KERN COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
Fiscal Year 2022-23

Date	Tasks	Responsible
Fall 2021	College VPs Admin Svs issue budget preparation instructions to the colleges	CFO, VPs Admin Svs, & Presidents
26-Oct-21	District AURs sent to College Presidents for College input	CFO
15-Nov-21	College inpute to District AURs are due	College Presidents
24-Nov-21 or 14-Dec-21	District AURs to Chancellor	District Administration
MID-Nov-21	District AURs reviewed with Chancellor's Cabinet and Consultation Council	CFO
1-Feb-22	Issue preliminary Budget Development Guidelines to Colleges	CFO
16-Feb-22	DO Tentative budget reviewed with District Administrative Council	CFO
LATE-Feb-22	DO Tentative budget reviewed with Districtwide Budget Committee	CFO
LATE-Mar-22	DO Tentative budget reviewed with Chancellor's Cabinet and Consultation Council	CFO
15-Mar-22	Issue Revised Tentative Budget Development Guidelines to Colleges (if necessary)	CFO
15-Mar-22	Issue Tentative Budget Allocation	CFO
LATE-Apr-22	DO Tentative budget reviewed with Chancellor's Cabinet and Consultation Council	CFO
3-May-22	Publish Notice in newspaper of general circulation of dates and locations for public inspection of Tentative Budget	CFO
MID-May-22	Governors May Revised Issued	Governor
MID-May-22	Issue a revised tentative allocation (if necessary)	CFO
26-May-22	Upload Tentative budget in Banner Production	CC VP Admin Svs
30-May-22	Finalize & Assemble Tentative Budget	CFO
2-Jun-22	Tentative budget available for public perusal	CFO
9-Jun-22	Tentative budget presented to Governing Board in work session for adoption/Public Hearing	CFO, VPs Admin Svs, & Presidents
2-Aug-22	Publish Notice in newspaper of general circulatin of dates and locations for public inspection of Final Budget	CFO
24-Aug-22	Finalize & Assemble Final Budget	CFO
1-Sep-22	Final Budget available for public perusal	CFO
8-Sep-22	Final budget presented to Governing Board for adoption	CFO, VPs Admin Svs, & Presidents
10-Sep-22	Confirm Final Adopted Budget in Banner	CFO & VPs Admin Svs

January

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November

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Budget Development Timeline in Axiom
Fiscal Year 2022-23

Date	Tasks	Responsible	System
September 6, 2021	Current Salary Schedules and benefit rates provided by HR. Upload to Axiom	Vice Presidents & Human Resources	Axiom
September 2021	General fund worksheets are active in Axiom	Vice Presidents	Axiom
February 1, 2022	Current Salary Schedules and benefit rates provided by HR. If any changes, upload to Axiom.	Vice Presidents & Human Resources	Axiom
February 1, 2022	Establish next fiscal year in Finance/Human Resources -- all in **PROD** database	Lisa Couch	PROD
January-April	Work with Human Resources to create any new positions and work with the Accounting Managers to activate / cancel / freeze positions.	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)	PROD
February - April	Categorical fund worksheets are active in Axiom	Vice Presidents	Axiom
February - April	Labor budgets are developed in Axiom	Vice Presidents	Axiom
Prior to May 6, 2022	Human Resources to identify positions, including pooled positions, that should be cancelled and those that should be left active for positions with no current incumbent. Human Resources to create position numbers for new positions needed in the upcoming fiscal year.	Vice Presidents & Human Resources	PROD
May 6, 2022	Activate/Cancel/Freeze positions identified by Human Resources. Confirm that these changes are reflected in Axiom.	Accounting Managers (at direction of Business Managers & Human Resources)	PROD and Axiom
Prior to May 11, 2022 (AM)	Regular clone from PROD to BILD database - request to DBA that BILD not be updated until further notice.	Lisa Couch & DBA	BILD
May 11, 2022 AM (after clone)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in BILD	Human Resources	BILD
May 11-24, 2022	Request to Accounting Managers and Human Resources that all changes in PBUD must be done only in PROD (no changes in BILD).	Lisa Couch & Human Resources & Accounting Managers	PROD
May 11, 2022 by Noon	Confirm all budgets are balanced in Axiom.	Vice Presidents	Axiom
May 12, 2022	Extract of budget from Axiom - uploaded to BILD	Lisa Couch	Axiom and BILD
May 12-13, 2022	Address any upload errors	Lisa Couch & Vice Presidents & Accounting Managers (if necessary) & Human Resources (if necessary)	BILD
May 13, 2022	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget, open new fiscal period, roll budget	Lisa Couch	BILD
May 23, 2022	Last day to create positions to be included in the upload process in PROD (Note: Positions can be created later, after budget is uploaded to Banner - see below). Confirm any additional changes since May 6, 2022 are included in Axiom.	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)	PROD and Axiom
May 24, 2022 (AM)	If not already completed, setup FY Salary Group, Setup Salary Roll Table, Run Update in the PROD database.	Human Resources	PROD
May 24, 2022 by Noon	All identified changes to budget need to be made in Axiom. Confirm all budgets are balanced in Axiom.	Vice Presidents	Axiom
May 25, 2022	Extract of budget from Axiom - uploaded to PROD	Lisa Couch	Axiom and PROD
May 25-26, 2022	Address any upload errors	Lisa Couch & Vice Presidents & Accounting Managers (if necessary) & Human Resources (if necessary)	PROD
May 26, 2022	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget	Lisa Couch	PROD
May 26, 2022	Open new fiscal period, roll budget	Lisa Couch	PROD

Budget Development Timeline in Axiom
Fiscal Year 2022-23

Date	Tasks	Responsible	System
May 27, 2022	Position creation is available again in PROD. (NOTE: All positions created between May 27, 2022 and June 24, 2022 will need to be created in NBAPBUD for 2022 **AND** have a **$0.00 budget** with a **WORKING** status for 2023.)	Human Resources & Accounting Managers	PROD
May 27, 2022	Human Resources can roll JOBS.	Human Resources	PROD
May 29, 2022	Last day to make changes in Banner before Budget Document preparation AND narratives to be completed. Depending on the college, these changes may also need to be made in Axiom.	Vice Presidents	Axiom and PROD
May 30, 2022	Budget Document prepared	CFO	
June 9, 2022	Board of Trustees approval of Tentative Budget	CFO	
June 17, 2022	Email notification to campuses that Budget transfers will be turned off as of June 30, 2022. Direction provided to campus users about process for budget transfers for FY 2021-22 and FY 2022-23.	Accounting Managers	
prior to July 1, 2022	Human Resources will roll/build all JOBS for end of July payroll (managers, classified, and faculty with a July payroll - including extra days).	Human Resources	
June 24, 2022	All 2021-22 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 24, 2022 **WILL NOT** be created in the 2021-22 year.	Human Resources & Accounting Managers	
June 30, 2022	Web Budget Transfers turned off after receiving request from Lisa Couch	Lisa Couch & Charley Chiang	
June 30/July 1	Create approved positions	Lisa Couch	
June 30/July 1	Change Rule code for breakage to BRK1	Lisa Couch	
July 8, 2022	Business Managers to provide JOBS distribution changes for end of July payroll to Human Resources	Vice Presidents	
prior to August 5, 2022	Human Resources will roll/build all JOBS for end of August payroll (employees not captured in July 1 roll/build - including extra days)	Human Resources	
August 12, 2022	Business Managers to provide JOBS distribution changes for end of August payroll to Human Resources	Vice Presidents	
August 17, 2022	Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)	Accounting Managers & Vice Presidents	
August 17, 2022	Cutoff all NBAPBUD changes, except creation of new, ZERO dollar budgeted positions unless directed by Business Managers (except those necessary for adopted budget preparation)	Human Resources & Accounting Managers & Vice Presidents	
August 23, 2022	Last day to make changes in Banner before Budget Document preparation AND narratives to be completed.	Vice Presidents	
August 24, 2022	Budget Document prepared	CFO	
September 8, 2022	Board of Trustees approval of Adopted Budget	CFO	
September 9, 2022	Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.	CFO & Lisa Couch	
September 9, 2022	Web Budget Transfers turned on after receiving request from Lisa Couch via work order request	Lisa Couch & IT	

Note: Business Managers may be attending the ACBO Conference in mid-May (May 16-18, 2022 - tentative dates)

Note: FOR HUMAN RESOURCES and ACCOUNTING MANAGERS - Between May 23 and May 27, 2022, no new positions can be created. Between May 27 and June 24, all new positions needed for the 2021-22 fiscal year will need to be created in NBAPBUD for 2022 **AND** have a **$0.00 budget** with a **WORKING** status for 2023.

Note: **Assuming that we are able to use another process with Axiom, this is the proposed timeline**

Budget Development Timeline in BILD database
Fiscal Year 2022-23

Date	Tasks	Responsible
Following BOT Approval	Notify all involved offices of BILD and PROD timelines	Lisa Couch
February 1, 2022	Establish next fiscal year in Finance/Human Resources -- all in **PROD** database	Lisa Couch
January-April	Prepare budget spreadsheets including utilizing COGNOS labor budget development worksheet. Work with Human Resources to create any new positions and work with the Accounting Managers to activate/cancel/freeze positions.	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
Prior to May 6, 2022	Human Resources to identify positions, including pooled positions, that should be cancelled and those that should be left active for positions with no current incumbent. Human Resources to create position numbers for new positions needed in the upcoming fiscal year.	Vice Presidents & Human Resources
May 6, 2022	Activate/Cancel/Freeze positions identified by Human Resources.	Accounting Managers (at direction of Business Managers & Human Resources)
Prior to May 10, 2022 (AM)	Regular clone from PROD to BILD database - request to DBA that BILD not be updated until further notice.	Lisa Couch & DBA
May 10, 2022 AM (after clone)	Setup FY Salary Group, Setup Salary Roll Table, Run Update - Do this in BILD	Human Resources
May 10, 2022	In cloned database, Create Budget ID/Phases, Create Position Working Budget, provide Business Managers extract of positions	Lisa Couch
May 10-13, 2022	Request to Accounting Managers and Human Resources that all changes in PBUD must be done only in PROD (no changes in BILD).	Lisa Couch & Human Resources & Accounting Managers
May 10, 2022	Compare extract of positions to budget spreadsheets - address any discrepancies (These discrepancies should be addressed in both BILD and PROD by working with Human Resources & Accounting Managers to cancel/freeze positions or add positions.)	Vice Presidents & Human Resources (at direction of Business Managers) & Accounting Managers (at direction of Business Managers)
May 10, 2022 by 11:59PM	VALIDATED spreadsheets must be submitted to Lisa Couch	Vice Presidents
May 11-12, 2022	Combine budget spreadsheets, upload to Banner	Lisa Couch
May 12-13, 2022	Address any upload errors	Lisa Couch & Vice Presidents & Accounting Managers (if necessary) & Human Resources (if necessary)
May 13, 2022	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget, open new fiscal period, roll budget	Lisa Couch
May 23, 2022 by Noon	Identified changes to BILD budget due to Lisa Couch	Vice Presidents
	ONCE SUCCESSFUL, move forward with PROD Timeline	
May 27, 2022 (or after successful in PROD)	Notify DBA that BILD can be removed	Lisa Couch & DBA

Date	Tasks	Responsible
	All positions to be cancelled/frozen or added should have been done as part of the development in the BILD database, although there is an opportunity to make changes in PROD until May 23, 2022. The next fiscal year has already been set up in Finance/Human Resources.	
May 23, 2022 by Noon	Identified changes to BILD budget due to Lisa Couch	Vice Presidents
May 23, 2022	All Payroll/PHAREDS to be fed in PROD	Human Resources
May 23, 2022	Last day to create positions to be included in the upload process in PROD (Note: Positions can be created later, after budget is uploaded to Banner - see below)	Human Resources & Accounting Managers
May 23, 2022 (AM)	If not already completed, setup FY Salary Group, Setup Salary Roll Table, Run Update in the PROD database.	Human Resources
May 24-25 2022	Create Budget ID/Phases, Create Position Working Budget, complete extract of positions, Compare extract of positions to budget spreadsheets - address any discrepancies with Business Managers and/or Human Resources, VALIDATE combined spreadsheet from BILD Upload, Upload to Banner	Lisa Couch
May 25-26, 2022	Address any upload errors	Lisa Couch & Vice Presidents & Accounting Managers (if necessary) & Human Resources (if necessary)
May 26, 2022	Feed Positions to Budget Development, Create FINAL budget phase, Delete working budgets, create approved budget, distribute approved budget	Lisa Couch
May 26, 2022	Open new fiscal period, roll budget	Lisa Couch
May 27, 2022	Position creation is available again in PROD. (NOTE: All positions created between May 27, 2022 and June 24, 2022 will need to be created in NBAPBUD for 2022 **AND** have a **$0.00 budget** with a **WORKING** status for 2023.)	Human Resources & Accounting Managers
May 27, 2022	Human Resources can roll JOBS.	Human Resources
May 29, 2022	Last day to make changes in Banner before Budget Document preparation AND narratives to be completed.	Vice Presidents
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prior to July 1, 2022	Human Resources will roll/build all JOBS for end of July payroll (managers, classified, and faculty with a July payroll - including extra days).	Human Resources
June 24, 2022	All 2021-22 positions requests must be received by Accounting Managers from Human Resources. Any positions requested after June 24, 2022 **WILL NOT** be created in the 2021-22 year.	Human Resources & Accounting Managers
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August 17, 2022	Cutoff all budget transfer entry for preparation of final budget (except those necessary for adopted budget preparation)	Accounting Managers & Vice Presidents
August 17, 2022	Cutoff all NBAPBUD changes, except creation of new, ZERO dollar budgeted positions unless directed by Business Managers (except those necessary for adopted budget preparation)	Human Resources & Accounting Managers & Vice Presidents

Budget Development Timeline in PROD database
Fiscal Year 2022-23

Date	Tasks	Responsible
August 23, 2022	Last day to make changes in Banner before Budget Document preparation AND narratives to be completed.	Vice Presidents
August 24, 2022	Budget Document prepared	CFO
September 8, 2022	Board of Trustees approval of Adopted Budget	CFO
September 9, 2022	Change Rule code for breakage to BRAK after CFO confirmed Board approval of budget.	CFO & Lisa Couch
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