EvCC2020P: BUDGET MANAGEMENT PROCEDURE
Original Date: July 1, 2007
Revision Date: November 1, 2010
Policy Contact: Vice President of Administrative Services

BUDGET REPORTS
The complete detailed annual budget (sub-object) shall be placed on reserve in the library and on the college intranet. The budget office shall provide a monthly report to the Board of Trustees Audit Committee outlining revenues and expenditures.

CHANGES TO EXISTING BUDGET
All changes to budgets, including increases, decreases or transfers, must be approved by the budget authority and requested via email to the budget office. The budget office will review and process the request and will forward requests to the president if the request compromises budget integrity.

REVENUE MANAGEMENT
Revenue Forecasts
All departments must work with the budget office to prepare revenue forecasts for the current fiscal year each quarter of each fiscal year. Each forecast will be reviewed by the vice presidents, president and board of trustees.

Class and Student Fees
Departments shall be responsible for loss of revenue in the event a class fee or other fee is not included in the class schedule and, therefore, cannot be assessed. Departments shall take action to offset the loss of revenue.

Revenue Deficits
Vice presidents, deans, directors and budget authorities must notify the budget office immediately in the event of any anticipated or unanticipated potential or actual revenue deficit. In the event that revenue for a program is anticipated to be below the budgeted revenue amount, it is expected that the program will identify reductions in expenditures or take other action to compensate for the revenue deficit.

Monthly Revenue Reports
Monthly revenue reports shall be prepared by the accounting office and reviewed by the budget authority and vice president.

EXPENDITURE MANAGEMENT
Expenditure Deficits
Vice presidents, deans, directors and budget authorities must notify the budget office immediately in the event of any anticipated or unanticipated potential or actual over-expenditure. While the college budgets to the sub-object level, account balances are evaluated by object within categories. Any particular sub-object may be overspent so long as there are funds in the account at the object level. For example, overspending in EA may be accounted for with money in EG. During the fiscal year, expenditures will be monitored at the object level (i.e.; total E’s), and the budget office will notify the budget authority of any overspent accounts. Budget authorities who overspend accounts must act immediately to fix the overspent account by contacting the budget office and authorizing a transfer of funds from another budget under their control. It is the responsibility of the budget authority to monitor account balances accurately and not overspend.
Part-time Faculty Expenditures
Instruction, the budget office and human resources shall work to appropriately forecast and monitor part-time instruction costs. Deans and budget office will work together to ensure that funds are available before posting or hiring for the position. After verification that funds are available, deans shall approve part-time faculty contracts for direct instruction and any other assignment funded with sub-object AH.

Vacancy Savings (GAP savings)
Savings resulting from a vacancy after replacement or decision not to replace a position shall be transferred to a central account managed by the budget office. This account funds recruiting, substitution costs and other related expenditures. Savings resulting from faculty turnover are distributed according to the American Federation of Teachers faculty collective bargaining agreement.

RELEVANT LAWS AND OTHER RELATED INFORMATION
State Administrative & Accounting Manual

REVISION HISTORY
Original Date: July 1, 2007
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APPROVED BY
Board of Trustees