**Budget Development Timeline**

All budget decisions must support the Seattle College’s strategic plan goals.

**By December 31**

1. District finance team develop budget projections
2. College councils, leadership groups establish and communicate budget priorities

**Early/mid-January**

1. Chancellor’s Cabinet finalizes district budget priorities
2. Colleges host ‘budget kickoff’ meetings to share priorities and timeline with the campus
3. Business office trains budget authorities

**January 20-February 28**

1. Departments build budgets
2. All draft budgets due to the college business office Feb 28.

**March**

1. Business offices analyze and clarify all budget drafts
2. Business offices enter all information by March 31.

**April**

1. Information shared with:
   1. Presidents, in a one on one meeting with the VPA.
   2. College council, in their regular meeting, by the VPA.
   3. The campus in a campus wide meeting (led by VPA, all are invited.)
   4. Chancellor and VCAS host district meetings at each campus

**May**

1. VPA and the President/ Chancellor finalize all budget decisions, pending the outcome of the legislative session.
2. Data in HP updated and finalized

**June**

VCAS presents preliminary budget to the trustees.

**September**

VCAS and VPAS present a final budget at September board meeting

**EXTERNAL ACTIVITIES**

1. Governor’s budget published early December.
2. Relevant revenue forecasts are due March 20th and June 27th.
3. State legislative actions:
   1. House budget draft published
   2. Senate budget draft published
   3. Final budget draft published
4. Preliminary SBCTC numbers usually published April
5. SBCTC board must approve distribution after legislative budget settled (often July)
6. After distribution approved, SBCTC provides colleges ‘final’ initial allocation numbers