



## 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 department 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 budget needs	<ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• Faculty</li> <li>• Staff</li> </ul>
<b>April</b>	Develop draft org budgets (budget development meetings)	<ul style="list-style-type: none"> <li>• Org Administrators</li> <li>• VPAS</li> <li>• CBO</li> </ul>
	Develop hourly faculty budget	<ul style="list-style-type: none"> <li>• VPAS</li> <li>• CBO</li> <li>• VPI</li> <li>• Instructional Deans</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 org 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>
<b>September</b>	SMCCCD Board of Trustees adopts budget	<ul style="list-style-type: none"> <li>• Executive Vice Chancellor</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.