

## **Procedure 4.0701**

### **Budgeting Procedure**

#### **State Current and State Equipment Funds**

##### **Procedure:**

The College's budget development process is designed to encourage all staff and faculty to identify budget needs and to incorporate them into departmental requests submitted to their Vice Presidents and Deans/Directors. Department budgets should be reviewed and prioritized by each Vice President and Dean/Director. Department recommendations should be based upon the College's Short and Long-range Goals, the department's program review, assessment results and applicable NCCCS Performance Measures; and an understanding of the reality of the College's probable revenues for the coming year.

Divisional budgets for current expense funds are allocated by the President and the Vice President of Administrative Services in consultation with Senior Staff according to how the funds were generated (instructional, continuing education, administrative). Divisional budgets for equipment funds are allocated by the President and the Vice President of Administrative Services in consultation with Senior Staff after the careful review and prioritization of the needs of the College. The institutional budget is prepared from consolidation of department budget allocations and submitted to the State Board of Community Colleges and the local Board of Trustees for final approval.

##### **Procedure: Local Current and Capital Funds**

County funds are expended almost exclusively for the operation and maintenance of the physical plant. The Vice President of Administrative Services prepares this request with consultation from the President and other senior staff. Renovation needs, facility or room changes and other maintenance items are to be shared with the Dean or and the Vice President of Administrative Services by February 15<sup>th</sup> each year for consideration and inclusion in the local budget request. The Finance Committee of the Board of Trustees meets to review and approve the local budget request before it is submitted to the County Commissioners for funding.

## Procedure

### Institutional Budgets

The College operates several proprietary funds (e.g. bookstore, vending, etc.) and other funds in support of College operations. Budget information in these areas will be prepared by the appropriate department for inclusion in the total budget.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Budget Policy](#)
- [Budgeting Procedure](#)
- [Local Current and Capital Funds Procedure](#)
- [Institutional Budgets Procedure](#)
- [State Current and State Equipment Funds Procedure](#)

#### History

**Senior Staff Review/Approval Dates:** 8/3/15

**Board of Trustees Review/Approval Dates:** 2/4/14

**Implementation Dates:** *Enter date(s) here*