Guidelines for Developing Organization Budgets

College administrators are responsible for developing and monitoring the budgets in their respective areas of responsibility ("Org budgets"). In a broad sense, there are two types of expenditures to consider when developing your budget:

1. Fixed Expenditures (Regular employees)
2. Discretionary Expenditures (Hourly employees, supplies, travel, equipment, etc)

The VPAS and CBO meet with each Org Administrator in April to review proposed budgets for the next fiscal year. Prior to meeting with the VPAS and CBO, the Org Administrator should identify budget needs for their area(s) of responsibility. Here are some budget development guidelines for an Org Administrator to create a timely and realistic budget proposal for their area of responsibility:

Budget Development for <u>Fixed Expenditures</u>	
Review position control (April)	In April, you will receive a copy of the position control worksheet for your area of responsibility. Review each position and verify the FTE and labor distribution. This also includes verifying the correct account numbers. Please make corrections on the worksheet, and note any vacant or missing positions. Common errors identified in this process include: Wrong account numbers, incorrect labor distribution (for positions with salaries charged to multiple accounts), incorrect banking or release time for faculty.
Budget Development for <u>Discretionary Expenditures</u>	
Review current year budget (March)	Look at what you have budgeted for this year. Were there areas you under- or over-budgeted? Did you have expenditures this year that you did not budget for (e.g., conferences)? What are the top priorities for resource allocation?
Identify budget needs (March-April)	When you develop your new budget, work with your staff and faculty to identify next year's budget needs. This can be a time consuming process, but it is critical to ensure you consider all the necessary expenditures for your respective area. Consider the following types of expenditures: • Hourly employees (subs, short term, student assistants) • Overtime or Comp time for regular employees (not encouraged, but there are special instances) • Instructional supplies • Non-instructional supplies • Duplicating • Advertising and marketing • Contract services • Maintenance costs • Subscriptions and memberships • Travel (conferences, mileage reimbursements)
Develop targets (FTES, load) (March-April)	This is a critical component of our college budget development process. Instructional administrators should identify load and FTES targets and review historical data to enable appropriate allocations for adjunct faculty.

All on-going expenditures related to your area of responsibility should be considered. This would also include annual maintenance of a one-time expenditure (e.g., we budget $2,500 a year to maintain the Butterfield horse). Equipment, technology, facilities or other requests that require additional one-time resources should be included in Program Review, or as a Resource Request during the PR process for programs that are in a non-PR year.

Note: The budget development process is how we allocate our resources for the subsequent fiscal year. Org budgets should reflect actual and necessary expenditures. If there are substantial increases in year-to-year expenditures, the increases will be reviewed by the VPAS and may require additional follow up by the Org Administrator.