

ADMINISTRATIVE PROCEDURES

Title:
DEVELOPING THE ANNUAL BUDGETING SYSTEM

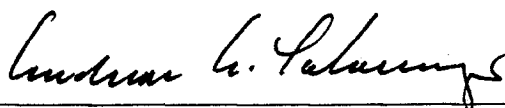
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Effective Date: September 17, 1993

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Signature/Approval:



PURPOSE

The purpose of this administrative procedure is to establish guidelines for developing the College's operating budget.

PROCEDURE

The operating budget for Hillsborough Community College will be developed on an annual basis in accordance with the following procedural guidelines:

1. **PROJECTED INCOME BUDGET AND DEVELOPMENT OF BUDGETING GUIDELINES**
 - A. The Director of Management and Research Systems will forward the enrollment projections for the upcoming fiscal year, to the Associate Vice President for Budget and Disbursements by the end of the second week of September.
 - B. Utilizing the enrollment projections, the Associate Vice President for Budget and Disbursements, the Vice President for Financial Affairs and the Executive Vice President will develop the projected income budget by the end of the third week of September.
 - C. The Vice President for Financial Affairs will forward the projected income budget and related information to the Executive Committee for review by the end of the fourth week of September.
 - D. The guidelines/parameters to use in developing the operating budget will be established by the Executive Committee by the end of the first week of October.
 - E. The President will establish the amount of revenue to be allocated to the Executive Vice President, the Vice President for Financial Affairs and each division head by the end of the first week of October.

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2. BUDGET WORKPAPERS

A. To process their respective department budgets, the Associate Vice President for Budget and Disbursements will forward the following items to each budget unit administrator by the last week of October:

- (1) the budget workpapers;
- (2) the revenue allocations;
- (3) the instructions; and
- (4) the guidelines.

B. The revenue allocations will be the amount authorized by the President (refer to 1,E above).

3. BUDGET SUBMISSION

A. Each budget unit administrator will review and forward his/her respective budget, to the Associate Vice President for Budget and Disbursements by the second week of December.

B. Each budget will be carefully reviewed prior to submission to the Associate Vice President for Budget and Disbursements.

4. BUDGET REVIEW

A. The appropriate senior administrator or Campus Vice President in each department will be scheduled for a budget review with the Associate Vice President for Budget and Disbursement, the Executive Vice President and the Vice President for Financial Affairs.

B. By the second week of February, the Vice President for Financial Affairs and the Associate Vice President for Budget and Disbursements will review the budgets submitted by each campus and division, to balance the budgeted expenditures to budgeted revenue.

C. Budget justifications will be carefully reviewed by the Executive Vice President, the Vice President for Financial Affairs, and the Associate Vice President for Budget and Disbursements with each senior administrator and Campus Vice President and personnel reporting directly to the President.

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5. PRESIDENTIAL REVIEW SESSION

- A. The Associate Vice President for Budget and Disbursements will assemble and forward all budgets with related schedules to the Executive Vice President and the Vice President for Financial Affairs for review with the President by the first week in March.
- B. The Executive Vice President, the Vice President for Financial Affairs and the President will review each budget with related schedule.

6. STATE FUNDING

The College will delay further processing of the budget until the State Department of Education notifies the College regarding funding. The notification generally occurs during the first week of April.

7. BUDGET REVISIONS AFTER RECEIVING STATE FUNDING DATA

After notification of State funding, campuses and divisions will be requested to revise their budgets as necessary.

8. BUDGET WORK SESSION BOOK

- A. The Associate Vice President for Budget and Disbursements will develop the Budget Work Session Book.
- B. Prior to printing, the Executive Vice President and the Vice President for Financial Affairs will review all required forms, schedules, exhibits, and explanation for approval.
- C. If approved by the President, the Office of the President will forward the completed Budget Work Session Book to the members of the Board of Trustees, at least seven (7) days prior to the Board of Trustees' Budget Work Session.

9. BOARD OF TRUSTEE BUDGET WORK SESSION

The President will schedule and hold the Board of Trustees' Budget Work Session.

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10. **BUDGET REVISIONS REQUESTED BY THE BOARD OF TRUSTEES**

Budget revisions requested by the Board of Trustees during the Budget Work Session meeting will be incorporated in the final budget to be submitted to the State Department of Education by the Associate Vice President for Budget and Disbursements.

11. **PREPARATION OF FINAL STATE BUDGET**

The Associate Vice President for Budget and Disbursements will complete the final processing of the fiscal year budget.

12. **SUBMISSION TO THE DIVISION OF COMMUNITY COLLEGES**

If approved by the Board of Trustees, the President will submit the approved budget to the Division of Community Colleges by June first or as required by the State Department of Education. The completion date will be no later than the 60th day after the Florida Legislature adjourns.