

**WEST HILLS COMMUNITY COLLEGE DISTRICT
CALENDAR FOR DEVELOPMENT OF BUDGET**

DATE	ITEM	RESPONSIBILITY
2 nd Monday of January	Distribute Budget Worksheet forms to College President. President shall distribute forms to his/her College Budget Review Committee (CBRC). Each college CBRC shall distribute forms to the appropriate budget managers for input from the Area Budget Development Committees (ABDC). Deputy Chancellor shall distribute forms to the appropriate District Office Department Administrators.	Deputy Chancellor College President CBRC Deputy Chancellor
Last day of January	ABDC shall submit completed budget worksheets back to the CBRC. District office Department Administrators shall submit complete budget worksheets to District Office Budget Development Committee (DOBDC)	ABDC District Office Dept Administrators.
Third Week in February	CBRC will have reviewed, recommended changes and returned budget worksheets and priority lists back to ABDC. DOBDC will review, recommend changes and return budget worksheets and priority lists back to the District Office Department Administrators.	CBRC DOBDC
Fourth week in February thru Second week of March	Open hearings and meetings will be held at each College and District Office.	CBRC and DOBDC
Third week in March	CBRC shall submit a final draft of budget worksheets and priority lists to President.	CBRC
First week of April	President will submit college's proposed budget worksheets and priority lists to the Deputy Chancellor. DOBDC will submit district office's proposed budget worksheets and priority lists to Deputy Chancellor.	College President DOBDC
Second week of April	District Budget Review Committee (DBRC) shall convene and review all budget worksheets and priority lists.	DBRC
April 15 th	Deputy Chancellor will notify Superintendent of Schools of newspaper publication of date, location and time of public display of proposed budget document.	Deputy Chancellor
By end of April	Business Services will assemble Tentative District budget.	Business Services
First week in May	Chancellor will submit proposed Tentative budget to Board of Trustees, College Presidents, and CBRC for review.	Chancellor
Ten days prior to June Board Meeting	Copies of the proposed Tentative budget shall be placed in the District Office, College Libraries, Centers, and the President's offices for public view.	Deputy Chancellor
June Board Meeting	At the June Board of Trustees meeting, the Board will hold a public hearing and will review and approve the proposed Tentative budget.	Board of Trustees
Before June 30th	Deputy Chancellor will forward copy of approved Tentative budget to the Superintendent of Schools, Fresno County.	Deputy Chancellor
Last week of July	All recommendations and revisions from the Chancellor, President's, District Office and CBRC to be submitted to Deputy Chancellor.	DBRC
Ten days before August Board Meeting	Copies of the proposed Tentative budget shall be placed in the District Office, College Libraries, Centers, and the President's offices for public view.	Deputy Chancellor
August Board Meeting	At the August Board meeting, the Board will hold a public hearing and will review and approve the proposed Adopted budget.	Board of Trustees
Immediately after August Board Meeting	Deputy Chancellor will forward copy of approved Adopted budget to the Superintendent of Schools, Fresno County and the Chancellor, California Community Colleges.	Deputy Chancellor