PLANNING & BUDGETING TASKS AND TIMELINE 2018-2019

Process preparation for the 2019-2020 Budget

PLANNING (PIP)

- Process begins with planning units reviewing the previous years’ outcome(s) and updating the progress of the initiative within the Planning, Implementation and Progress (PIP) system. During this time, division heads will review planner assignments for their units and report changes to REAP. Please use the Personnel Change Form to make these changes. (May - July)

- The unit planner reviews the outcome with his/her supervisor for consideration. Planning outcomes are the results from program review, service area review, strategic planning, and/or other college initiatives. Additionally, all equipment requests must be entered into PIP regardless of the funding source (e.g., Perkins, grants, etc.) If a cost is associated with the outcome, the planner must first consider reallocating existing unit funds to cover the expense. Requests made should reflect a zero-based budget, when possible. If approved, unit planners will enter the PIP outcome(s) and complete the fields highlighted below. Division heads will perform an Initial Review and schedule units for the planning briefings. (June – early September)

- The outcome is presented during a college planning briefing with the President. If the outcome receives a “conditional” approval, REAP will update PIP reflecting the approval. (late September – November)

  - Both the chair and vice chair of the Planning Committee (or their designee) attends the briefing to document the planning briefing decisions.

- The Planning Committee reviews the results from the planning briefings to ensure alignment with the strategic plan, to prioritize the requests based on recommendations from senior leadership, and identify opportunities for collaboration and resource sharing. (November – December)
Unit planners will be notified (by their division head) to check the PIP outcome tab “Checklist/Review/Comments” to see the status of their outcome(s). During this time, division heads will review planner assignments for their units and report changes to REAP. Please use the Personnel Change Form to make these changes. (January - February)

BUDGETING (BEST)

Unit planners begin entering their operational budget requests into BEST for the next fiscal year (February/March)

- The unit planner will complete this process by the deadline set by the division head.

Division heads review their outcomes in PIP/BEST, providing comments and documentation within the appropriate system for communicating with unit planners, and finalize their divisional requests. (March-April)

County budget requests are developed and presented to the Board of Trustees for approval. (January - April)
- VP, Admin and Finance will parse out facilities cost components for new initiatives
- President and VP, Admin and Finance will consider new costs in the development of county budget requests

County budgets are presented to the Durham and Orange County Managers. (March - April)
- The VP, Administration and Finance meets with division heads to prioritize and develop budgets based on continuing expenses and new requests. *(Mar – May)*

- Student Fee Schedule is updated. *(Start process February – BOT April)*
  - VP, Administration and Finance reviews current year student fee collections and projected expenditures.
  - Business Office sends a copy of current fee schedule and requests Program Director’s to give input on what fees need to be increased or if any new fees need to be added for the upcoming year.
  - Updated fee schedule is shared with Student Services so that when courses for the fall term are created, the new fees can be attached to the course sections.

- The VP, Administration and Finance provides the System Office’s budget projections for the next fiscal year and hosts budget working sessions with division heads to finalize the budget items requiring state allocations. *(May - July)*

- Receive notification from County Managers of approved budget. *(June - July)*

- The Business Office disseminates the proposed budget by entering budget allocations in Colleague, giving budget managers access to their allotments. *(July - August)*

- The Board of Trustees approves the college’s budget during its subsequent meeting following the receipt of the final budget from the System Office. *(August – December)*