Collin County Community College District

Fiscal Year 2013-2014 Budget Development



Foundation for Budget Development

Mission Statement Collin County Community College District is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

Foundation for Budget Development

Core Values Learning Service and Involvement **Creativity and Innovation Academic Excellence Dignity and Respect** Integrity

The Strategic Plan and Achievement Indicators



All budget and supplemental requests must be linked to the District's Strategic Plan and /or Achievement Indicators

During the budget hearings, be prepared to justify all budgeted expenditures

Budget Development Calendar 2013 - 2014

March 19, 2013 Budget spreadsheets will be sent to organization managers and initial allocations distributed to the Leadership Team

March 20, 2013 Start of budget spreadsheet and Banner training

- April 12, 2013 Deadline for supplemental requests and budget spreadsheets to be submitted to the budget office
- June 6, 2013 Start of budget hearings
- July 23, 2013 Board Budget Committee reviews the budget
- Aug 27, 2013 Board approval of FY 13-14 Annual Budget

Three Main Budget Building Areas

 General Operating Allocation ✓ Input allocation in budget spreadsheet ✓ Total may not exceed allocation ✓ Includes all operating expenses except full-time salary positions ✓ Compare current year budget / expenses to future budget and be prepared to explain any unusual variances

 Supplemental Requests (Operating-Items in excess of allocation)

✓ Supplemental requests are for additional operating funds in excess of your allocation (may include personnel and non-personnel expenses) ✓Input into Excel spreadsheet and submit to budget office One spreadsheet per organization manager

✓ Reviewed and approved by Leadership Team

Grants/Contracts Budgets

 ✓ Submit Grants/Contracts budgets via e-mail to Cindy Cammuse (ccammuse) Budget Allocations – Funds can be transferred between accounts and organizations. Be prepared to explain adjustments at budget hearings.

-	A	В	С	D	E	F	G	H
1	CCCCD	Budget Analysis Worksheet - CURREN	T UNRESTRI	CTED FUND	S			
2	Budget .	Allocation for FY2010						
3								
4					Revised	Total	2009-2010	
5		RESPONSIBLE PERSON	2006-2007	2007-2008	2008-2009	FY10	Budget	
6	Org	Organization Description	Actual	Actual	Budget	Budget	Allocation	
7		KEN DUNLAP						
8	280100	Physical Plant Support Svcs	121,436	114,861	141,910	138,238	33,362	
9	280110	Receiving	28,522	29,524	32,001	31,468	861	
10	280300	Building Maintenance	186,311	182,494	237,996	217,706	135,666	
11	280310	HVAC	136,023	93,805	177,921	167,774	31,382	
12	280400	Custodial Services	184,733	197,635	270,018	268,516	268,516	
13	280600	Utilities	412,614	486,045	676,596	744,256	744,256	
14			1,069,639	1,104,364	1,536,442	1,567,958	1,214,043	
15								
16	1							

Personnel

Review the report listing all full-time positions within your area to ensure accuracy of data. E-mail the list including vacant positions not listed to Ann Thompson.

Send a list of FT faculty teaching during the summer of 2014 (Name, Organization, % of Salary or Amount paid) to Ann Thompson. FY14 new full-time faculty positions are not included in your allocation. HR submits a list of approved full-time faculty to the budget office and they are added after system is closed. New FT faculty are budgeted at \$52,000.

Salaries for 2013-14 are based on current year – if there are salary increases the amounts will be added in Sept.

Part-time positions are part of your allocation and must be included on your budget spreadsheet.

Budget Training

For employees responsible for entering org. budgets, mandatory budget training classes will be held at CHEC March 20, 21 and 22 - the Friday training class is designed for new users.

Individual assistance is available upon request . Contact Ann Thompson at x3120 or athompson@collin.edu.

Budget Development Documentation

Budget development documents are located on the intranet at:

<u>http://intranet.collin.edu/</u> <u>BudgetDev/default.html</u>



