TITLE:	**Operational Budget Process**
PROCEDURE NUMBER:	**7-8-1010.1**
RELATED POLICY AND PROCEDURES:	**7-8-1010 Operational Budget Process**
DIVISION OF RESPONSIBILITY:	**Business and Finance**
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January 25, 2016	**November 2, 2021**	
Date Approved by President	**Date of Last Review**	**Date of Last Revision**

I. Purpose

To provide a procedure for planning and monitoring the college's operating budget.

II. Procedure

A. Budget planning is essential to the mission of the college and should be tied to the overall strategic plan. Funds budgeted for programs and services should be linked to the goals and objectives of the college. Requests for new funds should be justified in writing and linked to the college's goals and objectives.

B. The college's Director of Finance is responsible for coordinating and planning the budget calendar and preliminary budget, for the upcoming fiscal year, based on projected budgetary changes. This process normally begins at least six months prior to the start of the upcoming fiscal year.

C. County budgets and appropriation requests are presented to the Area Commission for approval in January and then letters of request are mailed to the respective Counties.

D. The Director of Finance prepares a preliminary budget using enrollment projections to include projected revenue, personnel, operational, and capital budget needs. If necessary, a request for tuition and fee increase is taken to the Area Commission in March.

E. Departmental budget managers are consulted for further input and their proposals are incorporated where possible by the Director of Finance for presentation and final review by the Institutional Officers. The Operational Budget for the new fiscal year is taken to the Area Commission for final approval in April to be effective July 1.

F. Departmental budget managers have access to their budgets for review on-line at all times and quarterly budget reviews are held to closely monitor budgets and communicate any issues.

G. If conditions warrant or change, with input from the Institutional Officers, budget revisions are made during the fiscal year with appropriate Area Commission approval. Only changes in the college-wide operating budget total require Area Commission approval.