

SUBJECT: Annual Budget

The budget is the device used by the administration and the Board for the financial administration of the College. The budget is originated from requests prepared by faculty and staff members, consolidated and adjusted by the administration, and approved by the Board on or before September 1 of each year. Once the budget is formally approved it must be followed as a guide for expenditures.

The operating budget shall:

1. Include general revenue, local funds, and estimated institutional funds;
2. Include detail by department for current and prior year;
3. Include a summary by functional categories for current and prior years;
4. Include a summary of the instructional budget by college or school for the current and preceding year; and
5. Include a summary by amount and method of finance for each listed informational item in the general appropriation act; and
6. Be prepared within the limits of revenue available.

The budget may be amended as necessary upon recommendation of the President and approval of the Board. Only budget amendments changing one or more functional category, as defined by the Coordinating Board, must be approved by the Board. Amendments not changing the totals of major budget categories may be approved by the President or his designee.

The budget should reflect the best possible distribution of available funds in accordance with the institution's goals and objectives. The budget must identify sufficient sources of funds to insure a fiscally balanced budget, and may provide contingencies adequate to meet reasonable unforeseen demands.

Once the annual budget has been adopted by the Board, the administration and control of budgeted expenditures is a cooperative effort of all those involved in the budgeting process. The division dean has first and primary responsibility for budget control within each division to insure that expenditures do not exceed budget allocations. Each dean and vice president are responsible for monitoring the budgets of their respective division. The Vice President of Administrative Services is responsible to the President for overall budget control, including responsibility to see that budget allocations are not exceeded without the written approval of the President.

The President is responsible to the Board for complete budget administration and is the only person authorized to recommend budget changes for Board action. The Board shall be furnished a summary financial report on the condition of the budget showing receipts, expenditures, and encumbrances for each budget category at the monthly board meeting. A list of bills paid prior to the board meeting shall also be furnished.