

Seattle Colleges Budget Development Schedule Fiscal Year 2017-18

Date	Activity
Dec. 2017 - June 2018	Pres. & VP Admin update College Comm. on budget issues
January 30 2017	Fee Memo to Budget Admin from Business Office
March 3-5, 2017	Fee requests for 2017-17 FY due to the DO
March 23 2017	Exec. Cabinet to review and approve 2017-17 FY fees
March - April 2017	President's Kick-off mtgs, location: TBD
March--2017	Discuss budget principles/issues at Executive Cabinet.
March - April 2017	Depts prepare budget proposals for 2017
April 13 2017	BOT to review and approve 2017-18 FY fees
May 11 2017	DO & DW Budget Presentation to Chancellor's Exec. Cabinet
May 29 2017	Operating & Non-operating Budgets updated in FMS
June 1,2,3, or 4 2017	District Office - Budget Presentation
June 9 2017	District-wide Public Budget Hearing - Preliminary FY2015-16
June 11 2017	Board of Trustees to approve continuing resolution
July 9 2017	Board of Trustees to review preliminary FY2017-18 budget
October -- 2017	Board of Trustees to approve FY17-18 Operating Budget - TBD

Responsibility

Campus

Campus - BO

Campus - BO

DO

Campus

VC F+T

Campus

DO

VC F+T

Campus - BO

VC F+T

VC F+T & Exec Dir.

VC F+T

VC F+T

VC F+T

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Date	Activity	Responsibility
December 2016 - June 2017	Pres. & VP Admin update College Comm. on budget issues	Campus
January 30 2017	Fee Memo to Budget Admin from Business Office	Campus - BO
March 2 2017	Fee requests for 2017-18 FY due to the DO	Campus BO
March 4 2017	Combine & Finalize Fee worksheet	DO
March 14 2017	Exec. Cabinet to review and approve 2017-18 FY fees	DO
March 28 2017	Prepare Final Recommendation for Board of Trustees Packet	DO
March - April 2017	President's Kick-off mtgs, location: TBD	Campus
March--2017	Budget Development Process begins at DO	VC F+T & Exec Dir.
March--2017	Discuss budget principles/issues at Executive Cabinet.	VC F+T
March--2017	Review of current-year DO & DW budgets.	VC F+T
March--2017	Current Year Expenditure Balances Provided to Dept Units	Exec. Dir.
March--2017	District Budget Review & Development Workshop	VC FT & Exec Dir.
March--2017	Budget Planning Sheet distribution to DO Depts	Exec. Dir.
March - April 2017	Depts prepare budget proposals for 2017-18	Campus
April 13 2017	BOT to review and approve 2017-18 FY fees	DO
April -- 2017	Dept Budget Planning sheets due to respective Administrators	Campus
April -- 2017	Dept. Admins meet & discuss budget requests	Campus
April--2017	Approved budget requests due to District Business Office	DO
April 17 - May 10, 2017	Chancellor review budget with Vice Chancellor	Chancellor VC F+T
May 11 2017	DO & DW Budget Presentation to Chancellor's Exec. Cabinet	DO
May 15 2017	Final Date for Fee Changes to be Input	DO
May 29 2017	Operating & Non-operating Budgets updated in FMS	Campus BO VC F+T
June 2, 5, 6, 7 or 8th 2017	District Office - Budget Presentation	
June 9 2017	District-wide Public Budget Hearing - Preliminary FY 2017-18	VC F+T & Exec Dir. VC F+T
June 11 2017	Board of Trustees to approve continuing resolution	VC F+T
July 9 2017	Board of Trustees to review preliminary FY2017-18 budget	VC F+T
October -- 2017	Board of Trustees to approve FY17-18 Operating Budget - TBD	VC F+T