

## Procedure 4.0704

### 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.

### 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](#)

### History

**Senior Staff Review/Approval Dates:** *11/6/13*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

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