




MEMORANDUM

To: All Department Budget Managers
From: Trish Mattia, Budget and Compliance Manager 
Date: March 17, 2023
Re: FY2024 Approved Operating Budget & Management Guidelines

Thank you for making this year's budget preparation process a success. We were able to accomplish several objectives. Most notably we strengthened the linking of budgeted expenditures to the College's strategic plan goals, and streamlined the budget preparation using the formatted excel forms. The successful outcome of the budget preparation process is due to the dedication of you and your staff. Again, I thank you!

As in past years, upon review of your budget you will notice the budget figures may have been adjusted subsequent to your original submittal due to one or more of the following:

1. Personnel turnover
2. Implementation of organizational changes
3. Budget adjustments initiated by your department

If you have any questions regarding any adjustments made subsequent to submitting your budget please contact me at your convenience.

Also attached is your authorized position and staffing report which contains your department's current authorized positions and employees.

Budget Management Responsibilities:

To support the strategic planning and resource allocation process and to maintain a high level of budgetary performance and control, the following principles are to be followed while managing your FY2024 budget:

As a department budget manager you are responsible to ensure that the financial resources (budgets) as approved by the Board of Trustees are expended in the most effective and efficient means possible, while carrying out the programmatic requirements of your department(s) in support of the College's strategic planning initiatives.

All expenditure accounts are to remain within budget throughout the year. The Budget Office will not be permitted to provide an "override" in the Ellucian Colleague (Datatel) system in order to process a payment, or to increase the amount of a purchase/blanket order when there is insufficient funding in the account.

Personnel

Salary savings resulting from personnel turnover

Budgetary savings realized from the turnover of positions, both full-time and part-time, are not permitted to be utilized with the exception of supporting the cost of recruitment to include advertising, provide temporary personnel coverage, or to provide specialized training that is required for the individual appointed to fill the position.

Savings resulting from personnel turnover will be calculated by the Budget Office, and will be reduced from both your current year's budget and the future departmental base budget.

Fringe benefits

The Budget Office will provide budgetary resources to cover employee fringe benefit costs with the exception of employee meal allowances.

Contractual Services / Supplies and Maintenance

Purchases of goods and services from external vendors

The use of an approved purchase/blanket order is required for the purchase of goods and services from an outside vendor. The use of a purchase order ensures conformance to State procurement regulations, ensures sufficient funding is in place to meet the College's obligation with our vendors, assists in identifying materials received through the Receiving department, and to make payment for the goods received or services rendered.

The Receiving Department is not to accept any materials delivered to the College unless it is supported by an authorized purchase order.

Internally provided services and supplies

Internal service departments that provide printing, postage, paper, telephone service, etc. are to verify sufficient funding is in place prior to fulfilling any request for service or supplies. Internal service departments, at the request of cost center managers, will provide an estimate of the total cost in advance so that budgetary arrangements can be made prior to submittal of a request for service or paper supplies.

Contingency Accounts

The use of budgeted contingency accounts is limited to assisting in meeting unforeseen events to include: emergencies, unanticipated events, or new initiatives which may arise during FY2024.

Important: Use of funds budgeted within a contingency account must be completely justified on the Budget Transfer Request form identifying the unforeseen event. If the use of contingency supports a strategic planning initiative, please indicate the goal number and its description.

Budget Revisions

Individual departmental budgets, as approved by the Board of Trustees, were developed to the greatest extent practical based on information available at the time the budget is prepared. Because our environment is dynamic, budgets may need to be adjusted.

All requests by cost center managers to revise their budgets are subjected to the same process of review and approval as the original budget and must adhere to the attached college procedure for budget transfer requests (Business and Finance Procedure 02.04 “Budget Transfer Request”).

Budget Reports

Departmental budget information including actual expenditures and encumbrances is available through on-line inquiry in both Colleague and Titans Direct. If you are in need of a printed departmental budget to actual expenditure report please contact the Budget Office.

General Ledger Transaction Codes

Attached to this memorandum is a listing of general ledger transaction codes to assist with locating additional information for each transaction listed on the Budget Status Report. These source codes identify the type of transaction that is posted to the department’s budget and the department to contact if additional information or assistance is needed concerning the transaction. The source code is identified under the column titled “SC” on the Budget Status Report.

For example, a transaction source code of BU indicates that the transaction is an adjusting budget entry, and any questions should be directed to the Budget Office. If the transaction source code is JE this is identified as a general journal entry and the Accounting Department should be contacted for additional information.

If there are any questions pertaining to your approved budget or any other information contained within this document please let me know. I will be providing training to all staff on preparing and managing budgets. Be on the lookout for a scheduling email.

Attachments

- FY2024 Budget Report
- Authorized Position and Staffing Report
- Procedure #02.04 (Budget Transfer Request)
- General Ledger Transaction Codes