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 in August. By law, the budget must receive board approval by September 1 of each year.

Budget Preparation

Division Directors are responsible for the creation of the requested budgets for their departments. Directors are encouraged to seek input from Department Chairs and employees when developing budget requests. The focus of budget preparation for the departments is primarily operational expenses, which includes line items such as supplies, travel, small equipment, membership fees and equipment maintenance. For departments with multiple locations, allocation of costs to the benefitting site when possible is strongly encouraged. If a direct allocation cannot be completed, the split allocation shall be based upon a relevant factor, such as student count or staffing levels. For programs with separate accreditation, Department Chairs (Program Directors) are responsible for the creation and implementation of their budget according to the standards of their accrediting body.

Certain categories of expenses across the District are consolidated and budgeted for by service departments. Examples of these costs are:

- Information Technology – Existing software and infrastructure is budgeted within the Information Technology division. New software and computer requests shall be communicated to the IT Division Director with sufficient time for review and possible inclusion in the IT budget. However, small IT-related items for department use, such as monitors and keyboards, shall be included in the requesting department’s budget.

- Facilities – General maintenance of campus facilities and grounds are budgeted within the Facilities Management & Planning division. Budget requests involving building improvements and repairs shall be communicated to the Executive Director, Physical Plant with sufficient time for review and possible inclusion in the Facilities budget.

If a department has a personnel request, the corresponding request form shall be submitted with the completed budget worksheets. A request to increase staffing levels requires a completion of the New Personnel Request Form. If an existing staff member’s
workload has significantly and permanently changed from the current job description, an Employee Position Upgrade Request Form shall be completed. Existing personnel costs, along with any approved personnel additions or changes, will be added to the budget by Finance.

All of the budget documentation shall be submitted to Finance for compilation and review. During the review process, Finance staff may meet with Division Directors as needed for clarification and revision regarding the submitted expenditures.

Concurrently, Finance will be preparing revenue estimates, debt service requirements, and any other costs not addressed by the departments. Once the budget package has been completed, it will be submitted to the President for review. Adjustments will be made as needed to align the expenditures with both projected revenues and the College’s Strategic Plan goals.

Once approved by the President, the proposed budget package will be submitted to the Board Finance Committee for review and comment, along with the proposed ad valorem tax rates. Upon recommendation from the Board Finance Committee, the proposed budget and tax rate will be presented to the Board of Trustees for consideration.

Budget and ad valorem tax rate public hearings and adoptions will occur in August.

**Budget Control**

Departmental supervisors and their divisional supervisors are responsible for overseeing their budgets. 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 admins may have access to budget accounts. Budget amounts, revisions, disbursements, encumbrances, receipts, and other adjustments are available.

Access to Financial Management gives authorized departmental personnel access to their budget information through Self-Service, 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.

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Effective Date: June 17, 2021
Policy Manual Review Committee Final Revision Date: June 17, 2021
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, or contract labor. 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 and the Associate Vice President, Finance. A revision that increases the overall budgeted expenditures for the fiscal year is an amendment, and must be approved by the Board of Trustees.

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 through the Employee Portal.

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 if the order is confirmed to still be necessary and sufficient funds have been appropriated in the next year’s budget.