Operating Budget Process

1. Admin & Program Units prepare an annual plan and budget request. Data is entered into the web-based SPIRIT System in April-May.

2. Budget requests are reviewed by the appropriate Vice President by May 1st.

3. Vice Presidents compile all non-grant funded budget requests for their divisions for submission to the VPAS.

4. VPAS compiles data and estimates projected local revenue. Total fund availability is calculated and compared with funds requested.

5. President & VPAS meet with Executive Council by May 31 to present the College budget and give guidelines for requesting division budgets.

6. The 2nd part of the meeting is held with the VPAS & President only and allows the opportunity to analyze, prioritize, and allocate budgets.

7. The President & VPAS ensure the budgets reflect the mission & strategic plan of the College.

8. If President approves and funds requested are below or equal to estimated revenues, college budget is forwarded to Local Board for review.

9. If there are not enough monies available to fund requests, President meets individually with VPs to evaluate priorities.

10. President conducts final review to approve budget allocations, making any changes deemed necessary.

11. Approved budget is returned to VPAS for presentation to Local Board, distribution to VPs, & input into PeopleSoft (College's financial system).

12. Local Board reviews the budget at their June meeting.

13. Once current end-of-year totals are compared to budgeted amounts and it is determined that changes are needed, the VPAS submits the changes to the Local Board for review.