



Fiscal Year 2018-19 Budget Calendar

(Board Approved November 9, 2017)

| Date | Item | Responsible |
|-------------------------------|--|---|
| November 2017 | Budget calendar to Board of Trustees for adoption. <i>(Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)</i> | Business & Fiscal Services Board of Trustees |
| December 2017 to January 2018 | District office development budget processes continue. | Business & Fiscal Services District Budget Committee |
| January 2018 | Receive budget directives from Board of Trustees. <i>(AP 6200: Prior to March 1, the Board will give direction for budget development to include: 1. Reaffirmation or change in mission; 2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.); 3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period; 4. Preliminary establishment of budget allocations for the colleges, district office, and other sites.)</i> | Business & Fiscal Services Board of Trustees |
| January - February 2018 | Recommendations for projected funds and tentative distribution to campuses are developed by District Budget Committee for Chancellor's Cabinet. | Business & Fiscal Services District Budget Committee |
| February 2018 | Projected funds and assessments for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Responsibility Center Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i> | Business & Fiscal Services Chancellor's Cabinet |
| February 2018 | Prior and current year line budgets, instructions, and due dates are forwarded to Campus Presidents and Chancellor for distribution to responsibility centers. | Business & Fiscal Services |



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| February - March 2018 | Campus budget processes determine priorities and reallocation of funds; responsibility center managers prepare budget forms for submittal to District. | College Presidents & VPs Business & Fiscal Services Responsibility Managers |
| March 2018 | Development Budget reports to establish Preliminary Budget due at District. | College Presidents |
| April 2018 | District Budget Committee reviews Preliminary Budget and develops recommended adjustments, if any, for Chancellor's Cabinet. | Business & Fiscal Services District Budget Committee |
| April 2018 | Chancellor's Cabinet is updated on status of Preliminary Budget. Reviews recommended adjustments as necessary. | Business & Fiscal Services Chancellor's Cabinet |
| May 2018 | Board is updated on status of budget process and receives Preliminary Budget (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than May of each year the Vice Chancellor of Business & Fiscal Services will present the preliminary budget to the Board. No formal action is required by the Board on the preliminary budget.)</i> | Business & Fiscal Services Board of Trustees |
| June 2018 | Tentative Budget is presented to the District Budget Committee and the Board of Trustees. <i>(AP 6200: Tentative Budget – No later than July 1 the Board will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.)</i> | Business & Fiscal Services District Budget Committee Board of Trustees |
| July 2018 | Draft of Final Budget discussed at District Budget Committee meeting. Final recommendations, if any, are made from District Budget Committee to Chancellor's Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)</i> | Business & Fiscal Services |



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| August 2018 | Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, Budget Committee recommendations, and changes in State financial picture. | Business & Fiscal Services Chancellor's Cabinet |
| August 2018 | Draft of Final Budget discussed at Chancellor's Cabinet. | Business & Fiscal Services Chancellor's Cabinet |
| August 2018 | Board Study session to review Final Budget. | Business & Fiscal Services Board of Trustees |
| September 2018 | Public Hearing and adoption of Final Budget by Board of Trustees. <i>(Budget and Accounting Manual (BAM): Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i> | Business & Fiscal Services Board of Trustees |