

**OPERATIONAL CHARTER**  
**BUDGET DEVELOPMENT 2013-14**

ID#:00001015

02/06/2013

**KFA :** 6      **Auth:** Pre-Approval      **Status:** Y      **Priority:** 001

**Description:**

Budget development process and action items for the 2013-14 fiscal year for budget planning through 2013-15 biennium.

**Requestor:** LISA DESWERT

**Lead:** LISA DESWERT

**Team Members:**

President, ELT and management and support staff, Board and Budget Committee

**Customer:**

Board, Budget Committee, College constituents and College President, executive, management and support staff

**Why (Level of importance & relation to mission):**

**Expected Outcomes:**

To complete the required budget development process per Oregon Budget Law and to provide budget planning through the following biennium.

<b>Established:</b>	<b>Expected Start:</b>	<b>Expected End:</b>	<b>Actual End:</b>
01/01/2013	01/01/2013	/ /	/ /

**ACTION ITEMS:**

**Start Date      Expected End      Actual End**

**Solicitation for Budget Committee electees**

-[Lead: LISA DESWERT]	01/20/2013	02/12/2013	01/29/2013	Completed
See attached. Ran in HRN - January 26 and February 2, TDC -January 27 and February 3. News item on homepage of website.				

**President and ELT review budget planning schedule**

-[Lead: LISA DESWERT]	01/22/2013	01/22/2013	/ /	Open
Team Members: BILL BOHN, DAN SPATZ, DR.FRANK TODA, KAREN CARTER, ROBB VANCLEAVE, TRIA BULLARD, BRIAN GREENE				

**Budget revisions due to Interim CFO from ELT, cost center and fund managers**

-[Lead: LISA DESWERT]	01/25/2013	01/25/2013	01/25/2013	Completed
Team Members: JILL OBRIEN				

**Budget file distribution-begin review**

-[Lead: LISA DESWERT]	02/07/2013	03/06/2013	/ /	
Sent to ELT, cost center and fund managers begin review and propose budget revisions to current estimates FY 2012-13 & 2013-14				

**ELT Review of current financial information (state revenue, other)**

-[Lead: LISA DESWERT]	02/12/2013	02/15/2013	/ /	
Team Members: BILL BOHN, DAN SPATZ, DR.FRANK TODA, KAREN CARTER, ROBB VANCLEAVE, TRIA BULLARD, BRIAN GREENE				

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<b>ACTION ITEMS:</b>	<b>Start Date</b>	<b>Expected End</b>	<b>Actual End</b>
<b>Adopt Budget Calendar, Appoint Budget Officer and Budget Committee</b>			
-[Lead: LISA DESWERT]	02/19/2013	02/19/2013	/ /
<b>Intertim CFO input budget revisions</b>			
-[Lead: LISA DESWERT]	03/07/2013	03/15/2013	/ /
<b>ELT Review budget proposals</b>			
-[Lead: LISA DESWERT]	03/12/2013	03/26/2013	/ /
Team Members: BILL BOHN, DAN SPATZ, DR.FRANK TODA, KAREN CARTER, ROBB VANCLEAVE, TRIA BULLARD, BRIAN GREENE			
<b>Final Changes to Proposed 2013-14 Budget Due</b>			
-[Lead: LISA DESWERT]	04/03/2013	04/04/2013	/ /
<b>CFO, President and ELT - Budget Message and Powperpoint preparation</b>			
-[Lead: LISA DESWERT]	04/04/2013	04/16/2013	/ /
Team Members: BILL BOHN, DAN SPATZ, DR.FRANK TODA, KAREN CARTER, ROBB VANCLEAVE, TRIA BULLARD, BRIAN GREENE			
<b>Publication of Budget Meeting - Newspapers and website</b>			
-[Lead: LISA DESWERT]	04/10/2013	04/22/2013	/ /
Team Members: JILL OBRIEN			
10 business days prior - website			
5 business days prior - local paper			
Scheduled Budget Meeting dates - May 7 and 8 (second day if needed)			
<b>Print proposed budget document</b>			
-[Lead: LISA DESWERT]	04/25/2013	04/30/2013	/ /
Team Members: JILL OBRIEN			
<b>Agenda and Proposed Budget document mailing to Board and budget committee</b>			
-[Lead: LISA DESWERT]	04/30/2013	04/30/2013	/ /
Team Members: TRIA BULLARD, JILL OBRIEN			
<b>Budget Committee Meeting (1)</b>			
-[Lead: LISA DESWERT]	05/07/2013	05/07/2013	/ /
<b>Budget Committee Meeting (2)</b>			
-[Lead: LISA DESWERT]	05/08/2013	05/08/2013	/ /
If needed			
<b>Input budget column "Approved by Budget Committee" in Budget Document</b>			
-[Lead: LISA DESWERT]	05/08/2013	05/18/2013	/ /
<b>Publication of Budget Hearing and Financial Summary</b>			
-[Lead: LISA DESWERT]	05/10/2013	05/27/2013	/ /
Team Members: JILL OBRIEN			
open for public comment			
<b>President &amp; ELT - proposed changes for Board consideration - Finalized</b>			
-[Lead: LISA DESWERT]	05/29/2013	05/29/2013	/ /
Team Members: BILL BOHN, DAN SPATZ, DR.FRANK TODA, KAREN CARTER, ROBB VANCLEAVE, TRIA BULLARD, BRIAN GREENE			

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**ACTION ITEMS:**

	Start Date	Expected End	Actual End
<b>Print Adopted Budget and Resolutions</b>			
-[Lead: LISA DESWERT]	06/06/2013	06/07/2013	/ /
Team Members: JILL OBRIEN			
For Board of Education meeting June 11, TD - Board Room - 6:00 pm			
<b>Input budget column - "Approved by Board of Education" in Budget Document</b>			
-[Lead: LISA DESWERT]	06/15/2013	06/15/2013	/ /
<b>Import FY 2013-2014 Budget to Roguenet &amp; Open RAPS system</b>			
-[Lead: LISA DESWERT]	06/18/2013	06/18/2013	/ /
<b>Final Adopted Budget printing</b>			
-[Lead: LISA DESWERT]	06/28/2013	07/01/2013	/ /
Team Members: JILL OBRIEN			

<b>BUDGET:</b>	Year	Est Qty	M.	Cost	Est Adj	Est Total	Act Total
10050501007111	12-13	Legal notification in local newspapers. Note: 3 committee members terms end June 30, 2013					
		PO#31012					
		1	EA	\$2,500=	\$2,500	=	<b>\$2,500</b>
						<b>Estimated Total</b>	\$2,500
						<b>Actual Total</b>	
						<b>Charter Balance</b>	\$2,500