

BUDGETING

Annual Budget

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.

The annual budget building process will begin early in the spring term and end with the budget being adopted by the Board of Trustees at the August meeting. By law, the budget must receive board approval by September 1 of each year.

Budget Preparation

Preparation of the budget begins with the individual employee and proceeds through the administrative organization of the College to the Board of Trustees. Each department is responsible for estimating needs for the upcoming school year. Division directors and professional personnel present requests to the President's Executive Cabinet. The Executive Cabinet ultimately determines the final budget that is sent to the Board of Trustees for approval.

- Instructional, student services, and off-site center budgets are prepared by the Department Chair/Directors after discussing needs with personnel. Proposed budgets go to the appropriate Division Director and the Vice President, Educational Services.
- Budget requests from the Division of Business and Continuing Education are submitted to the Vice President, Educational Services.
- Budget requests from Accounting Services, Human Resources, Information Services, Physical Plant, and Purchasing Office are submitted to the Vice President, Administrative Services.
- The Director of Marketing and Media Relations and the Director of Athletics will submit budget requests directly to the President.
- Budgeting for salary schedules will be done by the Office of Human Resources and the Vice President, Administrative Services. Recommendations for salary changes or requests for new personnel must go through Human Resources.
- Requests for general institutional furniture (i.e., classroom furniture, etc.) should be made known during budget preparation. Such furniture will be allocated to an institutional budget, not any individual department budget. Requests for equipment, repairs, and changes to buildings should also be made at this time.
- When all requests are submitted, they will be compiled by the Vice President, Administrative Services. Projected income and debt service requirements will be added and the proposed budget will be submitted to the President.

Board Approval Date: March 25, 2013

Effective Date: March 26, 2013

Policy Manual Review Committee Final Revision Date: November 10, 2016

- After budget hearings the President will confer with the Executive Cabinet in order to decide what changes need to be made to bring the budget in balance and to best accomplish the purposes and objectives of the College.
- Consultation will then be held with the Finance Committee of the Board of Trustees, followed by a budget work session for the entire Board during the month of July. After this meeting a final draft of the budget is prepared by the Vice President, Administrative Services and is presented to the Board of Trustees for approval at the August board meeting.
- The budget process is reviewed annually by the Executive Cabinet and the Board of Trustees Finance Committee.

Budget Control

Departmental supervisors and their divisional supervisors are responsible for overseeing the budget. Before a purchase requisition or check request is submitted to the Purchasing Department, the departmental and/or divisional supervisor should verify that sufficient funds are available. If a requisition, travel or check request is submitted against an account that does not have enough funds to cover the request, the requisition will be returned to the originating party. In this case, the charge on the requisition cannot be charged to another account that has a remaining balance. A budget revision must be submitted, if the expenditure is necessary.

Budget Reports

Division directors, departmental chairs/supervisors, and divisional secretaries may have access to budget accounts. Budget amounts, revisions, disbursements, encumbrances, receipts, and other adjustments are available.

Access to 'My Budget' gives authorized departmental personnel access to their budget information through 'TConnect' thus assisting them in the management of their budgets. The information available online is up-to-date as of the receipts, purchase orders, and vouchers entered. Training will be provided upon request.

A request for changes to or deletion from access should be submitted to the Director of GL, Accounting by the department/divisional supervisor.

Budget Revisions/Additions

A budget is a plan and sometimes plans must be changed. In some cases departments may transfer from one budget account to another. However, no transfers will be allowed to or from salaries, student wages, staff benefits, contract labor, and travel. Whether a budget is increased by a transfer from another account or from other institutional funds, it is a formal procedure requiring the approval of the same people who approve requisitions, the Vice President, Administrative Services, and the President.

If a budget revision is needed, the revision should cover estimated expenses for the remainder of the year, not just the short-term situation. Forms for requesting a budget revision can be obtained from Accounting Services or the Cashiers Office.

In some cases new sources of revenue are obtained that have not been included in the annual budget. Any department receiving such funding should coordinate with the Director of Accounting for creating the appropriate accounts for recognizing the revenue and any associated expenses that will be expected.

End-of-Year Procedures

The last day to make purchases from the current budget is the last Friday in July.

All charges for telephone, fax, copiers, media center, postage, petty cash, bookstore charges and any other internal charges must be incurred on or before the above date. Charges after this date will be posted to the next year's budget.

All check requests, purchase orders, and travel request revisions received in the Purchasing Office by this date will be charged to the current budget (assuming sufficient funds are available).

Each departmental supervisor is responsible for making sure invoices for open purchase orders are received by the Purchasing Office on or before the last working day in August.

All open (outstanding, unpaid) purchase orders at August 31 will be rolled over into the next year's budget and be paid from next year's funds.

Purchases from the next year's budget should not be made until the budget is adopted by the College Board of Trustees at their regular August meeting.