2020 Annual Program Review

Program Name: Budget Office

Program Review Author: Veronica Diaz

I. PROGRAM DESCRIPTION: In one or two paragraphs, provide a description of the primary goals of your program or service area. Attach an appendix to describe your program or service area in more detail, if needed.

Note: If no changes have occurred, feel free to copy and paste from your last review. If it exists, feel free to copy the brief description of your program from the college catalog: http://www.smc.edu/CollegeCatalog/Pages/default.aspx

The Budget Office is responsible for preparing the District's annual budget and update the budget at least quarterly by gathering various assumptions and compiling budgets from different departments. Consequently, multiyear budgets are prepared. 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, based on accurate data and reflect the best information available.

The Budget Office distributes budget reports to the departments on a monthly basis, research on questions by the departments, and informs departments when they had spent beyond their budget and request budget transfers. It makes an initial review and summarizes department's request for budget augmentation before they are submitted to Senior Staff for review and Approval.

The Budget Office prepares reports summarizing data showing historical revenues, expenditures, FTES trends and prepares analyses as requested by management or other party.

II. PROGRESS SINCE LAST REVIEW (LAST YEAR'S OBJECTIVES)

Identify the original objectives from your last review, as well as any objectives that emerged during the year (if applicable). For each objective, determine status and explanation for status.

Objective	Status (Check one)	Status Explanation
Training	☐ Not Completed ☐ In Progress ☒ Completed	The Budget Technician in her first year working at SMC completed all the necessary training for Peoplesoft, PC Products and the BEST Budget module. She has also been trained and is independently completing routine tasks and assisting the Director of Budget in completing special projects.
Budget Documentation	☐ Not Completed ☐ In Progress ☒ Completed	In the development of 2019-20 budget, the department either provided us or we've assisted department the preparing the budget details. The budget details show the plan on how funding are intended to be spent for the year. This is one of the tools used in reviewing budget augmentation requested by departments and in identifying budget savings.
Transition to the new BEST System	☐ Not Completed ☒ In Progress ☐ Completed	Due to COVID 19 , LACOE has decided to postpone the implementation for Wave 3 where the District belong. Date is unknown as to when implementation will be.

III. ACHIEVEMENTS

(Optional) List any notable achievements your program accomplished in the last year.

As it is important that we obtain a clear description and justification for any budget augmentation to serve as tool for management to evaluate the request, the Budget Office processed a total of 256 Personnel and Budget Augmentation Forms amounting to $12,506,824 for 2019-20. This were processed within 24 hours of receipt and departments are notified within 24 hours from when the decision is received from the Committee. This enable the departments to promptly proceed with the next steps upon receiving the notification from the Budget Office.

IV. CURRENT PLANNING AND RESOURCE NEEDS

Part 1: Narrative
Broadly discuss issues or needs impacting program effectiveness for which institutional support or resources will be needed for the next academic/fiscal year.

Currently, data being used are from different systems and information may be inconsistent. There is a constant need to verify accuracy and interpretation of data. This may be mitigated with the use of the new BEST System where the Human Resource Payroll System is integrated with the Financial Accounting System and data will be more insync.

Part 2: List of Resources Needed

Itemize the specific resources you will need to improve the effectiveness of your program, including resources and support you will need to accomplish your objectives for next year.

While this information will be reviewed and considered in institutional planning, the information does not supplant the need to request support or resources through established channels and processes.

Resource Category	Resource Description/Item	Rationale for Resource Need (Including Link to Objective)
Human Resources	N/A	Click or tap here to enter text.
Facilities *(info inputted here will be given to DPAC Facilitates Comm.)*	N/A	Click or tap here to enter text.
Equipment, Technology, Supplies *(tech inputted here will be given to Technology Planning Committee)*	N/A	Click or tap here to enter text.
Professional Development	Staff will continue training on the BEST system using the practice environment	To get a better understanding of the system for an accurate and easier conversion.

V. CHALLENGES RELATED TO SPRING 2020 COVID-19 CRISIS AND RESPONSE:

List significant challenges your program faced in Spring 2020 due to COVID-19. Please also Include your responses and solutions to this crisis.

(a) Due to the adverse economic impact of COVID 19 coupled with the declining enrollment, while the tentative budget ended with $14M deficit, the operating deficit is still $8.5M even after an $11M cut in expenses and savings. As things are still changing and information are unknown, we will continue to monitor and update the budget as information comes in and find reasonable ways to reduce the deficit. Though the state funding was

not cut, the District still will be face a cash flow challenge as a result of around 45% to 90% apportionment deferral from Feb 2021 through June 2021. The Budget Office will extend cash flow projections to cover period for the next 18 months to assist the District in obtaining necessary borrowing on a timely manner

(b) Staff are working remotely most of the time. Constant communication via email or phone and follow thru to make sure tasks are done and questions are answered promptly. Filing may be delayed but can be caught up by the having staff come in or done by manager.

VI. THE NEXT SECTION IS FOR CTE PROGRAMS ONLY

PARTNERSHIPS:

Part 1: Industry advisory meeting dates and attendance for 2019-2020.

Date of Meeting	# of SMC Attendees	# of Non-SMC Attendees
N/A	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

Part 2: Employer partnerships/collaborations for 2019-2020. Identify the most salient partnerships or collaborations.

Employer Name	Type of partnership or Collaboration • Advisory attendance • Internship site • Donations • Job placement • Other	Optional: Additional information about partnership or collaboration
N/A	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

CONGRATULATIONS – that's it! Please save your document with your program's name and forward it to your area Vice President for review.

The following section will be completed by your program's area VP

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Vice Presidents:

First, please let us know who you are by checking your name:
☒ Christopher Bonvenuto, Vice President, Business and Administration
☐ Don Girard, Senior Director, Government Relations & Institutional Communications
☐ Sherri Lee-Lewis, Vice President, Human Resources
☐ Jennifer Merlic, Vice President, Academic Affairs

☐ Teresita Rodriguez, Vice President, Enrollment Development
☐ Michael Tuitasi, Vice President, Student Affairs

☒ Next, please check this box to indicate that you have reviewed the program's annual report Provide any feedback and comments for the program here:

> Click or tap here to enter text; the box will expand when you enter text.
> The department has done an amazing job with limited resources.

Finally, please **save the document** and email it to both Stephanie Amerian (amerian_stephanie@smc.edu) and Erica LeBlanc (leblanc_erica@smc.edu). If you have any questions, please contact us!

Thank you for your input!