

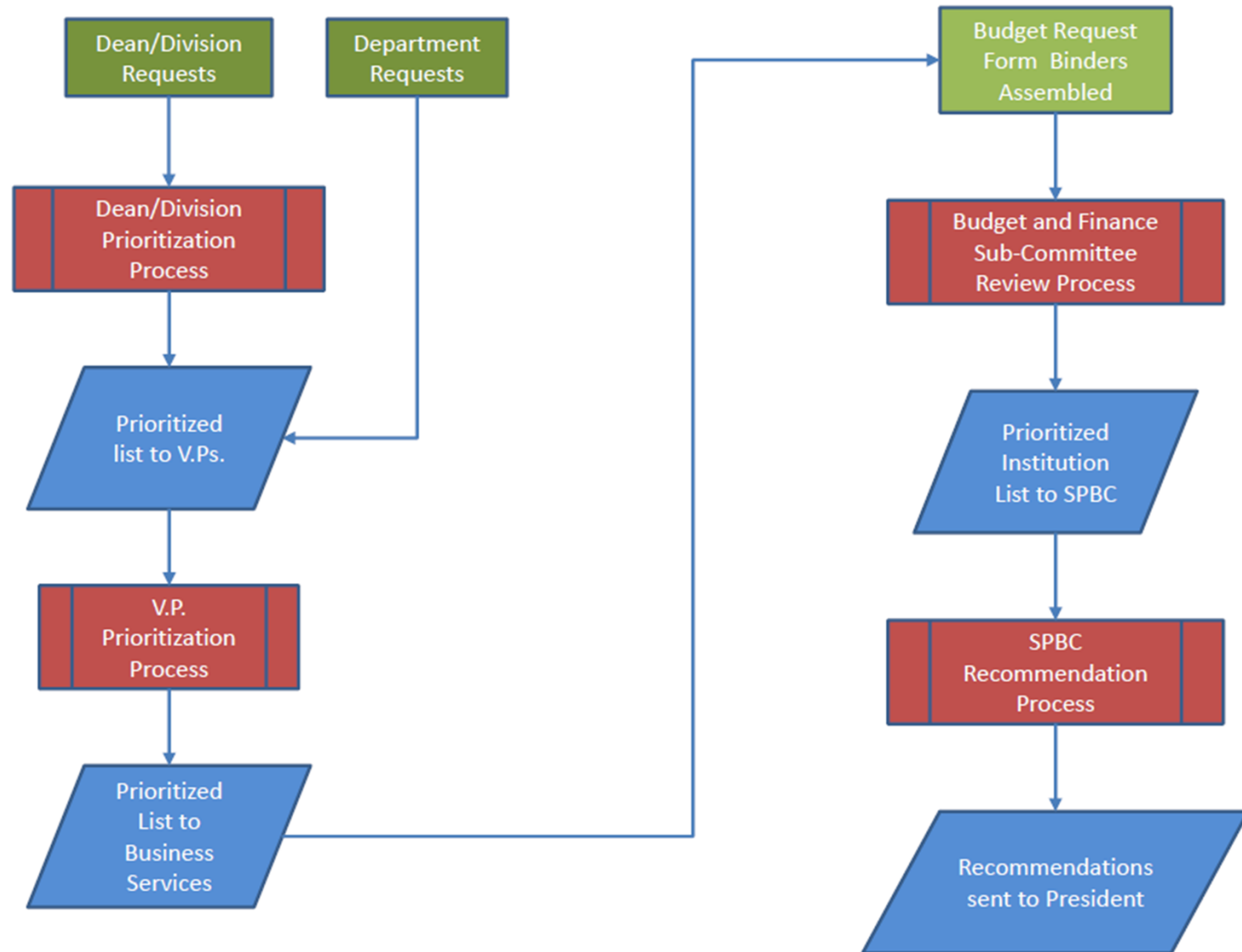
Antelope Valley College Budget Development Process

Diana Keelen
Administrative Council Meeting
March 24, 2014

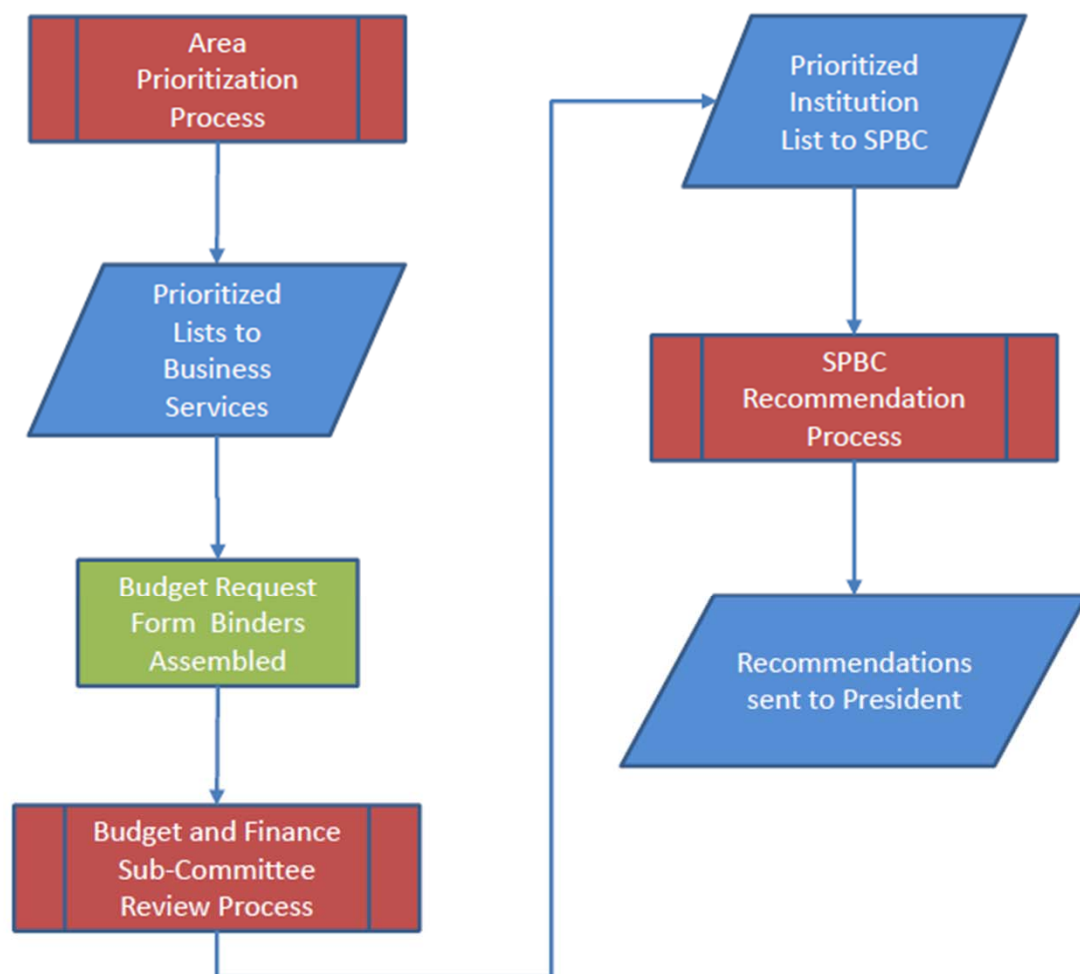
The Budget Call

- * 2014-2015 New requests Budget Call sent out 3/14/14, due to supervising VP by 4/4/14
- * 2014-2015 Categorical Program Budget Call, sent out 3/21/14, due 4/4/14
- * 2014-2015 Other funds Budget Call, sent out 3/14/14, due 4/4/14
- * 2014-2015 Instructional Materials Budget Call sent out 3/14/14, due 4/4/14

Existing Budget Process (pre-reorg)



2014-15 Budget Process (post-reorg)



Areas

- Inst. Advancement
- IERP
- PIO/Marketing
- Business Services
- Facilities
- ITS
- Division #1
- Division #2
- Division #3
- Division #4
- Division #5
- Risk Management
- Student Life & Development
- Enrollment Management
- Counseling & Matriculation
- Office of Student Services
- Office of Human Resources/Payroll
- Office of Academic Affairs
- Office of the President

Timeline of Activities

Task Name	Issue Date	Due Date
2014-2015 Budget Development Calendar *	Wed 1/15/14	Wed 1/15/14
Governor's Budget Released	Wed 1/15/14	Wed 1/15/14
Draft Narrative Discussed	Wed 2/12/14	Wed 2/12/14
Prior Year Recalc Issued	Mon 2/24/14	Mon 2/24/14
Current Year First Principle Apportionment Issued	Mon 2/24/14	Mon 2/24/14
B&F: Budget Narrative (Resource Prioritization Request) Recommended to SPBC	Wed 2/26/14	Wed 2/26/14
SPBC Reviews & Adopts Budget Narrative (Resource Prioritization Request)	Wed 3/5/14	Wed 3/5/14
College Budget Call Issued		
District Unrestricted New Requests (no perm staff)	Fri 3/14/14	Fri 4/4/14
Baseline Instructional Materials Fees Request to Deans	Fri 3/14/14	Fri 4/4/14
Other Funds Budget Call Issued	Fri 3/14/14	Fri 4/4/14
Restricted/Grant Budget Call Issued	Fri 3/21/14	Fri 4/4/14
Budget Instructions/Training Admin Council	Mon 3/24/14	Mon 3/24/14
B&F: Budget Request Evaluation Rubric Recommended to SPBC	Wed 4/9/14	Wed 4/9/14
SPBC Reviews & Adopts Budget Rubric	Wed 4/16/14	Wed 4/16/14
Business Services compiles New Resource Requests	Mon 4/7/14	Fri 4/11/14
Resource Requests sent to B&F Members prior to meeting	Mon 4/14/14	Mon 4/14/14
Budget & Finance Subcommittee Reviews Resource Requests	Wed 4/23/14	Wed 4/23/14
Budget & Finance Prioritizes Requests and Submits to SPBC	Wed 5/7/14	Wed 5/7/14
SPBC Reviews and makes recommendations for Tentative Budget	Wed 5/7/14	Wed 5/7/14
Tentative Budget Presented to Budget and Finance	Wed 5/14/14	Wed 5/14/14
*SPECIAL SPBC Meeting to finalize Tentative Budget	Wed 5/28/14	Wed 5/28/14
Budget sent to President's Office	Mon 6/2/14	Mon 6/2/14
Board of Trustees Approves Tentative Budget	Mon 6/9/14	Mon 6/9/14
Memos to Requestors issued for Resource Allocation Disposition	Tue 6/24/14	Tue 6/24/14
Funding Available for Spending	Tue 7/1/14	Tue 7/1/14
EOY Unaudited Actuals Available	Mon 8/4/14	Mon 8/4/14
Draft Adopted Budget sent to Budget & Finance for Review	Wed 8/13/14	Wed 8/13/14
Draft Adopted Budget sent to SPBC	Wed 8/20/14	Wed 8/20/14
Final Adopted Budget sent to President's Office	Fri 8/29/14	Fri 8/29/14
Board of Trustees Adopts the Budget	Mon 9/8/14	Mon 9/8/14
*Subject to change		

Annual Budget Call New Requests



ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT BUDGET DEVELOPMENT FISCAL 2014-2015 Resource Allocation Proposal

ADMINISTRATOR USE:

Originator: _____ Date Submitted: _____
 Program or Department Name: _____
 Lead for Implementation: _____ Campus: _____
 Project Start & End Dates: _____
 Departments for Coordination: _____
 Account Code: _____
 Total Amount Requested: _____
 One Time Funding _____ On Going Funding _____

Please describe your request.

Planning Documents

Check the applicable planning document below that supports your request (Select all that apply):

___ Program Review ___ Technology Plan
 ___ Action Plan ___ Human Resources Plan
 ___ Educational Master Plan ___ (List other planning document)
 ___ Facilities Master Plan

Briefly demonstrate how your request is supported by the planning documents listed above:

Institutional Goals

Check all the applicable Institutional Goals below that support your request (Select all that apply):

___ Student Success ___ Efficient and Effective Use of Resources
 ___ Increase in Transfer Rates ___ Enhancing Community Partnerships
 ___ Career Tech Expansion ___ Enhancing Technology Support
 ___ Basic Skills and ESL

Briefly describe how your request supports the institutional goals above:

President's Goals

Check all the applicable President's Goals below that are supported by your request (Select all that apply):

___ Supports 3 year planning cycle for the college
 ___ Identifies and defines the core curricula and programs
 ___ Incorporates enrollment management strategies to support student completion
 ___ Strengthens community involvement
 ___ Develops an ethic of service

How does your request support the President's goals above?:

Annual Budget Call New Requests Continued

Measureable Outcomes
What is the measureable outcome of your request?

Section IV

Annual Budget Call-New Requests

* Budget Request Form

Antelope Valley College
Annual Budget Request
Fiscal Year XXXX-XXXX

Department/Division:

Type Your Department/Division Name Here

Ranking	Description	ILO's	Prior Yr	Plan Name	Priority Code	Divis. Code	ACCOUNT CODES							Current Year Budget
			Yes? No?				Fnd	Sub Fund	Resource	Goal/ Category	Function/ Location	Object	School/ Program	
1	1 - Computer EXAMPLE	2, 3	N	FINP	OPER	BUSS	01	0	00000.0	00000	14020	4562	6720000	\$1,500.00
2														
3														
4														
													TOTAL	\$1,500.00

Categorical Budget Call

The business office provides salary projections and benefits changes calculations

2014-2015 Tentative Budget

Red=Edit

DUE to BSA

4-Apr-14

13-14 ALLOCATION

131,000.00

0.00

Program

DPSS CALWORKS

Total

131,000.00

14-15 Tentative Budget

131,000.00

NOT BALANCED

Program Mgr

Tim Wiley

Tentative Figure Contingent upon Year End Actuals Spent

F_FUND	H_GOAL	I_FUNCT	J_OBJ	Title	K_SCH_LOC	L_BDGT_PD	2013-2014 budget	Change	2014-2015 tentative bud
01.3	27604	66276	1450	Extra Hours	7010000	13-14	0.00		0.00
01.3	27604	66276	2100	Classiifed/Clerical Salaries	7010000	13-14	90,792.00	2.25	90,794.25
01.3	27604	66276	2150	Cms	7010000	13-14	0.00		0.00
01.3	27604	66276	2302	Student Workers	7010000	13-14	0.00		0.00
01.3	27604	66276	2320	Hourly Clerical	7010000	13-14	0.00		0.00
01.3	27604	66276	3120	STRS-Oth NonInstructional	7010000	13-14	0.00		0.00
01.3	27604	66276	3130	STRS-Oth Instructional	7010000	13-14	0.00		0.00
01.3	27604	66276	3220	PERS, NonInstructional Other	7010000	13-14	6,689.71	3,698.97	10,388.68
01.3	27604	66276	3320	OASDI, Oth Instructional	7010000	13-14	3,845.24	1,784.00	5,629.24
01.3	27604	66276	3360	Medicare, Oth NonInstrct	7010000	13-14	3,250.00	(1,933.48)	1,316.52
01.3	27604	66276	3370	Medicare, Oth Instructional	7010000	13-14	1,200.00	(1,200.00)	0.00
01.3	27604	66276	3420	Hlth & Wlfr Benefits, Oth Nonl	7010000	13-14	10,640.73	8,408.94	19,049.67
01.3	27604	66276	3520	State Unemploy-Oth NonInstr	7010000	13-14	4,550.00	(4,545.46)	4.54
01.3	27604	66276	3531	State Unemploy-Oth Instrct	7010000	13-14	2,500.00	(2,500.00)	0.00
01.3	27604	66276	3620	W/C Other NonInstructional	7010000	13-14	3,300.00	(1,502.27)	1,797.73
01.3	27604	66276	3630	W/C Other Instructional	7010000	13-14	0.00		0.00
01.3	27604	66276	3999	Benefits-Error	7010000	13-14	0.00		0.00
01.3	27604	66276	5850	Postage	7010000	13-14	600.00	(600.00)	0.00
01.3	27604	66276	7410	Indirect Cost Reimbursement	7010000	13-14	3,632.32		3,632.32
01.3	27604	66276	7900	Reserve for Contingencies	7010000	13-14	0.00		0.00
							131,000.00	1,612.94	132,612.94

Other Funds Budget Call

The business office provides salary projections and benefits changes calculations

		2013-2014 Estimated Actuals	2014-2015 Tentative Budget
Beginning Fund Balance		0	0
REVENUE			
8632	CDC Instructional Materials	0	0
8645	State	309,356	335,243
8860	Interest Income	500	500
8871	Local	122,671	105,000
8980	Transfers In	150,000	178,949
Total Revenue		582,527	619,692
Total Beginning Balance and Revenue		582,527	619,692
EXPENDITURES			
1100-1400	Academic Salaries	0	0
2100-2400	Classified Salaries	430,252	430,252
3100-3800	Employee Benefits	181,346	177,440
4100-4700	Supplies	14,300	10,500
5100-5800	Other Operating Costs	1,950	1,500
6100-6700	Capital Expenditures	0	0
Total Expenditures		627,849	619,692
7100-7600	Other Outgo	0	0
Total Expenditures & Other Outgo		627,849	619,692
Ending Fund Balance		-45,322	0

Instructional Materials Budget Call

2014-2015 Instructional Materials Budget Call						2014-2015 Total Budget Request	Diana C. Keelen: Please do not separate out what you are requesting for Prop 20 & Unrestricted. Please put in the total amount of your request.
		Unrestricted	Prop 20	Total Budget			
		Sum of amt	sfund				
		function	location	0	3	Grand Total	
Location/Program Name	Requesting Administrator	00000		\$0		\$0	
		12000	6099000		\$4,500	\$4,500	
		12000 Total			\$4,500	\$4,500	
		12051	1201000	\$506		\$506	
		12051 Total		\$506		\$506	
Health Professions		12055	1201000		\$2,700	\$2,700	
Nursing RN			1203000	\$610		\$610	
Nursing LVN			1203200	\$1,124		\$1,124	
Medical Asst-Med Office Tech			1203700	\$500		\$500	
Medical Assisting			1208000	\$5,650		\$5,650	
Respiratory Care-Therapy			1210000	\$128	\$2,600	\$2,728	
Radiological Technology			1225000	\$518	\$2,500	\$3,018	
Registered Nursing			1230100	\$660	\$8,950	\$9,610	
Licensed Vocational Nursing			1230200	\$72		\$72	
Certified Nurse Assistant			1230300	\$0		\$0	
Emergency Medical Services			1250000	\$227	\$2,000	\$2,227	
Child Development			1305100		\$1,750	\$1,750	
Nutrition, Foods, Culinary Art			1306000	\$163	\$3,000	\$3,163	
		12055 Total		\$3,502	\$29,650	\$33,152	
Journalism		12105	0602000		\$2,900	\$2,900	
Sign Language			0850000		\$2,400	\$2,400	
Spanish			1105000		\$2,100	\$2,100	
English			1501000	\$0	\$2,000	\$2,000	
Speech Communication			1506000	\$0	\$2,300	\$2,300	
Reading, Precollegiate			4930700		\$2,000	\$2,000	
ESL-Vocab & Pronunciation			4930860		\$1,300	\$1,300	
		12105 Total		\$0	\$15,000	\$15,000	
Agriculture Technology-Science		12155	0101000		\$0	\$0	
Ornamental Horticulture			0109000	\$2,305		\$2,305	
Engineering			0901000		\$1,830	\$1,830	
Electronics-Electric Tech			0934000	\$2,206		\$2,206	
Environmental Control Tech			0946000	\$2,722		\$2,722	
Automotive Technology			0948000	\$3,795		\$3,795	
Automotive Collision Repair			0949000	\$3,924	\$3,000	\$6,924	
Aeronautical-Aviation Tech			0950000	\$3,726	\$5,700	\$9,426	
Aircraft Fabrication			0950500	\$13,952		\$13,952	
Electrical Technology			0952200	\$2,635		\$2,635	
Welding Technology			0956500	\$5,330	\$5,200	\$10,530	
Interior Design & Merchandise			1302000	\$411		\$411	
Fashion			1303000	\$146	\$2,270	\$2,416	
Fire Control Technology			2133000	\$542	\$7,000	\$7,542	
Fire Academy			2133500	\$984		\$984	

“Surprises” After Budget Development

- * Non-emergency requests after the budget development process need to go to the supervising dean or director
- * If it is a priority, then the supervising dean or director will submit the request to the Budget and Finance Subcommittee for review
- * If approved is will go to the Strategic Planning & Budgeting Council for recommendation to the President/Exec Council
- * If the President/Exec Council approves/disapproves the request, the supervising Dean or Director will be notified

Available Resources

- * The business office website has training and information that may be useful:
 - * The link shows budget development information:
<http://www.avc.edu/administration/busserv/Budgets.html>



Questions?