

Informed Budget Process Timeline & Check List

September – October

Budget Committee

- Initial meeting to discuss process and expectations of budget process

Departments

- Identify base shortfalls/excess (using 5-year histories provided by the Budget Office)
- Reallocate base funds to address shortfalls if feasible (within and across departments)
- Department meetings (with respective staff and/or faculty) to identify base, one-time, and remodeling needs to support strategic priorities for FY 2011
- Prepare Accountability Reports
 - How new year funds have been used since July 1 (or proposed spending plan)
 - New year base budget vs. last 3 years of actual expenditures by expense category
 - Budgetary accomplishments / challenges for FY 2010 and FY 2011
 - Key performance indicators

November

Divisions

- Hold **OPEN FORUM** Divisional Meetings
 - Using PowerPoint presentation identify the following for all departments:
 - New year base budget vs. last 3 years of actual expenditures
 - Key performance indicators
 - How new year funds have been used (or spending plan)
 - Budgetary accomplishments / challenges for FY 2010 and FY 2011
 - Base, one-time, and remodeling budget priorities for FY 2011
 - Forward final presentation to Institutional Research to be placed online accessible to all employees

December - March

Budget Committee

- Meet and review information presented in November open forum meetings

Departments

- Analyze mid-year budget and actual expenditures (adjust spending as necessary)
- First reports meet with directors and department/division chairs to prioritize base, one-time and remodeling budget initiatives.

Divisions

- Vice presidents meet with appropriate first reports to finalize and prioritize base, one-time, and remodel priorities for FY 2011

April

Divisions

- All backup documentation for priorities prepared and submitted to the appropriate vice president and Budget Office including the following:
 - Completed on-line submission form
 - Job description and JEC assigned job grade for new positions
 - Justification / demonstrated need (key measures and ratios, comparables)
 - Narrative of "If not funded, how will the service be provided?"

Budget Committee

- Joint meeting with Executive Cabinet for presentation of prioritized divisional base, one-time, and remodel needs for FY 2011.

Executive Cabinet

- Finalize all budget recommendations for FY 2011

May - June

Budget Office

- Communicate to college community the projects that received funding for FY 2011
- Review fiscal year-end expenditures and budgetary activities

Budget Committee

- Review year-end accountability reports from departments that received base or one-time funds in FY 2010.