

**College of the Siskiyous
Timeline for Budget Development
2020 - 2021**

Definitions

- **Current Year** is the current fiscal year, running from July 1st to June 30th.
- **Coming Year** is the next fiscal year in planning.
- Integrated Planning and Budget Committee meets the 1st and 3rd Friday of each month.
- College Council meets on the 2nd and 4th Wednesday of each month.

Development of Program Reviews

| Months | Current Year Activities | Coming Year Activities |
|--|-------------------------|--|
| August 2019 to January 2020 | | College Program Reviews and CQIPs are submitted by the Instruction Office, Student Services, President’s Office (HR, PIO, IR) and Administrative Services. Managers, directors, faculty, and staff participate in development of their respective plans ~ |

College Budget Development Timeline

| Month | District-wide Activity | College Budget Activity |
|--|---|---|
| January 2020 to February 2020 | <p>January 15th Governor’s state budget proposal made public</p> <p>Start development of “Draft” Tentative Budget for 2020-2021</p> | <p>January 24th Distribute Position Reports for review to budget managers ~</p> <p>January through February Budget Managers set up meetings with departments to develop the 2020-21 budgets utilizing Program Reviews to identify additional resource needs ~</p> <p>CQIP forms are prepared as part of resource request process and presented at “Open Hearings” ~</p> <p>Share state budget updates with IPB and College Council on the current forecast and impact to the budgeting process ~</p> |

| Month | District-wide Activity | College Budget Activity |
|-----------------------------|--|--|
| <p>February 2020</p> | <p>Monitor state budget forecast</p> <p>Continue college planning for “Draft” Tentative Budget 2020-21</p> | <p>February 14th IPB reviews and approves “Draft” Budget Assumptions for 2020-21, document forwarded to College Council ~ February 14th Distributed Position Reports due back from budget managers ~ February 18th Banner Unlocked for Budget Data Input ~ February 18th through February 28th Banner Training for Budget Managers ~ February 26th College Council reviews and approves “Draft” Budget Assumptions for 2020-21, document forwarded to the President ~</p> |
| <p>March 2020</p> | <p>Continue development of “Draft” Tentative Budget 2020-21</p> | <p>March 3rd “Draft” Budget Assumptions presented to Board of Trustees for approval ~ March 27th Banner Locked Budget Managers are locked out of Banner for data entry on 2020-21 Budget Development ~ March thru April CQIP resource requests are reviewed and prioritized at Administrative Council, Student Services Council, Instruction Council and President’s Office ~ Business Services starts audit of proposed departmental budgets for accuracy and in preparation for review by IPB and College Council ~ CQIP resource requests will be compiled in a categorical method ~</p> |

| Month | District-wide Activity | College Budget Activity |
|-------------------|--|--|
| April 2020 | <p>Continue development of “Draft” Tentative Budget 2020-21</p> <p>IPB Open Hearings 2020</p> <ul style="list-style-type: none"> • April 3rd – President’s Office (incl. HR, PIO & IR) and Administrative Services • April 10th – Instruction (General Fund, Grants and Categorical Funds) • April 17th – Student Services (General Fund, Grants and Categorical Funds) <p>College spending for the fiscal year concludes in April</p> | <p>April</p> <p>IPB holds “Open Hearings” for departmental budgets and prioritization of resource requests in group format</p> <p>~</p> <p>Business Services continues to audit proposed 2020-21 departmental budgets for accuracy</p> <p>~</p> <p>April 17th Year-end purchasing cut-off</p> <p>~</p> |
| May 2020 | <p>Governor’s May Budget Revise</p> <p>The “Draft” Tentative Budget 2020-21 is reviewed at various councils and committees</p> | <p>May 1st</p> <p>IPB prioritizes CQIP requests, reviews and approves, forwards to College Council</p> <p>~</p> <p>May 6th</p> <p>College Council reviews and approves CQIP request forwarded by IPB, forwards to college president</p> <p>~</p> <p>May 8th</p> <p>“Draft” Tentative Budget sent to committees by May 8th in preparation for joint meeting</p> <p>~</p> <p>May 13th</p> <p>Joint IPB and College Council meeting to review and approve the “Draft” Tentative Budget 2020-21, forwards to college president</p> <p>~</p> |
| June 2020 | <p>June Board Meeting</p> <p>“Draft” Tentative Budget approved by the Board of Trustees. “State law requires the Tentative Budget be in place by June 30, 2020</p> <p>By June 30th</p> <p>Governor’s Final Budget released on or before June 30th</p> | <p>June 2nd</p> <p>“Draft” Tentative Budget 2020-21 presented to Board of Trustees Meeting for approval</p> <p>~</p> <p>By June 16th</p> <p>Tentative Budget posted to Banner and website within two weeks of Board approval</p> <p>~</p> |

| Month | District-wide Activity | College Budget Activity |
|---------------------------------|--|---|
| July 2020 to August 2020 | Preparation of “Draft” Final Budget begins | Work on “Draft” Final Budget continues ~ |
| August 2020 | Preparation of “Draft” Final Budget 2020-21 continues | <p>By August 14th “Draft” Final Budget sent out to IPB and College Council by August 14th in preparation for August 20th joint IPB/College Council meeting ~</p> <p>August 20th Joint meeting with IPB and College Council to present the Governors State Budget and review of “Draft” Final Budget 2020-21 ~</p> <p>August 28th Joint meeting with IPB and College Council for final review/approval of “Draft” Final Budget 2020-21, forward to college president ~</p> |
| September 2020 | Recommendation to Board of Trustees for approval of 2020-21 “Draft” Final Budget | <p>September 8th Present “Draft” Final Budget 2020-21 to Board of Trustees for approval ~</p> <p>By September 22nd Post Final Budget to Banner, college website, and send out to campus constituents within two weeks of Board approval ~</p> |