

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: Annual Operating Budget

Number: 7.003.01

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Department of  
Responsibility: Vice President for Business Affairs

Authorization:

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President

Date Approved: June 14, 1994

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The purpose of this document is to identify the steps and procedures utilized by the college in the development of its annual operating budget.

### **General**

The college's annual operating budget is based upon sound planning and is supported by campus-wide participation. The annual budget is developed in conjunction with the institutional planning and evaluation process for institutional effectiveness. The budget should accurately reflect projections of income and expenses for the coming year.

The budgeting process begins each year with an executive staff retreat (usually in December or January each year). The executive staff discusses the college's strategic planning process, and reviews/updates any goals or strategies for the upcoming year. After these goals and strategies are established, individual departments may submit unit plans to help meet college-wide or department specific goals and strategies.

The Director of Finance, who reports directly to the Vice President for Business Affairs, has been designated as the College's Budget Coordinator. This individual provides oversight of the entire budget planning and development process. The Budget Coordinator is responsible for gathering information from multiple sources across the various planning entities of the College to create the operating revenue and expense budgets for each year.

The budget coordinator holds meetings with budget administrators throughout the year as a means of reviewing the current year budget. At the final meeting each year (either March or April), the budget coordinator and budget administrators review not only the

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current year funding, but also discuss any needed additions/deletions to the operating budget for the upcoming budget year. Minor adjustments may be made at this time. Major adjustments to the proposed upcoming budget must be submitted through the unit plan process.

The annual operating budget must be submitted to the Area Commission for approval prior to the start of the new year (July 1). The college normally requests approval of a tentative operating budget at this time, and then requests approval of a final operating budget later in the year, once state and county funding amounts have been finalized. This final approval must occur prior to November 1 each year.

### **Revenue**

The Director of Finance and the Vice President for Business Affairs establish revenue projections for the coming year, based on current year actuals, adjusted for any known or expected changes for the upcoming year. Any expected changes in state appropriations, county funding, enrollment, and/or tuition rates are considered and incorporated into the projected revenue.

### **Expenses**

Annual operating expense budgets are established from multiple sources. Below are the various categories of expenses, with details on how each are established.

#### **Full-Time Salaries and Benefits**

The budget coordinator begins to build the operating expense budget in the spring each year by ensuring that all current full-time employees' salaries and benefits are included in the upcoming year's budget. Any projected cost of living increases in salary or benefit amounts is included. Any departmental request to add, delete, or reclassify full-time personnel are submitted via unit plans.

#### **Part-Time/Adjunct Salaries and Benefits**

The budget coordinator includes part-time/adjunct salaries and benefits in the upcoming budget based on current-year actual amounts, adjusted for changes in part-time personnel and benefit rates. Minor adjustments can be made for the upcoming operating budget during the March meeting between the Budget Coordinator and Budget Administrator. Major changes should be requested via the unit plans.

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### General Operating Expenses

General operating expenses (including, but not limited to, printing, supplies, contractual services, and travel) are included in the upcoming budget based on current year actual amounts. Minor adjustments can be made for the upcoming operating budget during the March meeting between the Budget Coordinator and Budget Administrator. Major changes should be requested via the unit plans.

### Other/Unit Plans

Unit plans are a major component of the planning process and are submitted by each department to meet specific goals and strategies of the College. These plans may impact the upcoming budget by including additional requests for funding outside of the normal operating budget.

Unit plans allow departments a mechanism for requesting the following:

1. Additions, deletions, or reclassifications of full-time personnel.
2. Major changes to part-time/adjunct needs from the current budget
3. Major changes in needs of general operating expenses
4. Equipment
5. Instructional Technology
6. Renovations
7. Professional Development (above and beyond normal travel)
8. Special Project Funding

Any request above and beyond the normal operating budget is submitted via this process. Unit Plan initiatives are prioritized by the President's executive staff members, with input from deans and other unit managers. Unit Plan funds are not specifically allocated to departments in the operational budget. The President's executive staff will designate specific funding in the operating budget for unit plan approvals.

In addition, the President's executive staff will include an amount for contingencies in the operating budget.