

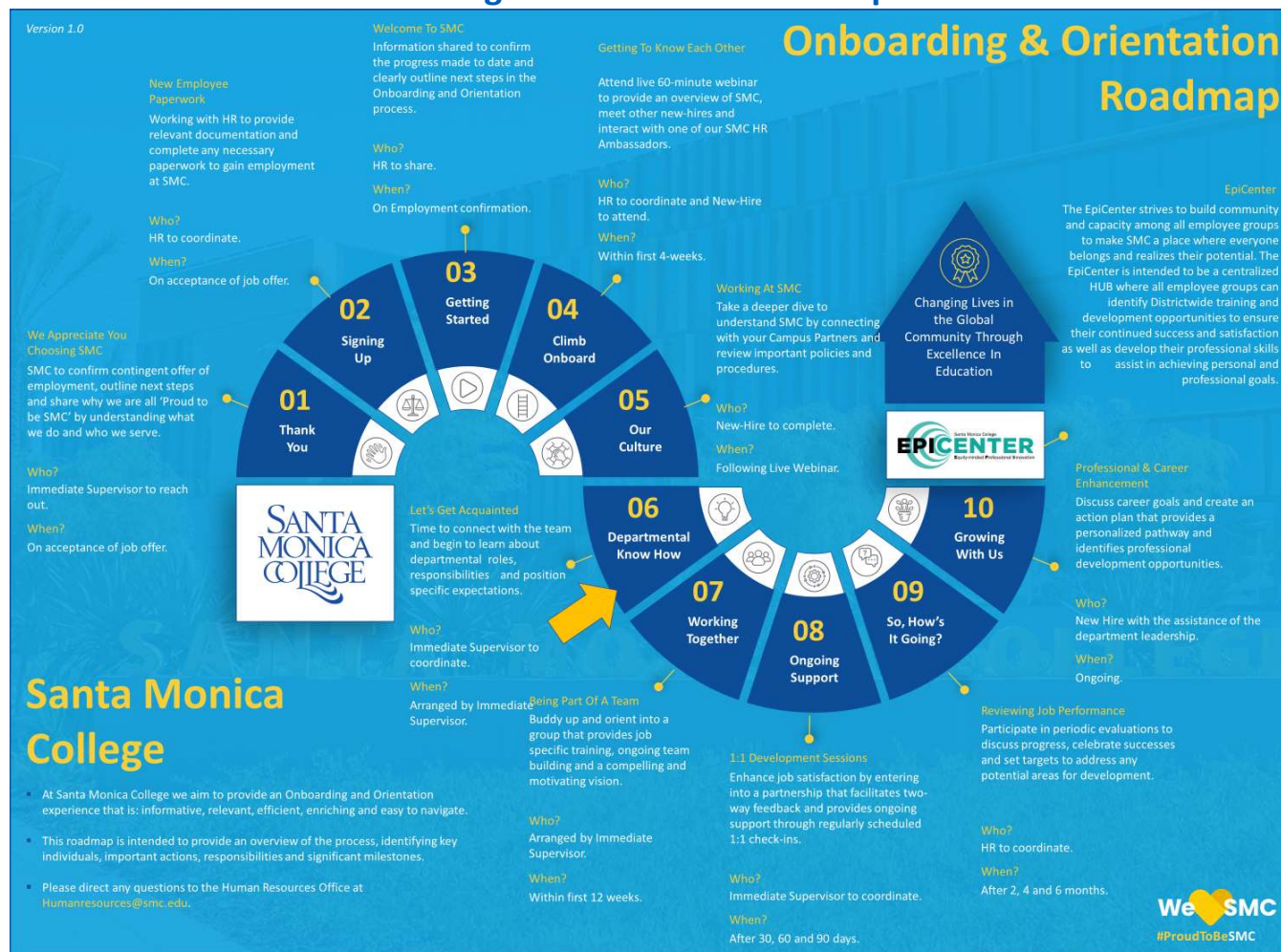
Santa Monica College

Onboarding & Orientation

Departmental New-Hire Guidebook
Business Services - Budget



Where am I on the Onboarding & Orientation Roadmap?



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Description of Services

The **Budget Department** is responsible for developing and updating District unrestricted fund budget and consolidating restricted fund budget; monitoring unrestricted fund budget and preparing and/or processing budget augmentation and adjustments.

The department caters to Senior staff, department managers and personnel.

Vision

The vision of the **Budget Department** is to be able to streamline the budget development process and still maintain accuracy and timeliness as well as provide more meaningful data and analyses with the use of the financial, budgeting and human capital system.

Mission

The mission of the **Budget Department** is to develop and maintain a budget which aligns with the District's strategic plans, educational, and financial goals. In an effort to promote the long-term fiscal stability of the District, budgets are prepared in a timely manner, based on accurate data, with transparency, and reflect the best information available. Additionally, our staff strives to ensure the reliability and maintenance of financial records in accordance with professional accounting standards. We pride ourselves on having a strong reconciliation process to provide accuracy of financial reporting and be able to meet the operational needs of the District, while offering the highest quality of academic programs.

Values

The values of the **Budget Department** are to maintain accuracy and reliability of financial reporting on a timely manner.

Internal and External Partners

The **Budget Department** works very closely with the Accounting Department.

Contact Details



<https://www.smc.edu/administration/business-services/budget/>



budget@smc.edu



No main line

Core Hours



Monday - Friday 8:30 a.m. - 5:30 p.m.

Key People

Unit/Individual	Telephone	Email	Responsibility
Veronica Diaz	(310) 434-4224	diaz_veronica@smc.edu	Director of Budget – Responsible for planning, developing and administering the District budget, compiling District financial reports, forecasting and reporting budget trends and ensures compliance with related policies, rules, laws and regulations.
Vera Cheng	(310) 434-4285	cheng_vera@smc.edu	Budget Analyst – Performs a variety of technical and complex budget duties requiring budget review, analysis and reconciliation that supports budget preparation and administration, including working with various District Personnel on budget requests, inquiry and adjustments.

Key Intranet Links

California Community Colleges Chancellor's Office: CCCCO.edu for apportionment reports, Budget and Accounting Manual, etc.

<https://bestportal.lacoe.edu> for the financial system.

<https://ap02.smc.edu/webis/WebISIS> for employment requests, faculty assignments, stipend payment and business reports.

Key Events



Monthly

BEST Financial System Closing
Board Agenda Submission

Annual

LACOE annual year-end closing webinar
CCCCO annual budget workshop

Key Documents

Process documentation can be found in the Budget website

<https://www.smc.edu/administration/business-services/budget/forms.php>

- PBAR Instructions
- Steps to Prepare Budget Transfers
- How to do Budget Inquiry

Key Resources

There are specific **Budget Department** training materials available for department internal use only. These can be found in: <https://www.smc.edu/administration/business-services/budget/forms.php>

Additional Information

Budget and Accounting Manual (BAM) reference guide for government accounting guidelines is available in Chancellor's Office website CCCCO/edu



BEST System Chart of Accounts - Report available on BEST accounting system.

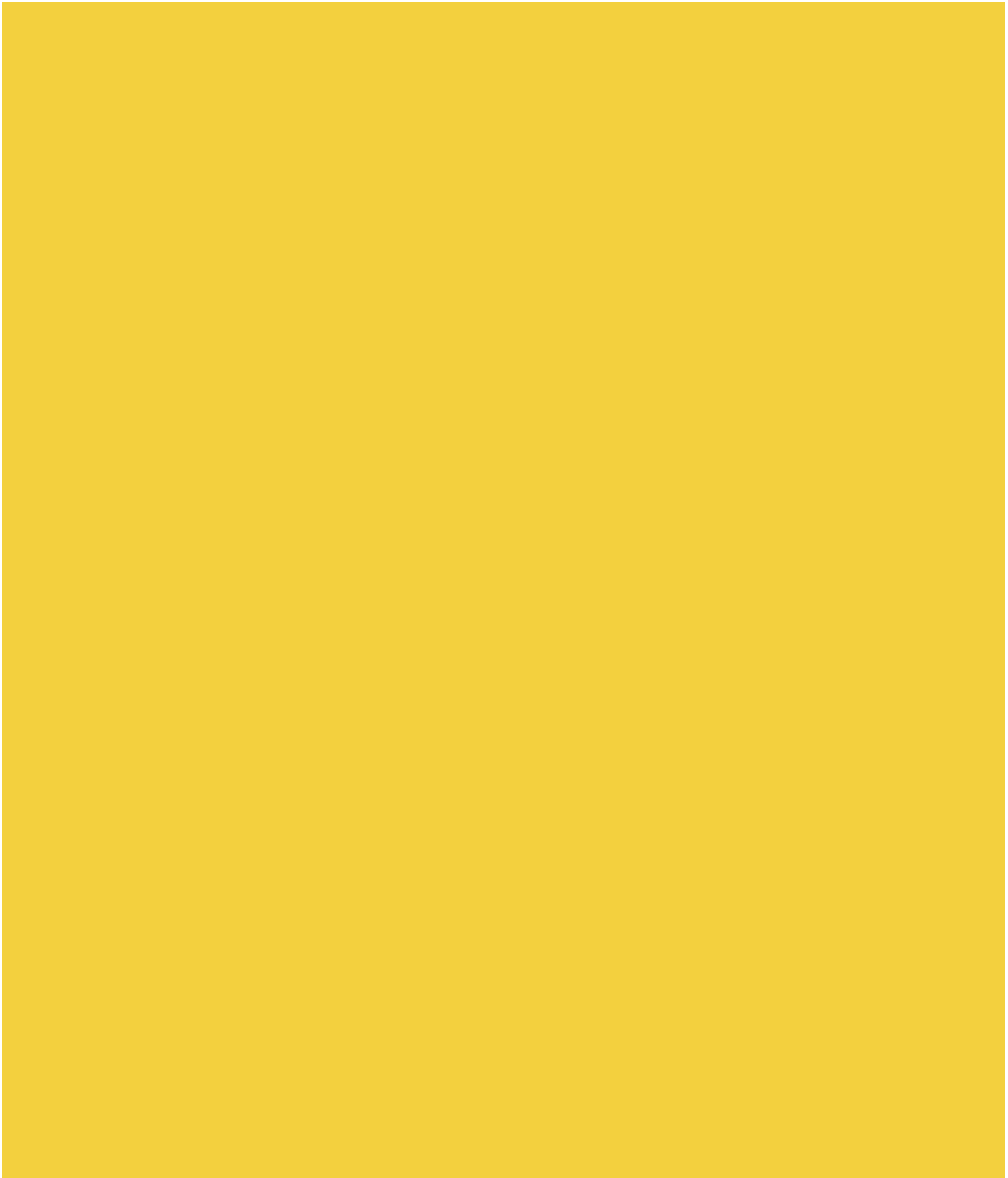


List of Restricted Fund by Goal/Category

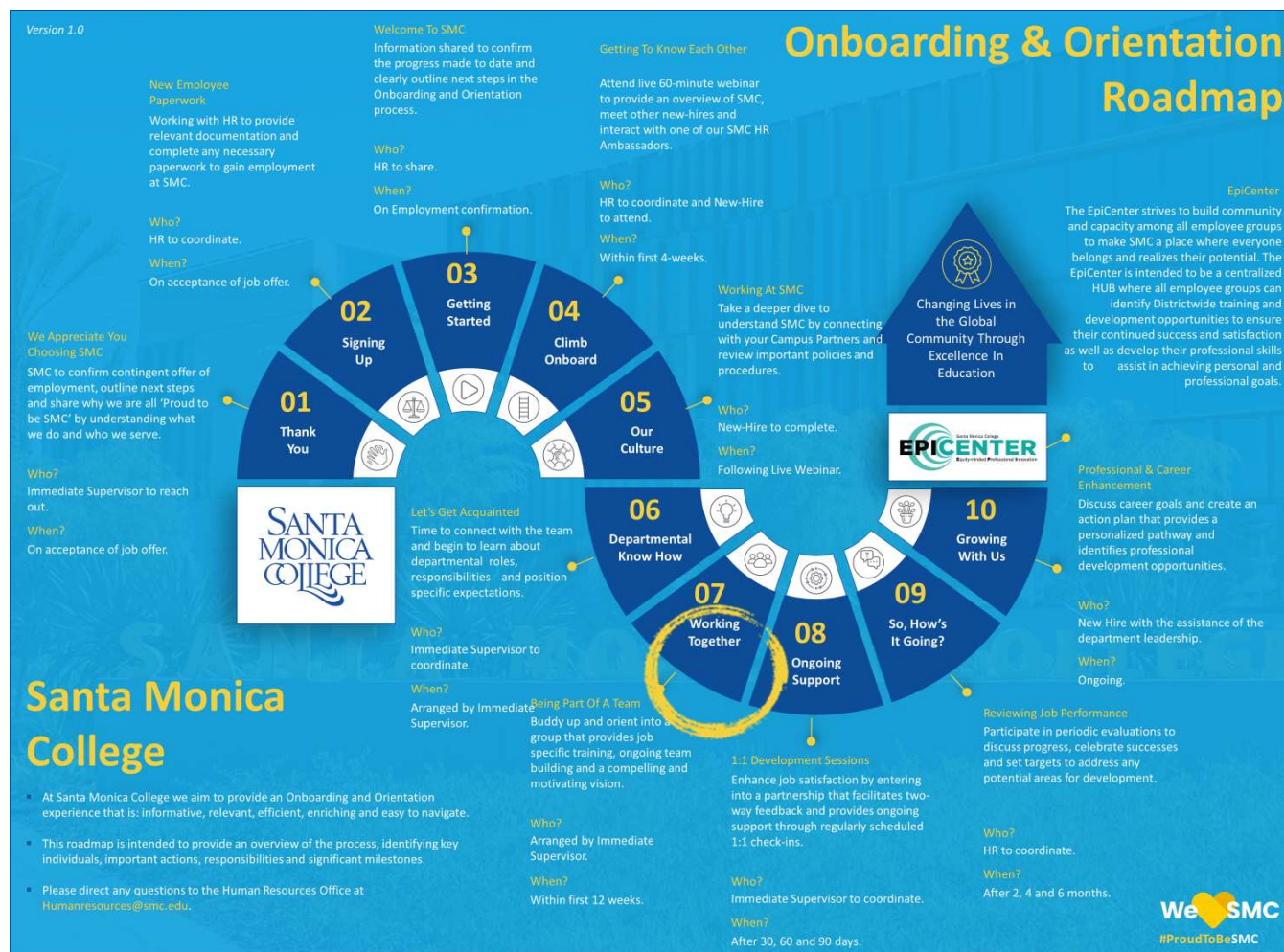


List of locations under each vice president

My Notes



What's Next



Working Together

Being Part of a Team

Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.

Who?

New-Hire

When?

Arranged by immediate Supervisor.

An aerial photograph of the Santa Monica College campus, featuring several large, modern, multi-story buildings with flat roofs and extensive glass facades. The campus is surrounded by palm trees and landscaped areas. The entire image is overlaid with a semi-transparent blue filter. Centered over the image is the text "SANTA MONICA COLLEGE" in a white, serif font. The word "SANTA" is on the top line, "MONICA" is on the second line, and "COLLEGE" is on the third line. Below the word "COLLEGE" is a decorative white flourish consisting of three curved lines that sweep to the right.

SANTA
MONICA
COLLEGE