Tentative budget submitted to District   | <ul style="list-style-type: none"> <li>• CBO</li> </ul>  |
| <b>June</b>        | Final review of position control   | <ul style="list-style-type: none"> <li>• CBO</li> <li>• VPAS</li> </ul>                                    |
|                    | Submit final position control to District  | <ul style="list-style-type: none"> <li>• CBO</li> </ul>  |
|                    | Review tentative college budget  | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> </ul>                                    |
| <b>July/August</b> | Finalize college budget and submit to District   | <ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> <li>• College President</li> </ul>       |

**Note: These are general tasks, and not a comprehensive listing of all steps involved in developing a department or division budget. Please use these tasks and timeline as a guide through the budget development process at the department or division level.**