

Draft Budget Advisory Committee Calendar

August/September

- Budget Advisory Committee (BAC) reviews previous year 4020/4021 reports for any necessary adjustments and in preparation for October Vision review.
- Request a list of programs to be reviewed by PVC to possibly avoid duplicating efforts.
- BAC reviews fall meeting schedule and annual timeline. Typically, the committee will need to meet every two weeks during the fall.
- BAC begins work on the Annual Budget Outlook Statement document to set goals and expectations for fall. The previous year goals will be assessed as to whether they are complete, in progress, or need to be updated. New goals will be added as the current year Outlook Statement is developed.
- BAC identifies a limited number of particular academic programs or departments that will be audited in detail. A schedule shall be developed such that all academic programs or departments are audited in detail on a regular basis.

October

- BAC reviews Annual and Educational Master Plan to set priorities and assess plan revisions. Current year to be reviewed 2020-21.

November

- BAC prepares and reviews annual Budget Audit of program spending and makes recommendations to President and Cabinet. BAC also reviews prior year budget requests to see if any programs or departments consistently request additional budget.
- BAC collects and reviews the following (if applicable) for the academic programs or departments selected for an audit: a) budget breakdowns; b) expense/revenue statements; c) impact statements on funding formulas as determined by Institutional Research (IR) and Vice-President of Administrative Services (VPAS); d) relevance/adherence to Vision for Success Goals.
- BAC identifies possible/likely student success or institutional effectiveness bottlenecks for the Budget Advisory Committee Recommendations Form.
- BAC publishes Annual (eg, 2019) Budget Outlook Statement, setting its goals and priorities, and clarifying drivers, expectations, and benchmarks for the coming year's budgeting process.

December

- BAC collects Program Review Committee analysis and reviews for linkage to Educational Master Plan and Annual Plan. Note: Is there enough info from program review at this point? – (May is when it is put out.)

January

- Governor releases preliminary budget proposal for the upcoming year.

February

- BAC finalizes next year's budget priorities based on work from the preceding three months by completing the Budget Advisory Committee Program Budget Recommendations. This form is forwarded to the VPAS/Cabinet, who use the recommendations to develop the annual and long-term budget assumptions. The budget priorities will be within a limited scope, which is still to be determined.

March

- VPAS and the Cabinet draft Preliminary Budget.
- VPAS presents short- and long-term budget assumptions to BAC for review and feedback to ensure budget priorities and assumptions are aligned. BAC makes recommendation for revisions.
- VPAS and Cabinet draft short-term and long-term budget assumptions. VPAS reviews initial position inventory updated for vacant positions, staffing changes, retirements, etc. for the budget year.

April

- VPAS facilitates college-wide discussions on the development of the preliminary budget, the three-year forecast, and budget year funding levels.
- VPAS continues to develop assumptions and updates the preliminary budget as new information becomes available. (Examples of necessary updates: JPA releases new medical, dental, and vision rates; CCCCCO, legislature, Governor's office release new information regarding budget and CCC funding, etc.)
- VPAS/Cabinet continue to review and update the budget year's Position Inventory, including retirements, vacant positions, effects of 4020/4021, resource requests, identified needs, and other costs or savings.

May

- VPAS presents the Preliminary Budget assumptions, preliminary budget, and the three-year forecast to the Board. This may occur in March or April, depending on the timing of information.
- BAC reviews Preliminary Budget to assess correspondence with College's Annual and Master Plans and Annual BP Vision Statement. Sends queries and recommendations to VPAS.
- VPAS develops Tentative Budget with Cabinet.
- Governor releases May Revise Budget which is used to inform CR's Tentative Budget.
- VPAS holds open forums to discuss the funding formula, the Governor's budget, the District's Tentative Budget, and three-year forecast.

June

- President/VPAS present the Tentative Budget to the Board for approval.
- VPAS, HR, and Cabinet if needed, finalize the Position Inventory by verifying retirements are accounted for, open positions that will be filled are included, etc.
- Cabinet discusses appropriate level of temporary/hourly staffing levels given estimated revenues.

- Governor and State Senate and Assembly adopt state's Final Budget.
- Budget Technician (and/or VPAS if necessary) meet with restricted/other fund departments to discuss current year reporting and next year's budgets.

July

- Chancellor's Office releases initial revenue allocations in Advanced Apportionment Report.
- Cabinet finalizes unrestricted general fund assumptions and drafts Final Budget. Budget amounts for temporary and hourly staff determined based on available funding, target FTES, and budget assumptions.
- District-wide "other operating" budget is determined by Cabinet based on available funding.
- Cabinet, with Deans and Directors, determines operating allocations for each department, including President's approved 4020/4021 recommendations.
- June or July – Discuss the allocation process for available restricted funds/in coordination with the budget restricted/other fund budget development.

August

- VPAS finalizes the budget for review with Cabinet.
- Cabinet reviews the annual budget and 3-4 year forecast to evaluate for fiscal stability.
- VPAS holds discussions with constituency groups regarding funding levels for the budget year, the final budget, and the three-year forecast.

September

- BAC to review final budget
- Final Budget public hearing is held.
- VPAS holds budget open forums for the CR community.
- Board reviews and approves Final Budget.
- The budget to actuals will be analyzed on a monthly basis and a report will be provided at each Board meeting, making adjustments to the adopted budget as necessary.

Ongoing

- BAC will review budget requests as necessary.

Budget Advisory Committee membership:

Co-Chair – VPAS or designee

Co-Chair – Faculty appointment from Academic Senate

President CRFO or designee

President CSEA or designee

IR/IEC Chair

EMC Chair

Faculty member from Transfer - appointed by Senate

Faculty member from CE/non-transfer/non-teaching - appointed by Senate

In general, the BAC is charged with reviewing and analyzing available data to formulate and recommend annual and long-term budget priorities. The BAC will also play a role in monitoring the alignment of the annual budget and multi-year forecast with the Annual and Education Master plans. The BAC, unlike the BPC, will not be involved in reviewing resource requests.