

Santa Monica College

Budget Committee Prioritization Procedures 2006-2007

The Purpose of the Budget Prioritization Process

1. To make recommendations to DPAC and the college for new funding priorities.
2. To make the best and most efficient use of all discretionary funds by funding priorities from the most restrictive to the least restrictive funds wherever appropriate and possible, considering external restrictions.

Policies and Principles

1. Meetings are open to the college community.
2. Deliberations regarding priorities recommended for funding shall be carried on only in the committee-as-a-whole.
3. Recommendations to DPAC shall be made only after the presentation is complete.
4. Recommendations developed and submitted to DPAC shall be based on the substance of the presentation and information provided.
5. Requests made will not be modified or otherwise changed by the Budget Committee. However, the amount of funding requested may be adjusted at the discretion of the Budget Committee.
6. All recommendations on allocations shall be tied to specific proposals. That is, funds approved for a request may only be expended that way. Submitters may not make adjustments or modifications to the contents of the original request without the approval of the Budget Committee.
7. A fund balance shall be established first in the general fund with a goal of 5% in keep with the recommendation in the Chancellor's Office memo dated 10/25/05.
8. Emergency requests occurring after the budget development process is completed shall be handled by the existing fund balance at the discretion of the college president.

Procedures

1. The Budget Committee Prioritization Meeting will begin and end on time.
2. Participation will be handled in the following manner:
 - a. The audience may observe but shall not participate directly in the proceedings. After the presentation has been made to the committee by the President or his designee, the audience may submit comments or questions in writing to the committee to be heard before prioritization takes place. One week prior to the Prioritization Meeting, the Budget Committee will review the requests for new funding, and submit any questions or items requiring clarification to the Co-Chairs in writing. These questions will be answered by the President or his designee during the presentation.
 - b. Only the President or his designee may present priorities.

- c. There will be no interruptions (questions or responses) during the 30 minute presentation. A period of 30 minutes is reserved at the end of the presentation for questions from the Budget Committee.
3. Materials to be duplicated include:
- a. The Co-Chairs of the Budget Committee will be provided one full set of all *Requests for Additional Funds* developed within each area and one set of grids summarizing all requests for new funding developed within each area to keep for meeting records.
 - b. The members of the Budget Committee will be provided with one set of requests.
 - c. In making recommendations for allocations, the process will be to work most restrictive funds to least restrictive. The committee will match priorities with funding requests so that the priorities will not necessarily be funded in sequence.

Budget Calendar 2006-2007

January, 2006	Budget Committee finalizes budget planning process and presents to DPAC.
February 17, 2006	Fiscal Services passes out budget data to departments, requesting any changes to their budgets and <i>Requests for Additional Funding</i> .
January 31, 2006 – February 28, 2006	Fiscal Services prepares all new budget worksheets, dropping in current data.
March 10, 2006	<i>Budget Changes Form</i> and <i>Requests for Additional Funding Form</i> due to Fiscal Services. Fiscal Services to prepare copies of budget requests for Budget Committee and send to them.
March 31, 2006 (9:00 a.m. – 3:00 p.m.) Business Building Room 111	Budget Committee meets to review and prioritize requests for additional funding.
April 1, 2006 – April 15, 2006	Fiscal Services prepares the full college's budget request, drops in current salary data and master reports to present to Sr. Staff.
April 18, 2006 – April 28, 2006	Sr. Staff reviews requests individually and make recommendations for changes, cuts, additions.
May 10, 2006	Budget Committee meets to review Tentative Budget.
June Board Meeting	BOT approves tentative budget.
July	State legislature approves final budget.
July 19, 2006	Budget Committee meets to review changes/adjustments necessary as deemed by state budget.
July 26, 2006	Extra meeting date for Budget Committee to meet if necessary.

August, 2006

Senior Staff meets to make any necessary amendments to the tentative budget. Fiscal Services drops in final salary data.

August 30, 2006

Budget Committee meets to review the amended tentative budget.

September 11, 2006

Final budget submitted to Board for adoption.