Budget Development Process - A Flowchart for Chairs, Deans, & Directors

Sept 1: Program Review Templates distributed to chairs, deans & directors		

Oct 15-30: Deans meet with Chairs to discuss:		
Data – assist in collecting and providing as necessary	Timeline for Completion	Approach to determining equipment/personnel/other needs

Nov 1-30: Deans check in with chairs	
Individually and as group	Process, emerging themes, priorities

Nov 15: Deans begin drafting divisional presentations to PRAC (templates to be provided)			
Overview of Division	Overview of Budgets	Overview of Planning	Connection to Strategic Plan, schedule, other priorities

Dec 1-15: Deans get mini-PR first drafts from chairs			
Reconcile Requests	Provide Feedback	Prioritize as a group	Prioritize with other deans

Jan 15-30: Deans meet as group to preview presentations to PRAC		
Themes	Consistency	Cross-references

Jan 30: PRs are submitted by Deans on behalf of chairs with materials for presentations after final review for:	
Accuracy of budgets (Fiscal)	Consistency of Priorities

Feb-Mar: Deans present to PRAC		
Desired	Detail	'Take away'

Budget Development Process - A Flowchart for PRAC

Oct-Nov: PRAC reviews current FY budget and assumptions used in constructing it

Nov-Jan: PRAC begins consideration of next FY budget assumptions		
Data – How current FY assumptions are playing out	Review of fixed cost items	Approach to determining assumptions

Feb: PRAC recommends budget assumptions	
Revenue Assumptions	Cost Assumptions

Feb-Mar: PRAC hears presentations from Deans			
Overview of Division	Overview of Budgets	Overview of Planning	Connection to Strategic Plan, schedule, other priorities

Mar-Apr: PRAC affirms Program Review Priorities			
Reconcile Requests	Provide Feedback	Consider in Aggregate	Recommendations contingent upon assumed funds available

Apr: PRAC reconciles Program Review priorities with Budget Assumptions		
Additional prioritization based on assumed funds available	Confirm recommendations support based on budget	Confirm recommendations support strategic and other institutional planning

Apr-May: PRAC makes recommendations to Superintendent/President	
Fiscal drafts tentative budget with inclusion of recommendations	PRAC's work concludes with time to review process and make recommended changes for next year

May-June: PRAC Tentative Budget sent to Board of Trustees		
Assumptions	Recommendations	July 1