# INTRODUCTION

The Budget Development Manual serves as a guide for the preparation of cost center budgets. In general, the operating budget is an accumulation of individual academic, administrative and support service cost center budgets. The operating budget is a detailed financial plan reflecting the finances required to support instructional programs and support services.

## PURPOSE OF BUDGETING

Budgets are the mechanism by which an organization's strategic plan, goals and objectives are translated into dollars for a given time frame. It enables institutions to set their priorities and provides for an orderly execution of program plans and achievement indicators. Budgets also serve as a control mechanism to match revenues to expenditures and prevent a financial deficit. Legally, the budget must be approved by the Board of Trustees and submitted to the appropriate state agencies in order to receive state funding.

## PLANNING

The 2003-04 academic year should be used as a time to renew or refine your emphasis on institutional effectiveness (IE) and the 2003 – 2004 Budget Priorities. Four key elements of institutional effectiveness are as follows:

- Planning
- Implementation
- Assessment - evaluation of all instructional and non-instructional institutional operations and documentation of the results
- Improvement - use of evaluation results/information to improve all aspects of the institution

When developing your planning and evaluation procedures, please make sure that they are:

- Defined and documented
- Comprehensive and systematic
- Functioning
- Being USED to enhance institutional effectiveness in your particular area

# STATEMENTS AND GOALS

## MISSON STATEMENT

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

## CORE VALUES

We have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

## BUDGET PRIORITIES/STRATEGIC GOALS

- Elevate CCCCD to the echelon of world-class education

- Develop a model teaching and learning environment

- Expand, enhance, and promote mutually beneficial relationships with business, industry, government, and education

- Improve student achievement

- Develop an exemplary information technology infrastructure that is responsive to the instructional and administrative needs of the District