Green River College PRFR Report Appendix 2.E.2

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SBCTC Accounting Manual (CLAM)

ctcLink Accounting Manual (CLAM)

Search the ctcLink Accounting Manual (CLAM) Enter a search term Submit

Purpose of Manual

This manual is currently being rewritten to align with ctcLink. Content will be added as it is finished.

The purpose of this manual is, in part, to fulfill the Washington State Board for Community and Technical Colleges' (SBCTC) responsibility under RCW 28B.50.090 (7)(b) to "Establish minimum standards to govern the operation of the community and technical colleges with respect to internal budgeting, accounting, auditing, and financial procedures as necessary to supplement the general requirements prescribed pursuant to Chapter 43.88 RCW."

The manual references established accounting policy and presents conventional practices adopted by the colleges to implement those polices. In many instances throughout the manual alternate practices or methods are presented.

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State Administrative and Accounting Manual (SAAM)

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State Administrative and Accounting Manual

Issued by: Office of Financial Management
Effective November 1, 2025

State Administrative and Accounting Manual

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Bonds—Requirements, RCW 28B.50.350

RCW 28B.50.350 Construction, reconstruction, equipping, and demolition of community and technical college facilities and acquisition of property—Bonds—Requirements. For the purpose of financing the cost of any projects, the college board is hereby authorized to adopt the resolution or resolutions and prepare all other documents necessary for the issuance, sale, and delivery of the bonds or any part thereof at such time or times as it shall deem necessary and advisable. Said bonds:

(1) Shall not constitute:

(a) An obligation, either general or special, of the state; or

(b) A general obligation of the college or of the college board;

(2) Shall be:

(a) Either registered or in coupon form; and

(b) Issued in denominations of not less than one hundred dollars; and

(c) Fully negotiable instruments under the laws of this state; and

(d) Signed on behalf of the college board with the manual or facsimile signature of the chair of the board, attested by the secretary of the board, have the seal of the college board impressed thereon or a facsimile of such seal printed or lithographed in the bottom border thereof, and the coupons attached thereto shall be signed with the facsimile signatures of such chair and the secretary;

(3) Shall state:

(a) The date of issue; and

(b) The series of the issue and be consecutively numbered within the series; and

(c) That the bond is payable both principal and interest solely out of the bond retirement fund created for retirement thereof;

(4) Each series of bonds shall bear interest, payable either annually or semiannually, as the board may determine;

(5) Shall be payable both principal and interest out of the bond retirement fund;

(6) Shall be payable at such times over a period of not to exceed forty years from date of issuance, at such place or places, and with such reserved rights of prior redemption, as the board may prescribe;

(7) Shall be sold in such manner and at such price as the board may prescribe;

(8) Shall be issued under and subject to such terms, conditions and covenants providing for the payment of the principal thereof and interest thereon and such other terms, conditions, covenants, and protective provisions safeguarding such payment, not inconsistent with RCW 28B.50.330 through 28B.50.400, and as found to be necessary by the board for the most advantageous sale thereof, which may include but not be limited to:

(a) A covenant that a reserve account shall be created in the bond retirement fund to secure the payment of the principal of and interest on all bonds issued and a provision made that certain amounts be set aside and maintained therein;

(b) A covenant that sufficient moneys may be transferred from the capital projects account of the college board issuing the bonds to the bond retirement fund of the college board when ordered by the board in the event there is ever an insufficient amount of money in the bond retirement fund to pay any installment of interest or principal and interest coming due on the bonds or any of them;

(c) A covenant fixing conditions under which bonds on a parity with any bonds outstanding may be issued.

The proceeds of the sale of all bonds, exclusive of accrued interest which shall be deposited in the bond retirement fund, shall be deposited in the state treasury to the credit of the capital projects account of the college board and shall be used solely for paying the costs of the projects, the costs of bond counsel and professional bond consultants incurred in issuing the bonds, and for the purposes set forth in subsection (8)(b) of this section;

(9) Shall constitute a prior lien and charge against the building fees of the community and technical colleges. [2011 c 336 s 740; 1991 c 238 s 50; 1985 c 390 s 55; 1971 ex.s. c 279 s 19; 1971 c 8 s 2; 1970 ex.s. c 59 s 2; 1970 ex.s. c 56 s 32; 1970 ex.s. c 15 s 19; 1969 ex.s. c 261 s 27; 1969 ex.s. c 232 s 106; 1969 ex.s. c 223 s 28B.50.350. Prior: 1967 ex.s. c 8 s 35.]

Severability—1971 ex.s. c 279: See note following RCW 28B.15.005.

Severability—1970 ex.s. c 59: See note following RCW 28B.15.520.

Purpose—1970 ex.s. c 56: See note following RCW 39.52.020.

Severability—1970 ex.s. c 15: See note following RCW 28A.230.160.

Validation—Saving—Severability—1969 ex.s. c 232: See notes following RCW 39.52.020.

Revenue bond financing—Public bid, RCW 28B.50.330

RCW 28B.50.330 Construction, reconstruction, equipping, and demolition of community and technical college facilities and acquisition of property—Revenue bond financing—Public bid. (1) The boards of trustees of college districts are empowered in accordance with the provisions of this chapter to provide for the construction, reconstruction, erection, equipping, demolition, and major alterations of buildings and other capital assets, and the acquisition of sites, rights-of-way, easements, improvements, or appurtenances for the use of the aforementioned colleges as authorized by the college board in accordance with RCW 28B.50.140; to be financed by bonds payable out of special funds from revenues hereafter derived from income received from such facilities, gifts, bequests, or grants, and such additional funds as the legislature may provide, and payable out of a bond retirement fund to be established by the respective district boards in accordance with rules of the state board. With respect to building, improvements, or repairs, or other work, where the estimated cost exceeds $110,000, or $90,000 if the work involves one trade or craft area, complete plans and specifications for the work shall be prepared, the work shall be put out for a public bid, and the contract shall be awarded to the responsible bidder who submits the lowest responsive bid. Any project regardless of dollar amount may be put to public bid.

(2) This section does not apply when a contract is awarded by the small works roster procedure authorized in RCW 39.04.151 through 39.04.154.

(3) Where the estimated cost to any college of any building, improvements, or repairs, or other work, is less than $110,000, or $90,000 if the work involves one trade or craft area, the publication requirements of RCW 39.04.020 do not apply. [2023 c 395 s 19; 2023 c 97 s 2; 2009 c 229 s 1; 2007 c 495 s 2; 1993 c 379 s 108; 1991 c 238 s 48; 1979 ex.s. c 12 s 2; 1969 ex.s. c 223 s 28B.50.330. Prior: 1967 ex.s. c 8 s 33. Formerly RCW 28.85.330.]

Reviser's note: This section was amended by 2023 c 97 s 2 and by 2023 c 395 s 19, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Effective date—2023 c 395 ss 1-30, 32-34, 36, and 37: See note following RCW 39.04.010.

Findings—Intent—2023 c 395: See note following RCW 39.04.010.

Intent—Severability—Effective date—1993 c 379: See notes following RCW 28B.10.029.

Severability—1979 ex.s. c 12: See note following RCW 28B.10.350.

Financing contracts, RCW 39.94

Chapter 39.94 RCW
FINANCING CONTRACTS

Sections

39.94.010 Purposes—Construction.
39.94.020 Definitions.
39.94.030 Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues.
39.94.040 State finance committee—Duties—Legislative approval required, when.
39.94.050 Financing program to be self-supporting—Payment of program expenses.
39.94.900 Application.

RCW 39.94.010 Purposes—Construction. The purposes of this chapter are to confirm the authority of the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into contracts for the acquisition of real and personal property which provide for payments over a term of more than one year and to exclude such contracts from the computation of indebtedness under Article VIII, section 1 of the state Constitution. It is further the purpose of this chapter to permit the state, its agencies, departments, and instrumentalities, the state board for community and technical colleges, and the state institutions of higher education to enter into financing contracts which make provision for the issuance of certificates of participation and other financing structures. Financing contracts of the state, whether or not entered into under this chapter, shall be subject to approval by the state finance committee except as provided in this chapter.

This chapter shall be liberally construed to effect its purposes. [2009 c 500 s 6; 1998 c 291 s 2; 1989 c 356 s 1.]

Effective date—2009 c 500: See note following RCW 39.42.070.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.020 Definitions. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Credit enhancement" includes insurance, letters of credit, lines of credit, or other similar agreements which enhance the security for the payment of the state's or an other agency's obligations under financing contracts.

(2) "Financing contract" means any contract entered into by the state for itself or on behalf of an other agency which provides for the use and purchase of real or personal property by the state and provides for payment by the state over a term of more than one year, and which provides that title to the subject property may secure performance of the state or transfer to the state or an other agency by the end of the term, upon exercise of an option, for a nominal amount or for a price determined without reference to fair market value. Financing contracts include, but are not limited to,

conditional sales contracts, financing leases, lease purchase contracts, or refinancing contracts, but do not include operating or true leases. For purposes of this chapter, the term "financing contract" does not include any nonrecourse financing contract or other obligation payable only from money or other property received from private sources and not payable from any public money or property. The term "financing contract" includes a "master financing contract."

(3) "Master financing contract" means a financing contract which provides for the use and purchase of property by the state, and which may include more than one financing contract and appropriation.

(4) "Other agency" means any commission established under Title 15 RCW, a library or regional library, an educational service district, the superintendent of public instruction, the school directors' association, a health district, a public facilities district, or any county, city, town, school district, or other municipal corporation or quasi-municipal corporation.

(5) "State" means the state, agency, department, or instrumentality of the state, the state board for community and technical colleges, and any state institution of higher education.

(6) "State finance committee" means the state finance committee under chapter 43.33 RCW.

(7) "Trustee" means a bank or trust company, within or without the state, authorized by law to exercise trust powers. [2010 1st sp.s. c 15 s 13; 2010 c 115 s 1; 1998 c 291 s 3; 1990 c 47 s 3; 1989 c 356 s 2.]

Findings—Intent—Construction—2010 1st sp.s. c 15: See notes following RCW 36.100.010.

Authority—2010 c 115: See note following RCW 39.94.030.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.030 Authority to enter into financing contracts—Terms—Intent—Obligation of state revenues. (1) The state may enter into financing contracts for itself or on behalf of an other agency for the use and acquisition for public purposes of real and personal property. Payments under financing contracts of the state shall be made by the state from currently appropriated funds or funds not constituting "general state revenues" as defined in Article VIII, section 1 of the state Constitution. Except as provided in subsection (4)(b) of this section, payments under financing contracts of the state on behalf of any other agency shall be made solely from the sources identified in the financing contract, which may not obligate general state revenues as defined in Article VII [VIII], section 1 of the state Constitution. The treasurer of an other agency shall remit payments under financing contracts to the office of the state treasurer or to the state treasurer's designee. In the event of any deficiency of payments by an other agency under a financing contract, the treasurer of the other agency shall transfer any legally available funds of the other agency in satisfaction of the other agency's obligations under the financing contract if such funds have been obligated by the other agency under the financing contract and, if such deficiency is not thereby cured, the office of the state treasurer is directed to withdraw from that agency's share of state revenues for distribution or other money an

amount sufficient to fulfill the terms and conditions of the financing contract. The term of any financing contract shall not exceed thirty years or the remaining useful life of the property, whichever is shorter. Financing contracts may include other terms and conditions agreed upon by the parties.

(2) The state for itself or on behalf of an other agency may enter into contracts for credit enhancement, which limits the recourse of the provider of credit enhancement solely to the security provided under the financing contract secured by the credit enhancement.

(3) The state or an other agency may grant a security interest in real or personal property acquired under financing contracts. The security interest may be perfected as provided by the uniform commercial code - secured transactions, or otherwise as provided by law for perfecting liens on real estate. Other terms and conditions may be included as agreed upon by the parties. An other agency that is authorized by applicable law to enter into a financing contract may make payments due under such a contract from the proceeds of annual tax levies approved by the voters under RCW 84.52.056, among other sources.

(4)(a) Financing contracts and contracts for credit enhancement entered into under the limitations set forth in this chapter do not constitute a debt or the contracting of indebtedness under any law limiting debt of the state. It is the intent of the legislature that such contracts also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution. Certificates of participation in payments to be made under financing contracts also do not constitute a debt or the contracting of an indebtedness under any law limiting debt of the state if payment is conditioned upon payment by the state under the financing contract with respect to which the same relates. It is the intent of the legislature that such certificates also do not constitute a debt or the contracting of indebtedness under Article VIII, section 1 of the state Constitution if payment of the certificates is conditioned upon payment by the state under the financing contract with respect to which those certificates relate.

(b) An other agency authorized by law to issue bonds, notes[,] or other evidences of indebtedness or to enter into conditional sales contracts or lease obligations, may participate in a program under this chapter in which the state enters into a financing contract on behalf of that other agency, and the other agency's obligations to the state under the program may be evidenced by an agreement, lease, bond, note, or other appropriate instrument. A financing contract made by the state on behalf of an other agency may be secured by the pledge of revenues of the other agency or other agency's full faith and credit or may, at the option of the state finance committee, include a contingent obligation by the state for payment under such financing contract. [2010 c 115 s 2; 2009 c 500 s 7; 1998 c 291 s 4; 1989 c 356 s 3.]

Authority—2010 c 115: "The authority conferred on the state and any municipal corporation or other agency under this act is in addition and supplemental to any other authority granted by applicable law. Any action previously taken by the state, a municipal corporation, or other agency consistent with the provisions of this act is approved and confirmed." [2010 c 115 s 4.]

Effective date—2009 c 500: See note following RCW 39.42.070.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.040 State finance committee—Duties—Legislative approval required, when. (1) Except as provided in RCW 28B.10.022, the state may not enter into any financing contract for itself if the aggregate principal amount payable thereunder is greater than an amount to be established from time to time by the state finance committee or participate in a program providing for the issuance of certificates of participation, including any contract for credit enhancement, without the prior approval of the state finance committee. Except as provided in RCW 28B.10.022, the state finance committee shall approve the form of all financing contracts or a standard format for all financing contracts. The state finance committee also may:

(a) Consolidate existing or potential financing contracts into master financing contracts with respect to property acquired by one or more agencies, departments, instrumentalities of the state, the state board for community and technical colleges, or a state institution of higher learning; or to be acquired by another agency;

(b) Approve programs providing for the issuance of certificates of participation in master financing contracts for the state or for other agencies;

(c) Enter into agreements with trustees relating to master financing contracts; and

(d) Make appropriate rules for the performance of its duties under this chapter.

(2) In the performance of its duties under this chapter, the state finance committee may consult with representatives from the department of general administration, the office of financial management, and Washington technology solutions.

(3) With the approval of the state finance committee, the state also may enter into agreements with trustees relating to financing contracts and the issuance of certificates of participation.

(4) Except for financing contracts for real property used for the purposes described under chapter 28B.140 RCW, the state may not enter into any financing contract for real property of the state without prior approval of the legislature. For the purposes of this requirement, a financing contract must be treated as used for real property if it is being entered into by the state for the acquisition of land; the acquisition of an existing building; the construction of a new building; or a major remodeling, renovation, rehabilitation, or rebuilding of an existing building. Prior approval of the legislature is not required under this chapter for a financing contract entered into by the state under this chapter for energy conservation improvements to existing buildings where such improvements include: (a) Fixtures and equipment that are not part of a major remodeling, renovation, rehabilitation, or rebuilding of the building, or (b) other improvements to the building that are being performed for the primary purpose of energy conservation. Such energy conservation improvements must be determined eligible for financing under this chapter by the office of financial management in accordance with financing guidelines established by the state treasurer, and are to be treated as personal property for the purposes of this chapter.

(5) The state may not enter into any financing contract on behalf of another agency without the approval of such a financing contract by the governing body of the other agency. [2024 c 54 s 31. Prior: 2011 1st sp.s. c 43 s 726; 2011 c 151 s 7; prior: 2010 1st sp.s. c 36 s 6015; 2010 1st sp.s. c 35 s 406; 2003 c 6 s 2; 2002 c 151 s 6; 1998 c 291 s 5; 1989 c 356 s 4.]

Effective date—Purpose—2011 1st sp.s. c 43: See notes following RCW 43.19.003.

Effective date—2010 1st sp.s. c 36: See note following RCW 43.155.050.

Contingent effective date—2010 1st sp.s. c 35: See note following RCW 43.331.040.

Application—1998 c 291: See note following RCW 39.94.050.

RCW 39.94.050 Financing program to be self-supporting—Payment of program expenses. (1) It is the intent of the legislature that the financing program authorized by this chapter be self-supporting.

(2) The state treasurer is authorized to levy fees and apply specified investment earnings from time to time in amounts not to exceed sums sufficient to pay program expenses including, but not limited to, costs of issuance, and to create reserves to assure timely payment of financing contracts. The investment earnings available for this purpose represent the earnings on payments received from state and other agencies. [1998 c 291 s 1.]

Application—1998 c 291: "Chapter 291, Laws of 1998 is applicable to an other agency, as defined in RCW 39.94.020, for the financing of equipment on September 1, 1998, and for the financing of real estate on July 1, 2000." [1998 c 291 s 6.]

RCW 39.94.900 Application. The provisions of this chapter shall apply to all financing contracts entered into following July 23, 1989. [1989 c 356 s 5.]

SBCTC Policy Manual 6.40.30

6.40 Types of Capital Funds

Appropriated capital funds are provided by the Legislature from General Obligation bond monies (Education Construction Account and Community and Technical College Construction Account) and are included in the biennial state capital appropriations act or other acts affecting capital appropriation.

Non-appropriated funds are local funds. These funds may be used for capital purposes and are derived from fee revenue, gifts, contracts, interest earnings, grants, etc. Such local funds are not considered capital funds until they are transferred into a local fund by action of the local board of trustees or until they are proposed for use in a particular project (see Appropriated-Non-appropriated Funds under “Policy resources” below).

6.40.10 Appropriated capital funds

The Legislature provides appropriations of state capital funds to the SBCTC for the community and technical college system. The legislative appropriations act specifies the intended purpose of each appropriation.

A. Following the Governor's signing of a legislative appropriations act, approvals for an individual college to spend from an appropriation are granted by the SBCTC (see Process and Schedule).
B. Appropriations of capital funds take effect on the effective day of the appropriations act. For the biennial capital budget, the effective day is normally July 1 of the odd-number year – the first day of the biennium.
C. Appropriations of capital funds lapse (expire) on the last day of the biennium (or earlier if written in the appropriations act).
D. Re-appropriation by the Legislature of previously authorized funds (and projects) is required before any portion of a biennium-ending balance can be expended in the subsequent biennium.
E. Re-appropriations of anticipated project fund balances are included by the SBCTC in the system capital request for the subsequent biennium, not all requests for re-appropriation are accepted by the Legislature.
F. Because any biennium ending fund balance exceeding the re-appropriation level in the bill will be lost (not available in the new biennium to complete the intended project), re-appropriation requests must reflect accurate local accounting of current project expenditures.

6.40.20 Non-appropriated funds

Non-appropriated funds for a capital purpose require SBCTC approval and are based on a “recommendation to approve” from the local board of trustees. Such a "recommendation to approve" should be explicit in the deliberations of the local board of trustees or may be made by college staff under an authority clearly delegated by the local board for that project or category of capital expenditure (see SBCTC Policy Manual Section 1.30.20 for delegated authorities related to capital expenditures).

Expenditures of non-appropriated funds for a capital purpose are not subject to legislative appropriation, unless such funds are used to acquire real property. Then, acquisition may be subject to legislative approval. Upon approval, SBCTC staff will amend the college’s allocation schedule and send the revised schedule to the college’s business officer along with other appropriate forms (see Appropriated/Non-appropriated Funds under “Policy resources” in Chapter 6.30 above).

Note: Non-appropriated funds identified in the biennial capital budget request do not require additional approval by the State Board.

6.40.30 Borrowed funds

College districts may borrow funds, to be used for capital purposes, from commercial sources or through the Certification of Participation program of the State Treasurer.

A. Any loan from the state treasurer or other financing contract for real property acquisition or improvement requires explicit prior approval by the Legislature and the state finance committee (see RCW 39.94).
B. SBCTC approves the proposed alternatively financed capital expenditure as well as the local board's loan arrangements either in the capital budget process or by separate resolution.
C. Loans arranged through the State Treasurers Lease Purchase Program or Energy Conservation Program, managed by the Department of Enterprise Services, do not require legislative or State Board approval. These programs have sufficient oversight and fiscal requirements imposed by the state financial committee to ensure performance.

SBCTC Operating Budget

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Operating Budget

In This Section

- Operating Budget Requests
- Revolving Funds
- Compensation Impact Model Agency Interface (CIM-AI)
- Tuition Waivers and Residency Classifications
- Tuition and Fees
- Legislative and OFM Budget Resources

Finance Related Links

- Accounting and Business Services
- Capital Budget

The Operating Budget office supports the Washington state community and technical college system to:

- Prepare a single operating budget request to the governor and legislature that represents the needs of the entire community and technical college.
- Allocate funds received from the legislature to the community and technical colleges.
- Act as a liaison between the Office of Financial Management (OFM) and the college districts for the CIM-AI system to help districts ensure reporting and projection compensation data is as accurate as possible.
- Track and pay revolving fund charges on behalf of the districts with the assistance of accounting services.
- Manage and oversee tuition, fee and waiver schedules and related policies.

CONTACTS

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Vacant
Senior Budget Analyst

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SBCTC Capital Budget, Planning, and Facilities

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Capital Budget, Planning, and Facilities

In This Section

- Capital Allocation and Monitoring
- Capital Budget Development
- Capital Budget Request
- Emergency Capital Funding
- Facilities, Infrastructure and Equipment Assessments
- Major Project Status Reports
- Facility Condition Survey Reports - Current
- Facility Condition Survey Reports - Archive
- Sustainability and Energy Conservation
- Megamation DirectLine

Finance Related Links

- Accounting and Business Services
- Operating Budget
- Tuition and Fees

The Capital Budget office supports Washington state community and technical colleges by:

- Working with system stakeholders to prepare a single capital budget request — representing the needs and priorities of the entire community and technical college system — to present to the governor and legislature.
- Allocating capital funds received from the state to the community and technical colleges.
- Authorizing local capital expenditures.
- Monitoring expenditures relative to authorities.
- Providing technical assistance to colleges preparing facilities plans, capital project proposals, and leases.
- Authorizing acquisition and disposal of real property.

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SBCTC Overview of Allocation Model

Overview of the Allocation Model

Stephanie Winner SBCTC Operating Budget Director
January 2024

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

STATE BOARD VS. DISTRICT FISCAL RESPONSIBILITIES

STATE BOARD

RCW 28B.50.090

- General supervision and control over the state system
- **Prepare a single budget for the support of the system**
- **Establish guidelines for the disbursement of funds; and receive and disburse such funds for operations and capital support of college districts**

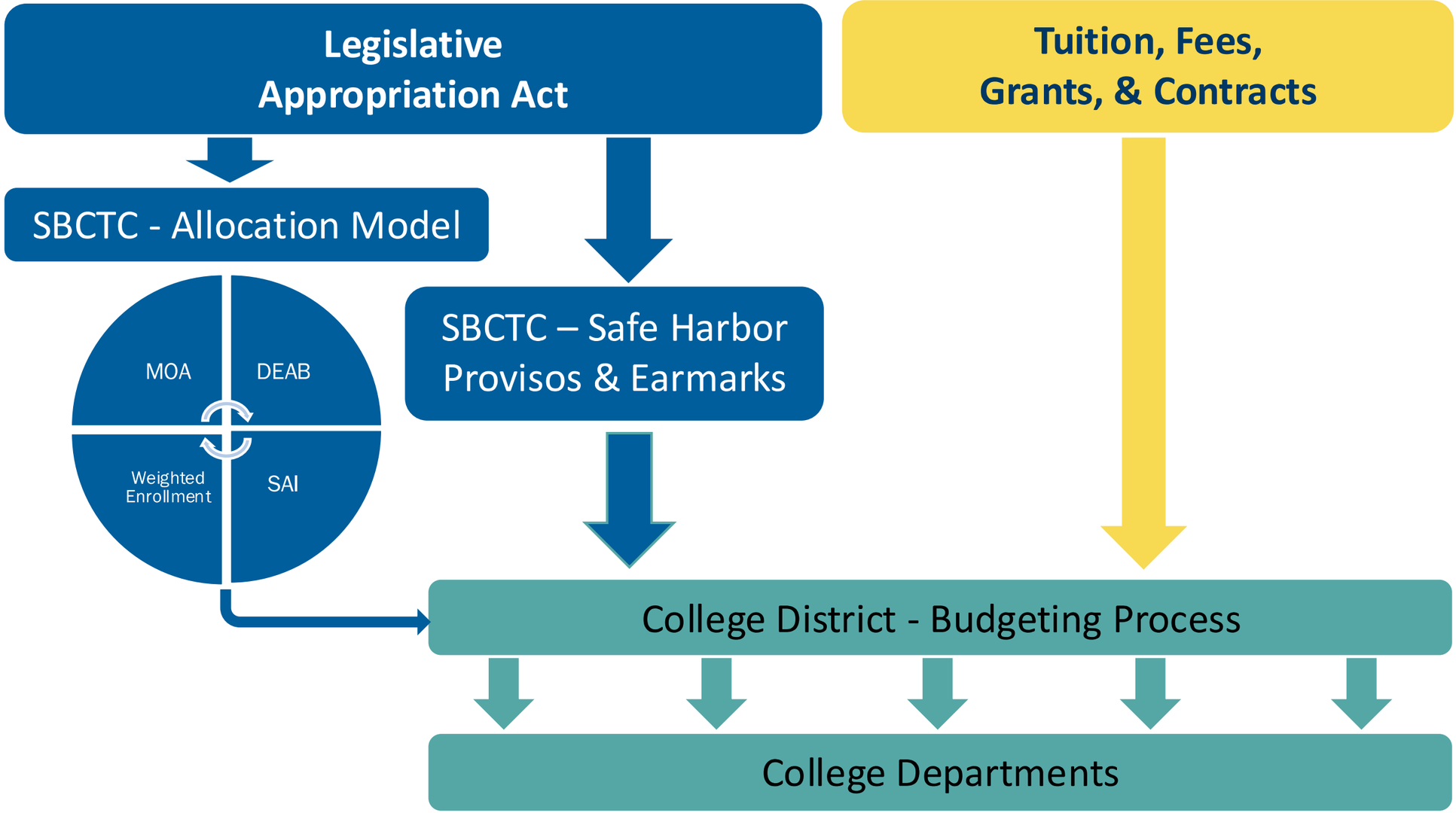
DISTRICT TRUSTEES

RCW 28B.50.100-140

- College operations - hires president
- **Prepare local priorities for operating and capital budgets and submit to State Board**
- Establish new campus facilities
- Establish fees
- Spend operating and capital allocations consistent with local priorities and Legislative/State Board guidance

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

HOW THE DOLLARS FLOW…

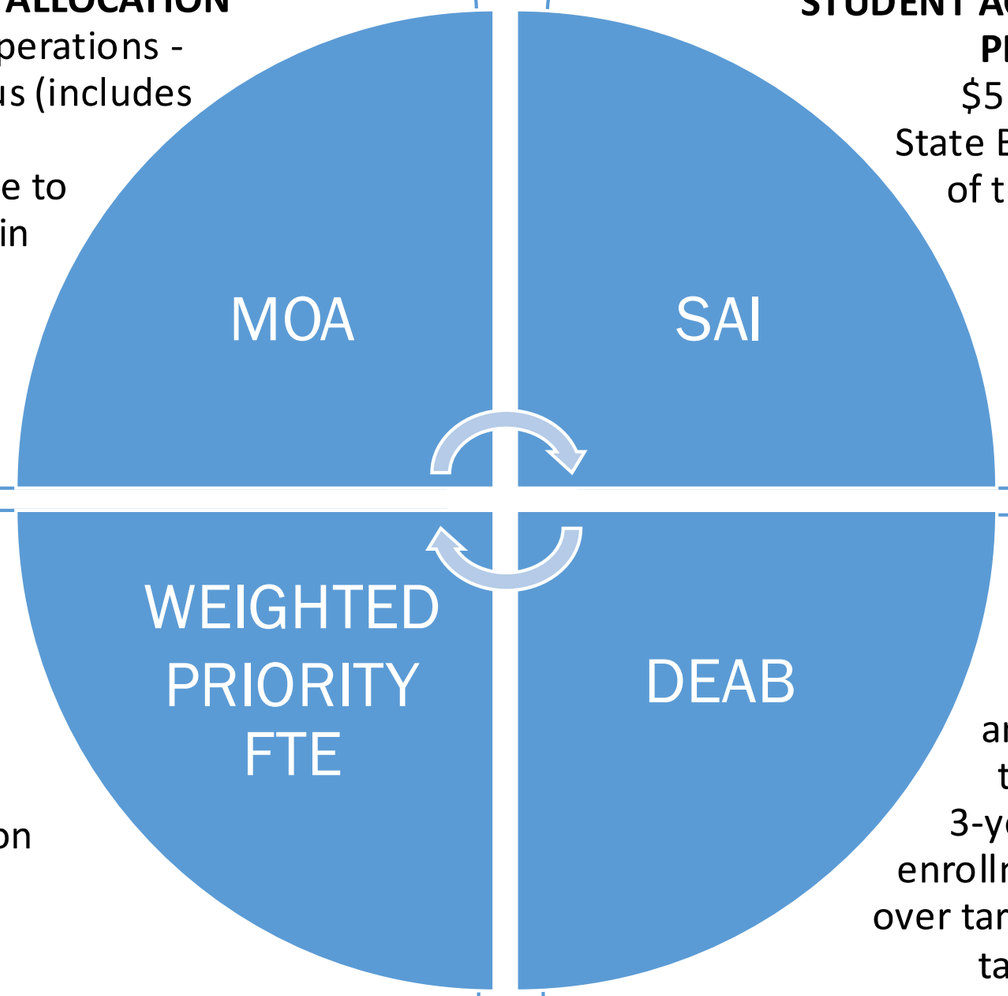


COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

WHAT IS IN THE ALLOCATION MODEL

MINIMUM OPERATING ALLOCATION
Minimum amount for operations - $2.85 million per campus (includes some M&O provided in the capital budget due to a Legislative fund swap in early 2000)

STUDENT ACHIEVEMENT INITIATIVE PERFORMANCE FUNDING
$5.25 million in budget bill. State Board policy allocates 5% of total state appropriations $61 million in FY 25



WEIGHTED/PRIORITY ENROLLMENT FTE
Four enrollment categories receive an additional weight of .3 per student FTE:
- Adult Basic Education
- STEM
- Upper-Level BAS
- Skills Gap

DISTRICT ENROLLMENT ALLOCATION BASE
Provides base funding and an annual enrollment target based on a rolling, 3-year average of past state enrollments. If no colleges are over target, colleges retain their target from the prior year.

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

WHAT IS OUTSIDE THE MODEL – SAFE HARBOR

BUDGET PROVISOS

- Language in appropriations act that places conditions from legislature on the use of the funds
- Examples: Guided Pathways, Worker Retraining, MESA, I-BEST, and college-specific projects such as Wildfire Prevention Program at Wenatchee Valley College

COMPENSATION M&O LEASES

- Compensation funding includes wage increases, health benefit rate changes, paid family leave and pension rate change
- Compensation funds are distributed based on each district's share of salary or benefit expenditures in the prior fiscal year
- Compensation, M&O, and Leases are held in safe harbor for four years.

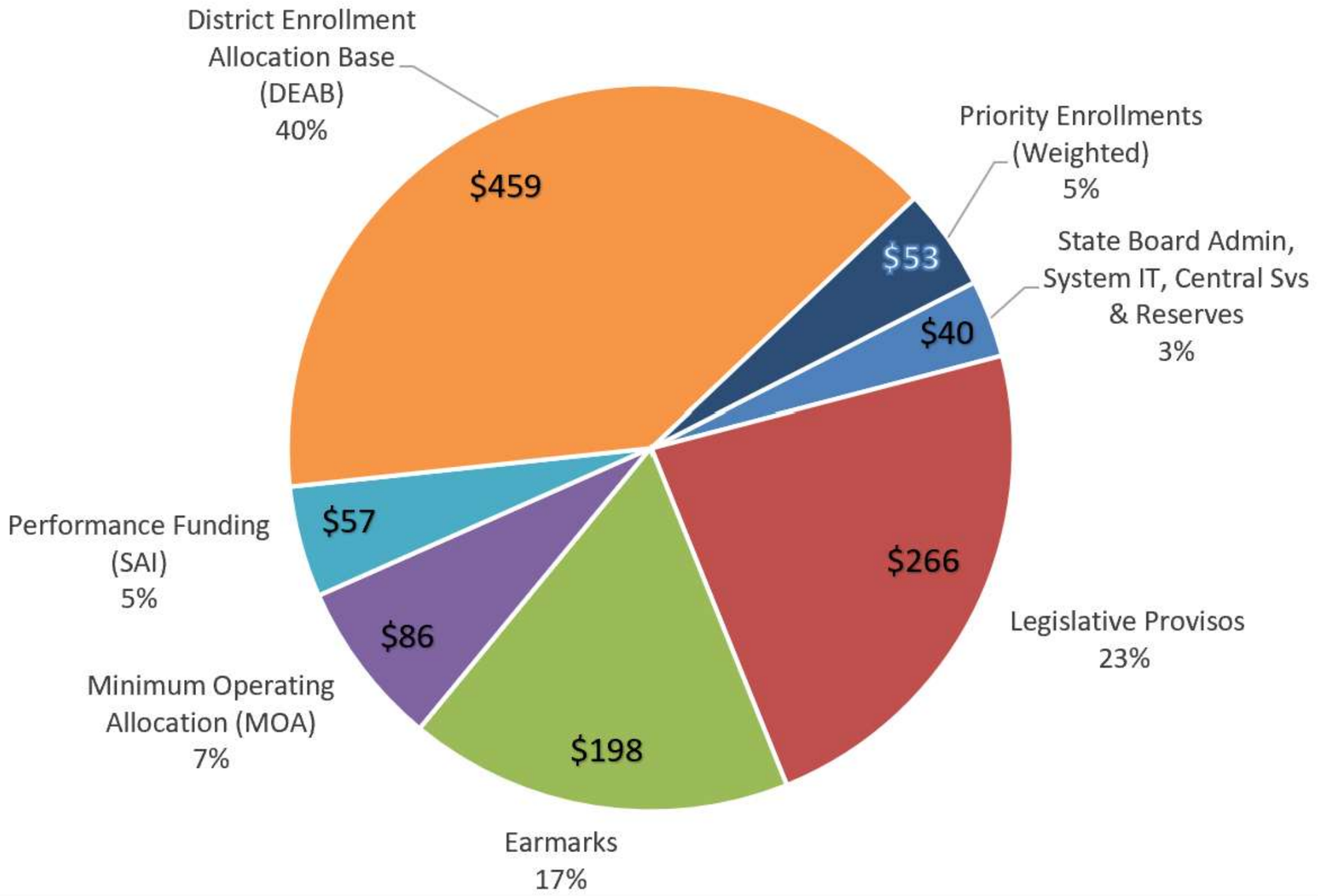
STATE BOARD EARMARKS

- Program or population-specific funds identified by the State Board
- Reviewed annually, funds can remain in safe harbor indefinitely
- Examples: Opportunity Scholarship, Centers of Excellence, Workforce Development Projects, funds for Disability Accommodations and Students of Color

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

2023-24 OPERATING BUDGET ALLOCATION

$ IN MILLIONS



COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

QUESTIONS?

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FY26 Allocation Schedule External 12-17-2025.xlsx

State Board for Community and Technical Colleges
2026 Allocation Schedule

COLLEGE DISTRICT		Green River	# 10
ENROLLMENT	*DEAB*	*Base*	*Growth & Variable*	*Total FTES*
	4,838	284	465	5,587

Select Allocation # - only applicable will show.

1 | 2 | 3 | 4 | 5 | 6 | (blank)

Allocation Category	Fund	AI	Appropriation Title	Allocation
Proviso	001	EG1	Diversity SB 5227 (GF-State)	38,100
	24J	1A1	Equity & Access SB 5194	366,886
	24J	8AP	Diversity SB 5227 (WEIA)	42,730
Grand Total				**447,716**

-----> Scroll this way for totals by fund and subtotals by appropriation index ------>

<------ **Select an allocation # or click to clear selection and display all allocations schedules.**
Numbers will be greyed out if your college did not receive an allocation on the schedule.
Click to select multiple allocation schedules at once.

Title	**<-----Select a proviso/earmark to see more details below.**

Description

Description

Funding Duration	Funding Duration:

Budget Proviso Language - Section 605

Proviso language

Fund	AI	Appropriation Title	Allocation
001	123	Worker Retraining Proviso (Base and Variable combined)	2,874,041
	123 Total		**2,874,041**
	8AE	Goldstar Families	15,076
	8AE Total		**15,076**
	BK1	MESA Community College Programs (GF-State)	157,000
	BK1 Total		**157,000**
	EG1	Diversity SB 5227 (GF-State)	38,100
	EG1 Total		**38,100**
	EK1	Opportunity Grants Health Workforce	35,615
	EK1 Total		**35,615**
	EQ1	Nurse Education Enrollment Increases (GF-State)	300,000
	EQ1 Total		**300,000**
	101	District Enrollment Allocation Base (GFS)	15,345,267
		Minimum Operating Allocation (GF-State)	2,446,500
		Performance Funding (earmark)	1,939,571
		Weighted Enrollments Add'l 30%	2,673,672
		Health Rate Changes- (2023 thru 2026)	1,176,641
		Health Rate Changes- (2024 thru 2027)	89,430
		Health Rate Changes- (2025 thru 2028)	149,284
		Health Rate Changes- (2026 thru 2029)	1,110,371
		Pension Rate Changes - (2023 thru 2026)	6,820
		Pension Rate Changes - (2024 thru 2027)	-154,595
		Pension Rate Changes - (2025 thru 2028)	-55,776
		Pension Rate Changes - (2026 thru 2029)	-487,188
		Wage Increase GFS - (2023 thru 2026)	1,790,681
		Wage Increase GFS - (2024 thru 2027)	3,003,168
		Wage Increase GFS - (2025 thru 2028)	2,166,910
		Wage Increase GFS - (2026 thru 2029)	1,518,944
		Regional Pay - King County	1,136,426
	101 Total		**33,856,126**
	BD1	Performance Funding (proviso)	175,000
	BD1 Total		**175,000**
001 Total			**37,450,958**
08A	2AE	Aerospace Enrollments	166,335
	2AE Total		**166,335**
	3BE	Opportunity Grants	371,001
	3BE Total		**371,001**
	3E0	District Enrollment Allocation Base (ELTA)	1,742,479
	3E0 Total		**1,742,479**
	4AE	Centers of Excellence (ELTA)	204,157
	4AE Total		**204,157**

08A			
	5AE	Disability Accommodations	61,083
	5AE Total		**61,083**
	5BE	Students of Color	45,302
	5BE Total		**45,302**
08A Total			**2,590,357**
24J	191	Student Emergency Assistance (WEIA)	155,000
	191 Total		**155,000**
	211	Sim Lab Equipment	77,000
	211 Total		**77,000**
	231	Cybersecurity Enrollments	562,500
	231 Total		**562,500**
	271	Refugee and Immigrant Education	400,000
	271 Total		**400,000**
	031	Wage Increase WEIA (2026-2029)	1,213,813
		District Enrollment Allocation Base (WEIA)	1,878,857
	031 Total		**3,092,670**
	071	Guided Pathways Earmark (WEIA Expires June 30, 2029)	1,586,176
	071 Total		**1,586,176**
	1A1	Equity & Access SB 5194	366,886
	1A1 Total		**366,886**
	1BP	Student Needs SHB 1559	65,029
	1BP Total		**65,029**
	6BP	Nurse Education Enrollment Increases (WEIA)	756,000
	6BP Total		**756,000**
	8AP	Diversity SB 5227 (WEIA)	42,730
	8AP Total		**42,730**
	7BP	Nurse Supply SB 5582	250,000
	7BP Total		**250,000**
	3B0	Early Achievers Grant Supports	27,502
	3B0 Total		**27,502**
	1T0	Students Experiencing Homelessness ESSB 5702	108,000
	1T0 Total		**108,000**
24J Total			**7,489,493**
BA0	BA0	Alternate Finance Project Debt Service	1,736,902
	BA0 Total		**1,736,902**

BA0 Total	**1,736,902**
Grand Total	**49,267,710**

EL-1 General Executive Constraint – 2/18/2014

Select Language
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EL-1 GENERAL EXECUTIVE CONSTRAINT

Policy

The president shall only allow practices, activities, decisions, or situations that are lawful, prudent, comply with commonly accepted business and ethics, and conform to the provisions set forth in the Board Policies Manual.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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- GP-7 Naming of Facilities

EL-4 Financial Planning/Forecasting – 2/18/2014

Select Language
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EL-4 FINANCIAL PLANNING/FORECASTING

Policy

Budgeting for any fiscal year shall follow the College Outcomes established by the Board, be fiscally responsible, and be realistic in projections of income and expenses. The budget will become effective after it is approved by the Board. Accordingly, the president shall:

1. Propose a budget with information that includes:
   a. A projection of revenues and expenses;
   b. Separation of capital and operational items; and
   c. Disclosure of planning assumptions.
2. Plan a conservative budget that meets the College's annual goals and priorities and keeps planned expenditures within projected revenues and reserves.
3. Put forward a budget with appropriate and thorough input.

History of Policy

Draft: December 12, 2003
Adopted: April 15, 2004
Revised: February 18, 2014

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EL-5 Financial Condition – 2/18/2014

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

EL-5 FINANCIAL CONDITION

Policy

The president shall prevent the development of fiscal jeopardy or material deviations from the Board approved budget. Accordingly, the president shall:

1. Settle payroll and debts in a reasonable and timely manner.
2. Only indebt the organization in an amount than can be repaid by unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
3. Only expend funds from restricted or designated accounts for the purposes for which the accounts were established.
4. Provide an annual statement of the College's financial condition to the Board.

5. Alert the Board of significant financial circumstances that arise during the fiscal year.
6. Operate in a way that does not violate the authority reserved by the Board regarding financial matters as specified in BSR-1 Order Delegating Authority.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014

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- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

EL-6 Risk Management - 11/21/2019

Select Language

Current Students Faculty & Staff Give to GRC Quick Links

EL-6 RISK MANAGEMENT

Policy

The president shall protect, maintain, and manage risks to the College. Accordingly, the president shall:

1. Minimize exposure of the organization, its Board, or employees to claims of liability.
2. Identify, account for, and report all revenue and expenditures of College funds in accordance with state and federal regulations, contract and grant agreements.
3. Safeguard the organization's public image and creditability.
4. Provide adequate protection against theft and casualty.
5. Establish a comprehensive risk management plan designed to eliminate, mitigate, control, and manage risks to the physical, human, fiscal, capital, environmental resources, and assets of the College.
6. Reasonably maintain college facilities and equipment.
7. Invest College funds in a manner that will provide maximum security with the highest investment return, while meeting the daily cash flow needsof the College and conforming to all state and federal statutes and rules governing the investment of public funds.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: February 18, 2014, Novermber 21, 2019

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EL-9 Reserves – 9/15/2016

Select Language
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EL-9 RESERVES

Policy

The president shall maintain minimum reserves as follows:

- 10% of annual operating budget expenditures
- 50 % of gross annual Running Start revenue
- 50% of gross annual International Student Programs revenue

Any proposed use of reserves will be included in the annual budgeting process (see EL-4).

Proposed use of reserves outside of the annual budget process will be brought to the Board of Trustees for their specific approval.

History of Policy

Draft: December 12, 2003, February 16, 2004
Adopted: April 15, 2004
Revised: March 20, 2014, September 15, 2016

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GRC Budget Development Process Summary & Outline 01-12-2026.pdf

Summary of Green River Budget Development Process

The Green River College's budget development process is categorized into five core phases: personnel planning, departmental engagement, technical reconciliation, auxiliary alignment, and final governance.

1. Personnel & Compensation Planning

The process begins with salary and benefit forecasting. The budget office reconciles current salary spreadsheets with the existing budget, updates to Cost of Living Allowance (COLA), salary increases, and coordinates with Payroll and Benefits to account for known rate changes. Throughout the cycle, staff track salary split changes to ensure personnel costs are accurately reflected in both the budget book and the payroll system.

2. Departmental Engagement & Requests

Budget planning is initiated through a formal kick-off and website training for department heads. Using a dedicated Budget Planning website created by Information Technology (IT), departments submit requests for new funding requirements. The budget office reconciles these requests against available salary increases and prepares a data dump of all proposed budget additions for executive review.

3. Revenue Projections & Technical Preparation

Financial stability is ensured by updating revenue projections and setting specific allocations, such as the Financial Aid Waiver amount and Board Reserves. Technical staff run ctcLink budget reports to prepare the master upload files, ensuring all system data is synchronized before final submission.

4. Auxiliary & Special Fund Reconciliation

This phase focuses on non-operating funds and mandated costs. The office coordinates with Special Budgets (International Programs, Tech Fees, S&A) and balances Auxiliary accounts, grants, and turnover savings. It also calculates building transfers, finalize debt service (COP) information, and sets the Tuition & Fees and Capital Budget schedules.

5. Final Review, Reporting, & Approval

The Executive Team reviews additional budget requests and a one-page summary before approved additions are built into the final system upload. The process concludes with the production of the Budget Book, which is reconciled against system data. After a formal presentation, the Board of Trustees provides final approval, followed by a system data snapshot to lock the fiscal year budget.

Outline of Green River Budget Development Process

The college budget development cycle for accreditation purposes follows a structured procedure encompassing preparation, departmental collaboration, review, and finalization before board approval.

A. Initial Preparation & System Setup

The process begins with foundational tasks and system synchronization:

- **Calendar and Systems:** Prepare the budget calendar and ensure salary spreadsheets are current by copying over existing data.
- **Labor Changes:** Contact Payroll & Benefits for known salary and benefits changes. Obtain data from Washington State Authorities (Old-Age & Survivors Insurance, Publick Employee Benefits Board, Labor & Industry, Paid Family Medical Leave, Unemployment, Department of Retirement Systems) on benefits and tax rate changes.
- **Updates and Reconciliation:** Update COLA (Cost of Living Adjustments) and salary increases. Reconcile the salary spreadsheet with the current year's budget.
- **Revenue Projections:** Update all revenue projections.
- **IT Coordination:** Reach out to the IT department to initiate the Budget Planning request website.

B. Departmental Planning & Budget Submissions

This phase involves training departments and collecting their input:

- **Kick-off and Training:** Kick off budget planning with departments and provide website training.
- **Reporting and Summaries:** Run ctcLink budget reports and prepare the initial budget update/upload file. Review budget updates and prepare a one-page summary for the executive team.
- **Data Management:** Perform a data dump of all budget updates and additions.
- **Special Budgets:** Contact those responsible for special budgets (IP, Tech Fees, S&A, Special Services) that change annually.
- **Request Reconciliation:** Reconcile requests for additions with proposed salary increases. Review and submit all additional budget requests to the executive team.

C. Budget Construction & Integration

This phase integrates all approved requests into the core financial system:

- **Build & Load:** Build all approved additions into the upload file and load the file into the relevant systems/tools (FMS/ctcLink/Salary Spreadsheet).
- **Key Financial Components:** Incorporate various critical financial schedules and components, including the tuition and fees schedule, class fee increases, and final COP (Certificate of Participation) information (debt service).
- **Capital and Aid:** Integrate the capital budget and financial aid budget, and set the financial aid waiver amount.
- **Account Balancing and Reconciliation:** Balance auxiliary accounts, reconcile special allocations and grants, set the board reserve, balance revenue transfers, and balance turnover savings.
- **Asset Management:** Calculate building and asset transfers.

D. Finalization and Approval

The process concludes with final checks, documentation, and formal board approval:

- **Salary Tracking:** Track any salary split changes and communicate them to the payroll department.
- **Budget Book Preparation:** Prepare the budget book, reconcile the systems to the budget book, and create the cover and print the final document.
- **Presentation and Approval:** Present the budget to the board and obtain official approval.
- **Final Data & Updates:** Take a data snapshot of the system and finalize the budget with any necessary updates.

Authority reserved by the board of trustees:BSR-1 Order Delegating Authority – 6/19/2024

Select Language
Powered by Google Translate

BSR-1 ORDER DELEGATING AUTHORITY

Policy

The President of the College shall have the authority to exercise in the name of the Board all of the powers and duties vested in or imposed upon the Board by law, including all powers granted to the Board as governing body by Chapter 39.34 RCW or any other statute. The President of the College shall be directly responsible to the Board of Trustees. The President shall be the principal administrative officer of the College and shall have general supervision of all operations and programs of the institution.

The President shall be the appointing authority for all administrative exempt, classified, faculty, and other employees of the College; the President may delegate some or all of that authority in writing to vice presidents and/or other designees. The President shall carry out all rules, regulations, orders, directives, and policies established by the Board and shall perform all other duties necessary or appropriate to the administration of the College. The essence of the relationship between the Board and the President shall be one of full mutual confidence and completely open communication.

AUTHORITY RESERVED BY THE BOARD OF TRUSTEES

The Board of Trustees reserves unto itself the following authority (unless specifically delegated in particular instances by definite resolution passed by the Board):

1. To employ the President and set the salary and the terms and conditions of his or her employment.
2. To organize, administer, and operate the Board of Trustees.
3. To adopt, amend, or repeal rules pursuant to the Administrative Procedure Act, Chapter 34.05 RCW.
4. To approve the operating budgets and capital budget request for the College.
5. To approve revisions of $500,000 or more, to the revenues or expenses in the adopted budgets of any fund, or transfers between funds of $200,000 or more.
6. To authorize the purchase or long-term lease (for two years or more) of real property.
7. To establish dormitories, food service facilities, bookstores, and other self-supporting facilities.

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8. To borrow money and issue and sell revenue bonds or other evidences of indebtedness.
9. To establish schedules for tuition and fees charged by the institution (with the exception of co-op fees and other self-sustaining program and service fees).
10. To enter into major contracts, others than public works contracts, for amounts in excess of $100,000.
11. To accept gifts, grants, conveyances, devises, bequests of real or personal property from private sources valued in excess of $25,000 and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits, and income thereof.
12. To approve and execute negotiated agreements with bargaining agents for academic employees and classified staff.
13. To award and deny tenure and dismiss and/or lay off tenure-track faculty members.
14. To authorize the award of degrees for appropriate programs of study.
15. To retain the responsibility for the expenditure of state funds by the College and its agents and employees.
16. To exercise all authority expressly reserved to the Board of Trustees in rules which have been or are hereafter adopted or amended by the Board pursuant to the provisions of the Administrative Procedure Act, Chapter 34.05 RCW.
17. To retain all authority which may be hereafter delegated to the Board of Trustees by the legislature of the state of Washington, unless such authority is expressly delegated to the President or his or her designee.

History of Policy

Draft: November 4, 2003, January f13, 2004, February 16, 2004
Adopted: August 19, 1982, April 15, 2004
Revised: September 18, 1986, October 15, 1987, October 16, 1996, November 19, 1998, June 19, 2014

- GP-8 Civility and Mutual Respect
- GP-9 Participatory Governance

Board Staff Relationships

- BSR-1 Order Delegating Authority
- BSR-2 President's Job Description
- BSR-3 Monitoring Presidential Performance
- BSR-4 Staff Reports to the Board
- BSR-5 Other Board Interactions

Executive Limitations

- EL-1 General Executive Constraint
- EL-2 Treatment of People
- EL-3 Compensation and Benefits
- EL-4 Financial Planning/Forecasting
- EL-5 Financial Condition
- EL-6 Asset Protection
- EL-7 Communication/Counsel to the Board
- EL-8 Emergency Executive Succession
- EL-9 Reserves

College Outcomes

- CO-1 College Mission
- CO-2 College Vision
- CO-3 Core Theme: College Transfer Education
- CO-4 Core Theme: Career and Technical Education

GRC college Foundation Endowment Spending Policy

Green River Community College Foundation
Endowment Spending Policy

The Business Office tracks the available balance in each endowment based on the pro-rata share of realized investment pool income. That balance then becomes available for spending for the purpose for which each endowment has been established. A memorandum of understanding is available for each endowment in the Foundation Office. It is in those memoranda that the purpose of each endowment is set forth.

During the scholarship cycle (for scholarship endowments), the Foundation Office works with the Business Office and the related donor (as applicable) to forecast the activity for the following year. The forecast of the balance available for distribution is based on:

1. The 10 year trailing average of all investments will be used as a basis for beginning all calculations. The average will be calculated based on the performance as of June 30th of each year.
2. Ten percent of the total trailing average of earnings will be returned to the corpus.
3. Ninety percent of the total trailing average of earnings will be used to calculate the balance available to spend.

Based on that forecast, amounts are determined for the applicable scholarship award cycle.

The spending forecast must be approved by the Executive Committee each year.

Non-scholarship endowments available balances are spent based on the conditions outlined in the memorandum of understanding for each of those endowments.

Special rules apply to the Title III Challenge Grant.

Available balances for endowments not participating in the investment pool are limited to the income from the respective earmarked sources.

GRC-FSTF-Newsletter-The-Fiscal-Compass-Issue-1-Fall-2025



Fiscal Sustainability Task Force

THE FISCAL COMPASS Newsletter

Message from the President

> As we navigate a dynamic landscape, the work of our Fiscal Sustainability Task Force is more crucial than ever. I am immensely grateful to each member for their dedication and hard work in building a resilient financial future for Green River College. Your commitment charts a path forward that enables us to sustain our mission of student success for decades to come. Let's continue to work together toward "One Vision, One Community, One College."
>
> Suzanne Johnson, PhD
> President, Green River College

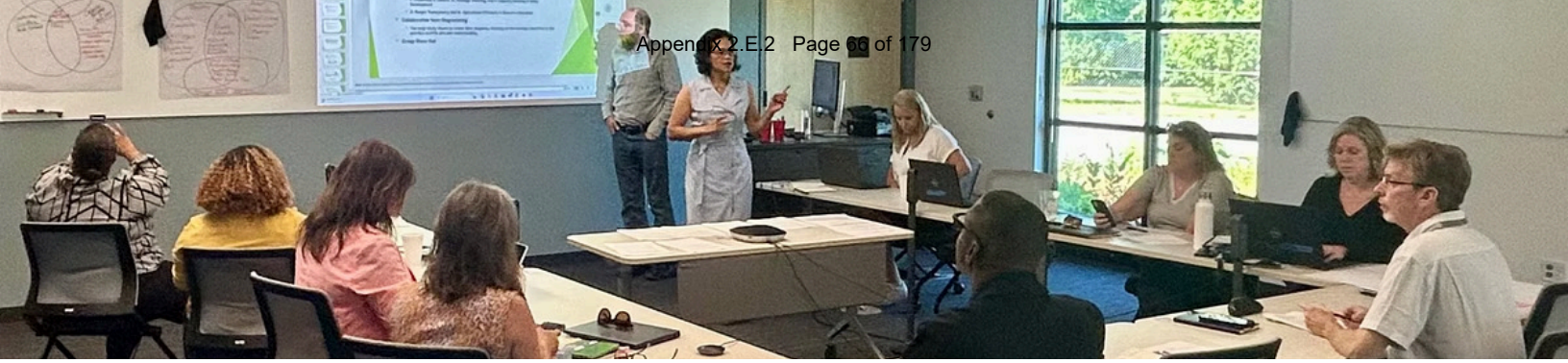
Launched in April 2025, the Fiscal Sustainability Task Force (FSTF) set its course by the North Star of fiscal sustainability and mission fulfillment, charting a path through the ambiguous waters of changing demographics, uncertain economics, and polarizing politics that institutions of higher education must now navigate. It does so with the goal of strengthening the college as it learns to sail through fiscal uncertainty and toward a new safe harbor of equilibrium and resilience to achieve its mission of student success.

The Task Force uses six strategic "What Would Have to Be True" statements as outcomes to guide its recommendations. These six WWHTBT goals charge six collaborative and coordinated workgroups with developing solutions that support a culture and structure aligned with our North Star. They are driven by constructive problem-solving that supports trust, sustainability, and alignment.

The six workgroups – made up of staff, faculty, and leaders across the institution – set the sail, letting go of familiar lands, grateful for how far the past has taken the college. They venture into unknown waters and explore ways to learn and adapt. They understand that the work is not easy. Yet, they know that the winds of persistence favor the explorer, guiding the college through the tempest of uncertainty and toward equilibrium where fiscal sustainability makes enduring mission fulfillment possible.

The work of the Task Force is a voyage of letting go, exploration, and finally renewal. Currently, the flotilla of six ships is in between the letting go and exploration stages of the change and transition management phases. The deliverables outlined in this report represent outcomes that will improve financial literacy, streamline budget processes, align our strategic priorities with available resources, and create a culture of shared accountability. Join us in this quest.

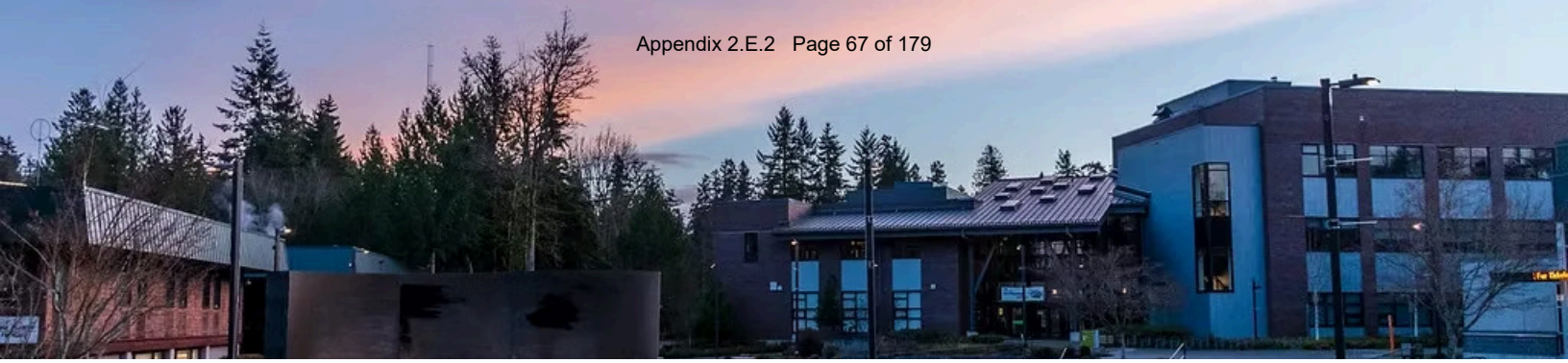
Miebeth Bustillo-Booth, EdD, PMP | Dean of STEM | Adapted from the State of College Presentation (12/3/2025)



Fiscal Sustainability Task Force Members

Miebeth Bustillo-Booth, EdD, PMP (Project Lead), John McCormick (Executive Lead), Janee Sommerfeld (Executive Lead)

Workgroup Name	WWHTBT Statement	Members
Leadership & Culture	Leaders at all levels champion fiscal responsibility, modeling it in their decisions and resource allocation.	Kit Alston, Jamie Fitzgerald George Frasier (co-chair), Jay Rawson Sharonne Navas (co-chair), Katy Shaw
Budget Transparency & Accountability	The budget process is transparent, accessible, and easily understood by all stakeholders.	Scott Beals, Miebeth Bustillo-Booth, EdD, PMP Ben Holquist (co-chair), Dan Holverson Dave Norberg, Jennifer Ramirez Robson Rhonda Sample, Lea Ann Simpson (co-chair) Jaime Villa
Operational Efficiency & Resource Optimization	Resources are used effectively and efficiently to maximize impact.	Miebeth Bustillo-Booth, EdD, PMP Craig Bush (co-chair), Miriam Chitiga, PhD Rhonda Daulton, Dan Fergueson Sara Gordon, John McCormick (co-chair) Pam Norberg, Rhonda Sample
Strategic Planning & Alignment	The organization's strategic plan is aligned with its financial resources and long-term fiscal sustainability goals.	Miebeth Bustillo-Booth, EdD, PMP (co-chair) Burl Battersby, Miriam Chitiga, PhD Eric Greer, EdD, Ben Holquist Rhonda Sample (co-chair), Amanda Schaefer
Capacity Building & Skill Development	Staff at all levels have the skills and knowledge necessary to contribute to fiscal sustainability.	Miebeth Bustillo-Booth, EdD, PMP Erica Ihrig, PhD, Nancy Kremer (co-chair) David Larsen, Ian Sherman, EdD Wendy Stewart, EdD (co-chair) Staci Whitehouse
Continuous Learning & Adaptation	The task force continuously learns and adapts its approach based on outcomes and feedback.	Craig Bush, Miebeth Bustillo-Booth, EdD, PMP George Frasier, Ben Holquist, Nancy Kremer John McCormick, Sharonne Navas Rhonda Sample, Lea Ann Simpson Janee Sommerfeld, Wendy Stewart, EdD



Leadership, Transparency & Budget Accountability

Leadership & Culture

Workgroup Charge: Promote a culture where leaders at all levels at the college champion fiscal responsibility, modeling it in their decisions and resource allocation.

The workgroup focuses on building transparency and trust around fiscal realities. The team established community agreements, prioritized communication strategies, and identified critical gaps in financial reporting. Their work centers on creating accessible ways to share fiscal information–developing a fiscal progress dashboard, exploring project management tools, and planning budget education resources

Fall 2025: The primary deliverable is a prototype fiscal progress dashboard tracking savings goals and departmental contributions, supported by a communication plan. The team is testing report structures and aligning them with existing budget tools for consistency and accessibility. The dashboard provides regular, easy-to-read updates to foster accountability and counter perceptions of inequity. A draft has been submitted for executive review.

Winter and Spring 2026: The workgroup plans to finalize and deploy a dashboard that aligns with current reporting realities in the Business Office. Additional priorities include creating leadership development content, implementing trust-building initiatives, and establishing transition support plans to help the college navigate fiscal changes effectively.

Budget Transparency & Accountability

Workgroup Charge: Support a budget process that is transparent, accessible, and easily understood by all stakeholders.

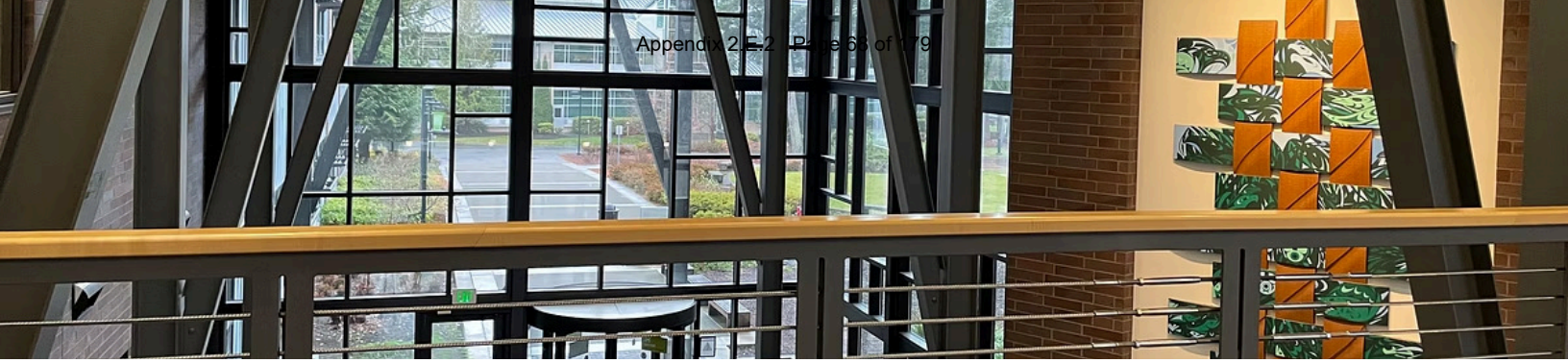
The workgroup's first major task was managing the college's audit and financial analysis procurement–critical for building transparency. After reviewing initial proposals, the team revised the scope based on faculty and staff feedback, then guided vendor selection and contract finalization, now underway.

As the financial analysis progresses, the workgroup pivots to making budget development more transparent and accessible. They're outlining improvements and longer-term goals to help the campus community understand and participate in the budget process.

Fall 2025: Recommendations for communicating budget development timelines and implementing support structures at the department and division level, including documenting existing budget processes and identifying resource needs.

Winter 2026: Support executive leadership during budget development and document pain points throughout the process.

Spring 2026: Review gathered information on departmental processes, identify priority areas for intervention, and develop recommendations for improved budget management practices.



Strategic Planning & Operational Excellence

The Strategic Planning workgroup focuses on long-term sustainability by aligning the strategic plan with financial resources, guiding strategic planning through forecasting, scenario planning, and clear fiscal metrics. The Operational Efficiency team maximizes organizational impact by systematically streamlining operations and optimizing resources through process improvements, technology adoption, and data-driven decision-making. Together, these efforts position Green River College to operate more effectively and sustainably.

Strategic Planning & Alignment

Workgroup Charge: Provide advisory and technical support to align the strategic plan with financial resources and long-term fiscal sustainability goals while guiding the "New Beginnings" transition phase.

Fall 2025:

- Established weekly meeting rhythm and revised charter
- Conducted two in-person brainstorming workshops
- Developed strategic alignment gaps analysis
- Developing framework for integrating financial considerations into strategic planning

Winter and Spring 2026: Develop guidelines with RAA (Responsible, Accountable, Authority) definitions, long-term financial forecasts, performance metrics and dashboards, scenario planning models, and communication plans for celebrating success.

Operational Efficiency & Resource Optimization

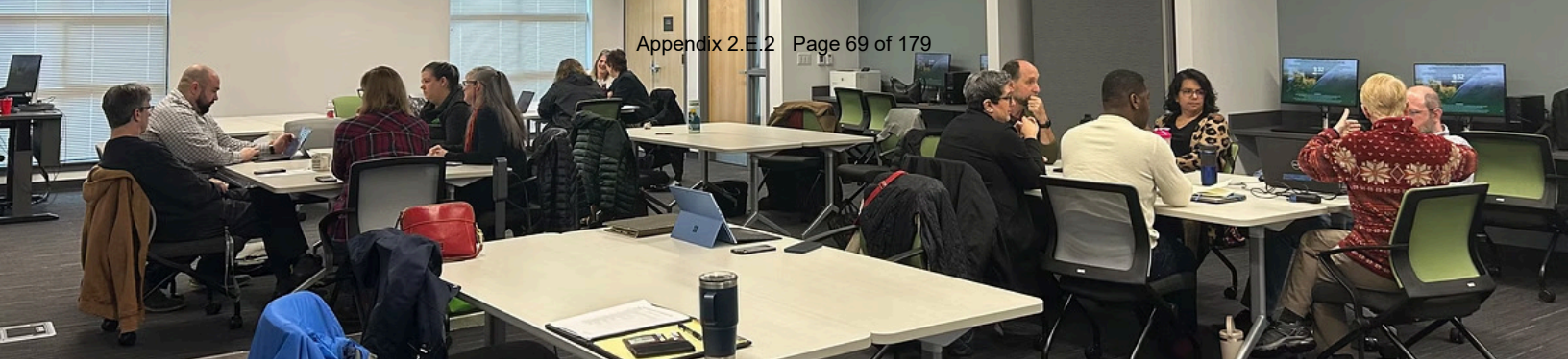
Workgroup Charge: Identify and implement opportunities to optimize college operations and resource utilization for improved fiscal sustainability.

Fall 2025:

- Developed comprehensive project management tracking tool
- Created evaluation rubric and submission templates
- Established framework to guide implementation
- Discussed broader taskforce operational structures

Winter 2026: Evaluate water service and water bottle filling stations across all campuses, utilizing a data-based framework and criteria-based assessment tools.

Spring 2026: Identify collegewide operations (e.g., waste/recycling setup, P-card protocols, food form usage, and printing systems) to maximize institutional efficiency and effectiveness.



Capacity Building & Skill Development

Workgroup Charge: Promote skill and knowledge development among employees at all levels to support fiscal sustainability.

The Capacity Building & Skill Development Workgroup uses a listening-first approach to enhance financial literacy. It is prioritizing a needs assessment via focus groups to accurately identify budget knowledge gaps before developing any training materials.

Spring & Fall 2025

01

Assessment Method Determination

Determined method to assess baseline knowledge and skills. Initially considered a campuswide survey but recognized that survey fatigue would make this a less optimal method.

02

Focus Group Decision

Focus groups were chosen for the assessment method, structured by constituent groups (staff, faculty, and administration) with 5-6 participants in 50-minute sessions.

03

Planning & Question Development

Created a grid to chart constituent groups and possible participants. Developed draft questions: Customized around categories of knowledge for each constituent group.

04

Resource Identification & Gap Analysis

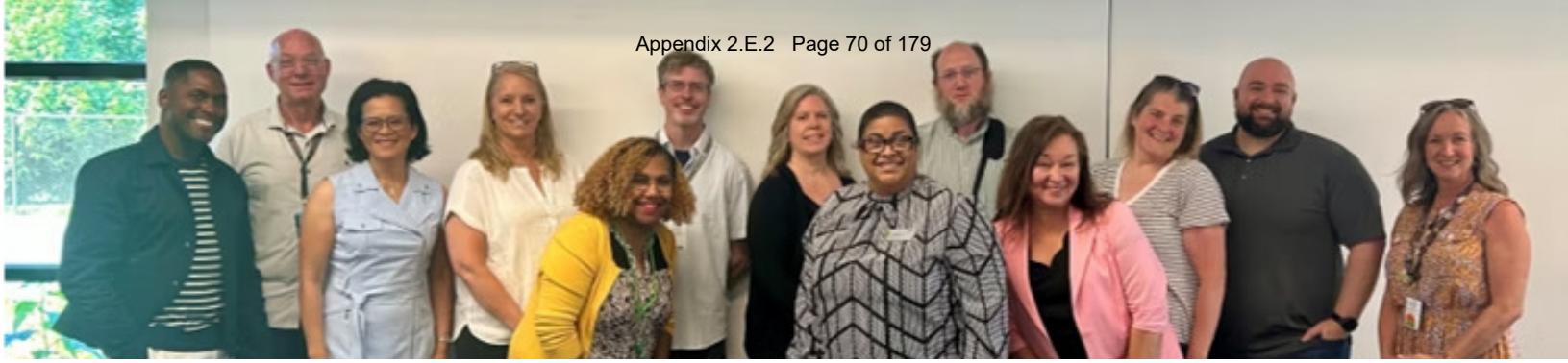
Assessed current training and resource offerings. Consulted Budget Office experts to gain a deeper understanding of offerings and identify training gaps.

Winter 2026

Conduct focus groups and gather crucial feedback from the February All Managers meeting on the budget. Following this, CBSD will analyze the collected data to effectively define the necessary curriculum requirements

Spring 2026

Share feedback with all FSTF Workgroups to inform the development of new and modified training materials. These resources will be created in collaboration with the Business and HR offices and delivered through diverse channels, including Gatornet, Manager/IC meetings, in-service sessions, and dedicated weekly Teams/Canvas drop-in support.



Continuous Learning & Adaptation

Group Charge: To promote the establishment and implementation of systems, structures, and measures at all levels of the college to support the ongoing review, refinement, and continuous improvement of policies, procedures, and processes, supporting alignment with fiscal sustainability goals.

> "[T]ransition always starts with an ending. To become something else, you have to stop being what you are now; to start doing things a new way, you have to end the way you are doing them now; and to develop a new attitude or outlook, you have to let go of the old."
> ~William Bridges, *Transitions: Making Sense of Life's Changes*

The Continuous Learning & Adaptation workgroup, made up of the FSTF leads and co-chairs, coordinates all task force efforts, ensuring everything stays aligned and effective across the institution. Their primary charge is to build the systems and structures we need for ongoing review, refinement, and continuous improvement of our policies, procedures, and processes. The workgroup's value lies in creating a framework that doesn't just react to change – it actively drives positive institutional evolution while keeping all efforts aligned with our fiscal sustainability goals.

Key Tasks

- Develop an assessment framework to evaluate the current state of fiscal sustainability within the college
- Establish processes for the regular review and refinement of policies, procedures, and processes
- Implement continuous improvement methodologies (e.g., PDCA cycle) to drive ongoing enhancement of practices
- Create a dynamic action plan that allows for adjustments and adaptations based on evaluation and changing circumstances

Example Deliverables

- Assessment framework and tools for evaluating fiscal sustainability
- Baseline assessment report documenting the current state of policies, procedures, and processes
- Implementation plan for continuous improvement methodologies, including training materials
- Monitoring and evaluation framework with key performance indicators (KPIs) and reporting mechanisms
- Communication and feedback mechanisms to support ongoing improvement

***Tthe Fiscal Compass* Newsletter will issue quarterly reports.**

2.E.2 EV.#2 / Section 2

Q1_FY 25-26_Budget report in board meeting_January 15, 2026 (Page 11-21)

Green River College

2025-2026

First Quarter

For the Period Ending September 30, 2025

Green River College
Operating Revenue: Budget vs Actual
For the Period Ending September 30, 2025

	Q-1 FY 24-25 Adjusted Budget	Q-1 FY 24-25 Revenue Actual	Q-1 FY 24-25 Act/Bud %	Q-1 FY 25-26 Adjusted Budget	Q-1 FY 25-26 Revenue Actual	Q-1 FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
College Contributors Total Revenue						
International Programs Revenue	10,487,700	5,726,345	55%	11,123,400	5,690,136	51%
Running Start Revenue	16,307,435	830,216	5%	21,678,641	774,365	4%
Open Doors Revenue	1,531,832	492,928	32%	2,503,083	640,235	26%
Total College Contributors	**28,326,967**	**7,049,489**	**25%**	**35,305,124**	**7,104,736**	**20%**

Green River College
Operating Expenditure: Budget vs Actual
For the Period Ending September 30, 2025

	FY 24-25 Adjusted Budget	FY 24-25 Rev & Exp Actual	FY 24-25 Act/Bud %	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Revenue						
State Allocation	49,226,112	12,306,528	25%	49,146,793	12,286,698	25%
Tuition	15,560,137	7,146,667	46%	17,535,917	7,988,660	46%
College Contributors & Transfers	15,271,573	3,817,893	25%	16,990,554	4,247,639	25%
Fund Balance	14,221,755	-	0%	6,725,617	-	0%
Total Operating Revenue	**94,279,577**	**23,271,089**	**25%**	**90,398,881**	**24,522,996**	**27%**
Operating Expense						
Exempt/Administrators	13,170,904	3,273,054	25%	13,312,071	3,154,329	24%
Classified	11,789,002	2,444,006	21%	10,616,202	2,357,008	22%
Full Time Faculty & 1yr Temp	18,309,188	1,677,907	9%	17,744,653	1,864,992	11%
Adjunct Faculty	10,568,628	3,663,244	35%	11,309,269	4,136,893	37%
Hourly/Stipend	4,479,722	492,036	11%	3,775,551	539,232	14%
Other Salaries	66,438	1,418	2%	66,438	33,963	51%
Benefits	19,353,085	3,928,706	20%	18,639,311	4,189,900	22%
Personal Services	170,233	40,359	24%	51,951	27,673	53%
Goods & Services	11,043,688	2,168,123	20%	9,913,930	2,142,740	22%
Travel	316,472	49,964	16%	167,354	23,726	14%
Equipment	1,285,737	378,012	29%	909,162	101,242	11%
Client Services	1,987,829	240,441	12%	2,156,087	199,644	9%
Debt Service	1,738,651	-	0%	1,736,902	-	0%
Total Operating Expenditure	**94,279,577**	**18,357,272**	**19%**	**90,398,881**	**18,771,342**	**21%**

Green River College
Operating Expenditure by Division: Budget vs Actual
For the Period Ending September 30, 2025

	FY 25-26 Adjusted Budget	FY 25-26 Rev & Exp Actual	FY 25-26 Act/Bud %
Operating Expense by Division			
Instruction			
Business & Trades	5,199,037	1,286,236	25%
Branch Campus & Continuing Ed	1,075,782	223,206	21%
English, Humanities, & Tutoring Center	7,855,757	1,544,385	20%
Fine Arts & Social Science	5,748,397	1,183,066	21%
Technology, Health Science, Nursing, Education	10,314,332	2,620,199	25%
Library, Curriculum, & Media Services	1,528,626	386,240	25%
Science & Math	7,852,825	1,508,448	19%
Transitional Studies & Wellness	4,010,953	1,103,005	27%
Worker Retraining	1,831,269	205,089	11%
Instruction Support	6,595,887	901,924	14%
Subtotal Instruction	**$ 52,012,866**	**$ 10,961,797**	**21%**
Student Affairs			
Campus Life	974,714	230,918	24%
Enrollment Services	4,516,808	1,042,135	23%
Student Affairs Support	2,542,373	454,748	18%
Subtotal Student Affairs	**$ 8,033,895**	**$ 1,727,801**	**22%**
Institutional Support Services			
Administration Support (VP BA, Budget Contingency +)	1,260,321	25,197	2%
Institutional Support (President Office, BOT, EOC)	1,160,565	273,045	24%
Human Resources	1,909,687	429,106	22%
Business Services (Fiscal Services, Payroll, Purchasing, Receiving)	3,157,875	936,587	30%
Information Technology	6,483,912	1,088,182	17%
Facilities	5,099,514	1,136,857	22%
Debt Service	1,736,902	-	0%
Utilities	2,550,216	633,961	25%
Guided Pathways	1,503,305	377,531	25%
Safety & Transportation	1,017,661	270,463	27%
College Relations & Development	2,756,242	614,224	22%
Institutional Effectiveness	682,034	159,010	23%
Office Equity, Diversity, & Inclusion	1,033,887	137,581	13%
Subtotal Institutional Support	**$ 30,352,121**	**$ 6,081,744**	**20%**
Total Operating Expenditure by Division	**$ 90,398,881**	**$ 18,771,342**	**21%**

Green River College
International Programs: Budget vs Actual
For the Period Ending September 30, 2025

International Programs Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	11,123,400	5,690,136	51%
IP Operating Expenditures			
Salaries			
Exempt-Executive	140,752	3518843%	25%
Exempt - Mgr & Prof Tech	1,770,810	39778719%	22%
Temp & Stipend	425,852	5188913%	12%
Faculty-Perm Full-time	485,326	3827426%	8%
Faculty-Temp Full-time	-	0%	0%
Faculty-Temp Part-time	220,579	27967873%	127%
Classified	1,112,003	15524644%	14%
Other	194,564	10289813%	53%
Benefits	1,510,805	36126103%	24%
Sub-total Salaries	**$ 5,860,690**	**$ 1,422,223**	**24%**
Contracts	1,322,166	329,062	25%
Goods & Services	976,135	62,408	6%
Travel	249,124	27,325	11%
Equipment/Cap Outlays	2,000	1,640	82%
Client Services	83,950	17,359	21%
Remit SBCTC	369,455	124,797	34%
Operating Contribution	2,010,000	502,500	25%
Debt Service - Student Life	228,127	-	0%
Total Operating Expenditure	**$ 11,101,647**	**$ 2,487,313**	**22%**

Green River College
Running Start: Budget vs Actual
For the Period Ending September 30, 2025

Running Start Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	21,678,641	774,365	4%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	578,940	147,539.72	25%
Temp & Stipend	30,001	-	0%
Classified	191,744	41,721.33	22%
Benefits	314,967	72,046.98	23%
Sub-total Salaries	**$ 1,115,652**	**$ 261,308**	**23%**
Contracts	-	-	0%
Goods & Services	181,534	36,656	20%
Travel	2,000	-	0%
Equipment/Cap Outlays	1,750	-	0%
Client Services	500	-	0%
Remit SBCTC	315,000	-	0%
Operating Contribution	13,323,730	3,330,933	25%
Debt Service-Kent Phase II	521,077	-	0%
Debt Service - Auburn Center	1,046,750	-	0%
Running Start Reserve Contribution	3,755,418	11,615	0%
Federal Grant Shutdown Contingency	700,000	-	0%
Total Operating Expenditure	**$ 20,963,411**	**$ 3,640,512**	**17%**

Green River College

Open Doors: Budget vs Actual

For the Period Ending September 30, 2025

Open Doors Revenue	Budget 2025-2026	Actual 2025-2026	Percentage of Change
Revenue	2,503,083	640,235	26%
RS Operating Expenditures			
Salaries			
Exempt - Mgr & Prof Tech	659,807	142,623.56	22%
Temp & Stipend	2,000	-	0%
Classified	115,847	28,522.60	25%
Benefits	327,208	62,645.76	19%
Sub-total Salaries	**$ 1,104,862**	**$ 233,792**	**21%**
Contracts	-	-	0%
Goods & Services	51,733	29,594	57%
Travel	2,500	-	0%
Equipment/Cap Outlays	13,700	2,808	20%
Client Services	68,000	34,616	51%
Operating Contribution	1,000,000	250,000	25%
Federal Grant Shutdown Contingency	300,000	-	0%
Total Operating Expenditure	**$ 2,540,795**	**$ 550,810**	**22%**

Green River College
Budget Revisions
For the Period Ending September 30, 2025

Budget Revision Summary

	Allocation Permanent	Additional Funding	Total
Board Approved Operating Budget	**89,257,845**	**-**	**89,257,845**
Q1 - Revisions	**1,141,036**	**-**	**1,141,036**
Q2 - Revisions	**-**	**-**	**-**
Q3 - Revisions	**-**	**-**	**-**
Q4 - Revisions	**-**	**-**	**-**
Total Board Approved Operating Budget	**90,398,881**	**-**	**90,398,881**

Budget Revision Detail - Operating Funds

	Q1	Q2	Q3	Q4
Budget Revisions				
General Allocation Changes	(233,349)			
Disability Accommodations	(5,514)			
Students of Color	841			
HEET	(210,576)			
Goldstar Families	1,064			
Opportunity Grants	8,479			
Debt Service	1,749			
Worker Retraining	258,840			
Student Emergency Assist	(17,000)			
Students Experiencing Homelessness	(7,000)			
Refugee and Immigrant Education	400,000			
Nurse Education Enrollment	666,000			
Nurse Supply	250,000			
Early Achievers Grant	27,502			
Total Budget Revisions	**1,141,036**	**-**	**-**	**-**

Green River College
Capital Funds: Budget vs Actual
For the Period Ending September 30, 2025

	2025-2027 Authority to Spend	Annual 2025-2026 Actual Exp	2025-2027 Authorized Remaining
Local Capital			
Gym Floor Analysis	1,273,539	17,245	1,256,294
EV Charging Trades	398,746	107,036	291,710
Trades Bldg Light Replacement	327,014	-	327,014
Total Local Capital	1,999,299	124,281	1,875,019
State Appropriation			
Preservation (URF) - FY 25-27	1,047,000	368,447	678,553
Clean Acts - Utility Submeters	199,822	-	199,822
Holman Library - Replace elevator controls	185,000	-	185,000
Science Center - Repair exhaust hoods	337,000	-	337,000
Student Activity Space Lighting Improve	1,841,000	-	1,841,000
Minor to Operating	807,000	-	807,000
Total State Appropriation	4,416,822	368,447	4,048,375
Total Capital	6,416,122	492,728	5,923,394

Green River College
Self Support and Auxiliary: Revenue vs Expenditure
For the Period Ending September 30, 2025

	FY 25-26 Beginning Balance	FY 25-26 Revenue Actual	FY 25-26 Expense Actual	FY 25-26 Ending Balance
Self Support				
Instructional Fees (Co-Op)	3,410,055	999,937	580,181	3,829,811
Continuing Education/Branch Campus	117,780	302,166	235,151	184,795
Distance Education	475,363	433,985	238,515	670,833
Special Services Fee	7,649	66,771	26,998	47,423
Application/Grad/Assessment Fee	(505,815)	115,572	90,487	(480,730)
Study Abroad	272,339	218,705	129,766	361,278
Misc. Self Support	1,669,938	321,140	235,769	1,755,308
Total Self Support	5,447,310	2,458,276	1,536,867	6,368,718
Auxiliary				
Technology Services	1,243,142	-	2,600	1,240,542
Printing & Photo Copy Services	300,974	-	21,572	279,402
Motor Pool	335,767	35,162	21,853	349,076
Bookstore	1,527,844	573,440	272,366	1,828,919
Parking & Transportation	(313,196)	548,086	88,207	146,684
Conference Services	(1,270,695)	186,964	207,637	(1,291,368)
Total Auxiliary	1,823,837	1,343,652	614,234	2,553,255
Other				
Technology Fee	259,300	553,183	349,917	462,566
Student Services & Activities Fee	10,128,945	1,476,942	358,077	11,247,810
Total Other	10,388,245	2,030,125	707,994	11,710,376

Green River College
Designated Funds
For the Period Ending September 30, 2025

Reserve		Beginning Balance July 1, 2025	Activity & Commitments	FY 2026 Reserve Obligation
	Board Reserve	9,047,291	(121,506)	8,925,785
	International Programs Reserve	4,632,551	-	4,632,551
	Running Start Reserve	6,412,800	4,059,400	10,472,200
		20,092,642	3,937,893	24,030,535

Dedicated Funds		Beginning Balance July 1, 2025	Activity & Commitments	Q1 September 30, 2025
	Building & Capital Asset Fund	2,519,484	-	2,519,484
	FY 24 Local Capital Improvements		(1,182,450)	(1,182,450)
	FY 25 Local Capital Improvements		(856,334)	(856,334)
	Gym Waterline Mitigation		(226,461)	(226,461)
	10% Contribution		-	-
	5% to IT		-	-
	Total Building & Capital Asset Fund		(2,265,245)	254,239
	IT Infrastructure	1,111,935		1,111,935
	5% Building Asset Fund to IT		-	-
	IT Network Expense		(5,200)	(5,200)
	Total IT Infrastructure	-	(5,200)	1,106,735

*** Areas highlighted green indicate reserve obligation, approved to suspend FY 26**

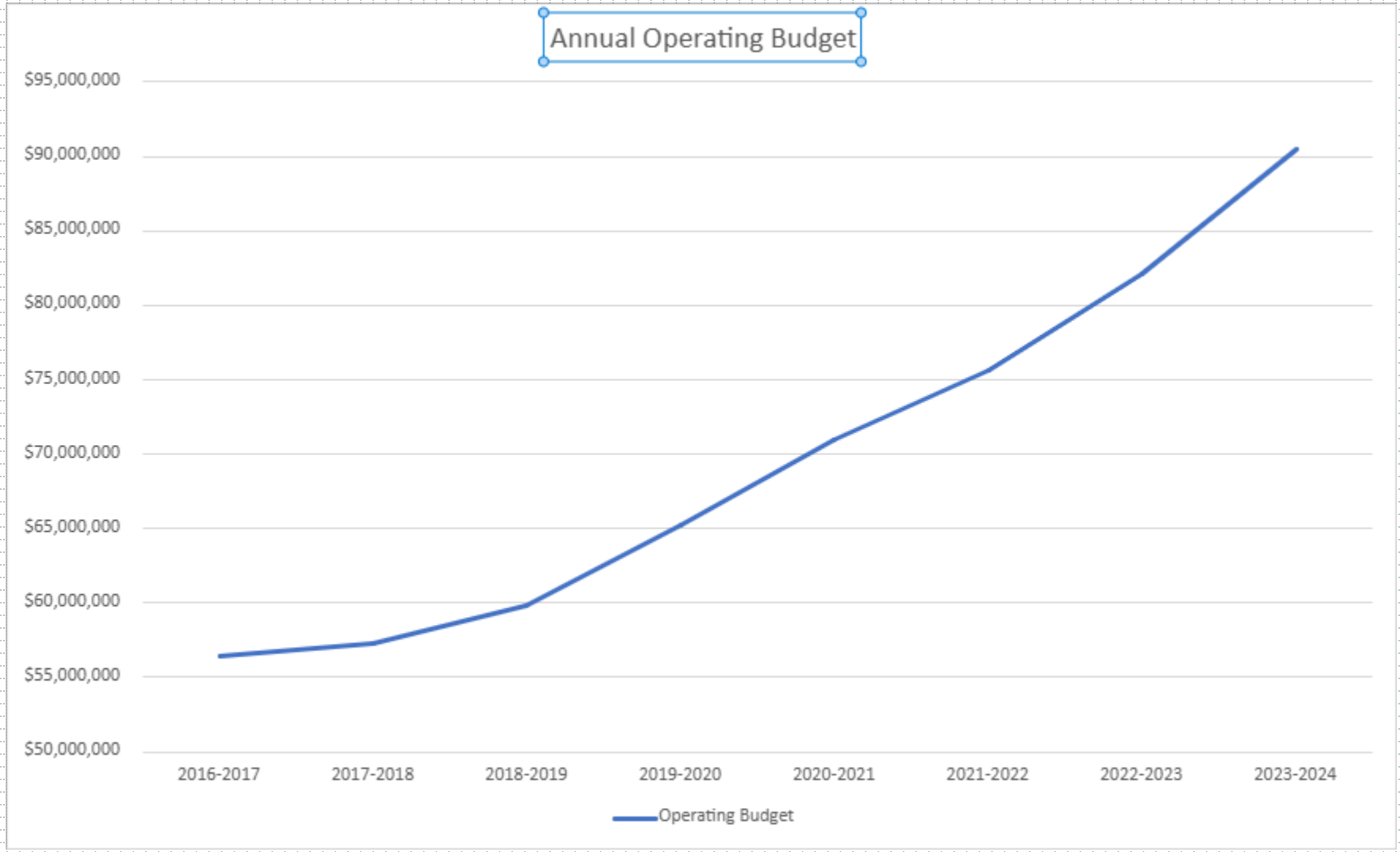
Campus Forum - Budget Presentation

GREEN RIVER
ALL COLLEGE MEETING

PART I

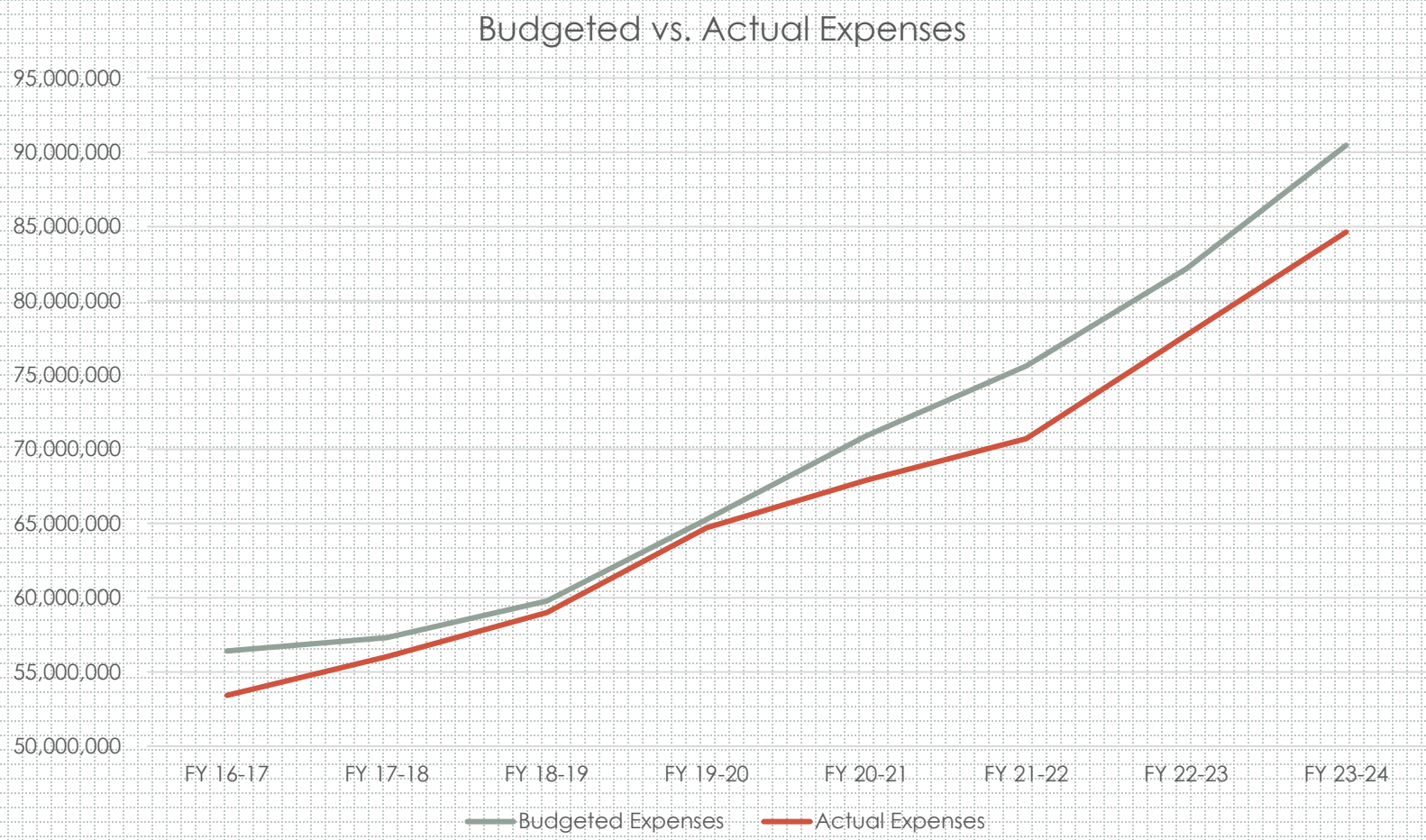
Financial Statistics

ANNUAL OPERATING BUDGET FY17 TO FY24



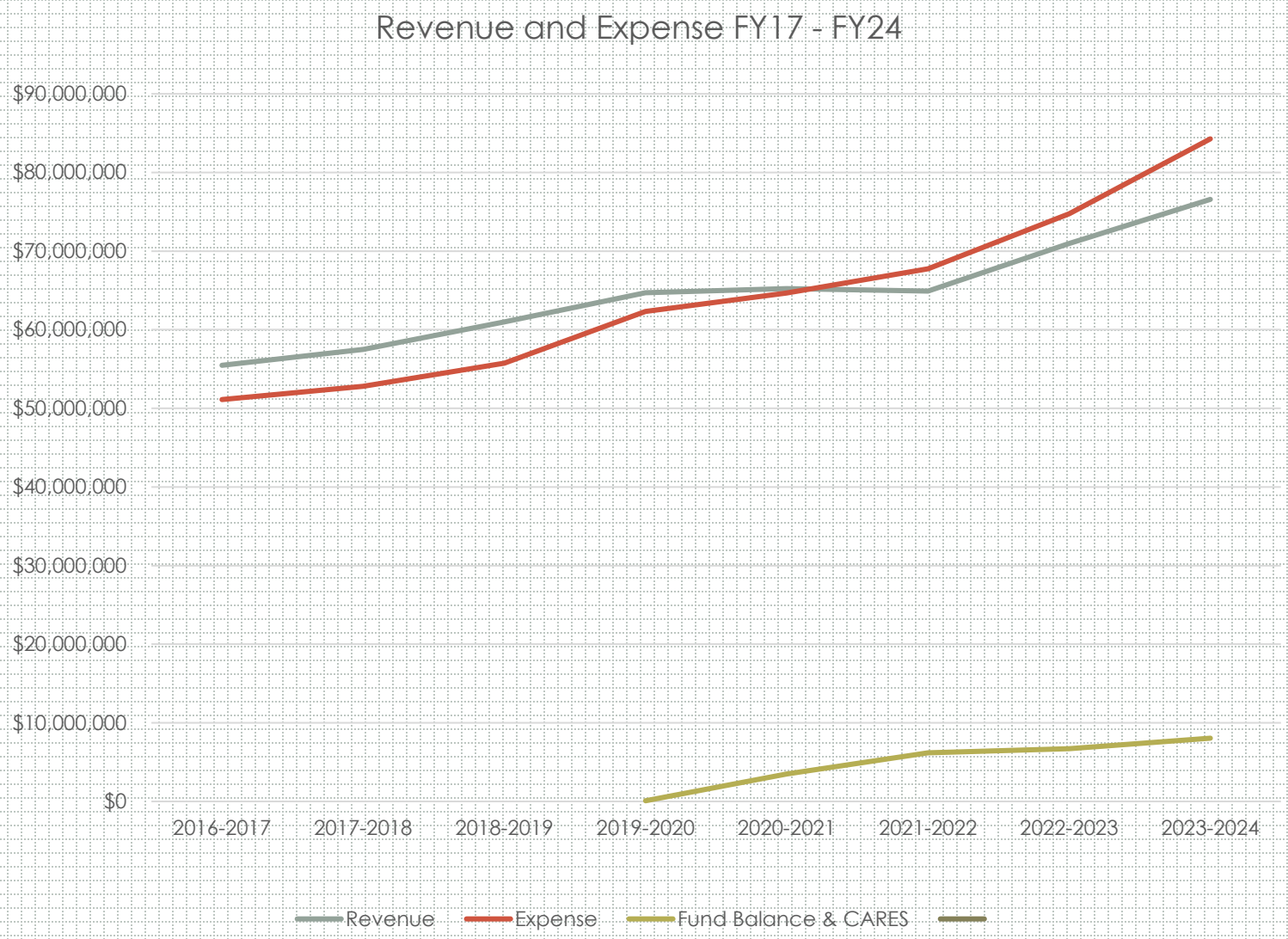
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Operating Budget	$56,415,418	$57,322,133	$59,778,524	$65,274,730	$70,914,119	$75,601,829	$82,149,074	$90,472,907

YEAR-TO-YEAR BUDGETED AND ACTUAL SPENDING FY17 – FY24



	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Budgeted Expenses	**56,415,418**	**57,322,133**	**59,778,524**	**65,274,730**	**70,914,119**	**75,601,829**	**82,149,074**	**90,472,907**
Actual Expenses	**53,426,230**	**56,028,922**	**59,000,893**	**64,705,893**	**67,922,649**	**70,717,931**	**77,679,695**	**84,627,245**

REVENUE AND EXPENSES FY17 - FY24



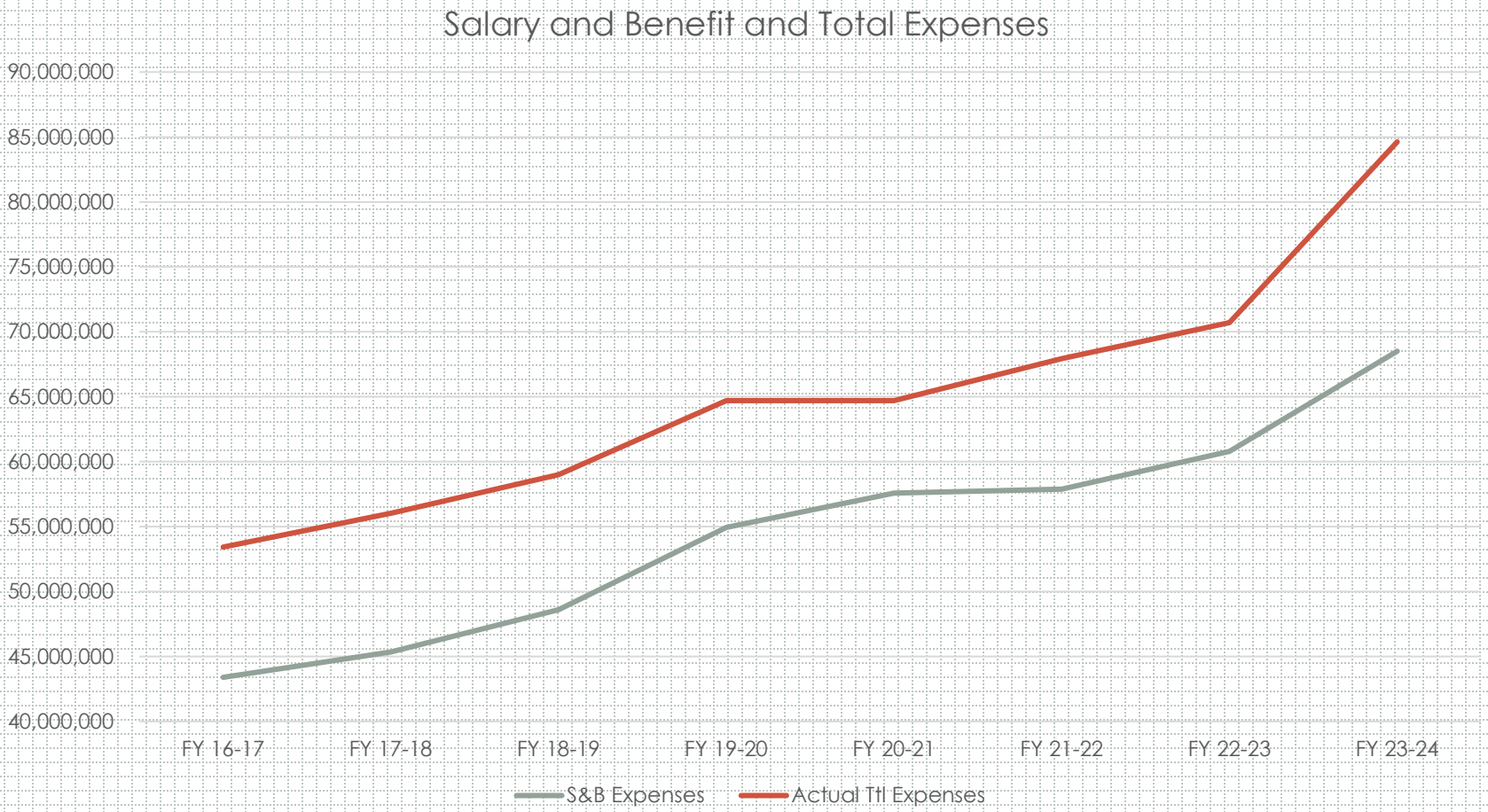
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024

BUDGET VS EXPENSE VS REVENUE CONCLUSIONS

- Budget (planned expenses) has increased 38.6% since FY 2020
- Actual Expenses have increased 31% since FY 2020
  - $13.6 million increase salary & benefits (more info to come)
  - $6.7 million increase in non-salary benefits (more to come)
- Actual Revenue has increased 18.5% since FY 2020
  - $11.9 million increase total revenue
  - Tuition revenue approaching pre-pandemic levels. $15 million FY 19 vs $14.3 million FY 24

PART 2
SALARY & BENEFIT CHANGES

SALARY & BENEFIT COMPARED TO OVERALL EXPENSES



	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
S&B Expenses	43,394,590	45,341,727	48,612,507	54,946,205	57,578,915	57,883,289	60,783,274	68,506,249
Actual Ttl Expenses	53,426,230	56,028,922	59,000,893	64,705,893	64,705,893	67,922,649	70,717,931	84,627,245

COMPONENTS OF BENEFITS

- Benefits: approximately 35% individuals full time salary
- Benefits include:
  - Health Insurance
  - Retirement
  - Medicare
  - Medical Aid
  - L&I – Labor & Industries
  - Old Age & Survivor Insurance
  - Unemployment

CLOSER LOOK AT SALARY AND BENEFIT INCREASES

- Salary & Benefits historically make up approximately 82% expenses
- Total actual salary expenses have increased $13.6 million from FY 2020
  - Staff costs have increased $4.9 million
  - Faculty costs have increased $4.4 million
  - Stipends & Hourly have increased $1.8 million
  - Benefit costs have increased $2.8 million
- Total actual salary & benefit increase of 24.7%

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2019-2020	2020-2021	2021-2022
	Financial Aid	Financial Aid	Full Time Faculty per Contract
	Veteran Director	Custodian	Full Time Faculty per Contract
	Veteran Program Specialist	Custodian	BO- Business Analyst
	Disability Services Office Assistant	Maintenance Mechanic	SA- Business Analyst
	IE Data Analyst	Grounds & Nursery	Nursing Technician
	College Relations Digital Media Designer		Payroll Analyst
	College Relations Video Assistant		IT- Tech Leader
	Branch Campus Program Assist		IT- Project Manager
	Library - Media Services		Instruction Sr Director Budgets
	Grants & Contracts Analyst		Progress & Completion Coordinator
Total Added Positions	**10**	**5**	**10**

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2022-2023	
	Full Time Faculty per Contract	VP ODEI
	Full Time Faculty per Contract	ODEI Assistant
	FTF Conversion from Adjunct	IT- Student Support
	FTF Conversion from Adjunct	SA- Assistant Director Health & Wellness
	FTF Conversion from Adjunct	SA- Program Specialist Enrollment & Completion
	FTF Conversion from Adjunct	SA- Financial Aid Program Coordinator
	FTF Conversion from Adjunct	IE- Program Coordinator (Guided Pathways)
	FTF Conversion from Adjunct	Nursing- BAS Program Manager
	FTF Conversion from Adjunct	SA- Career & Advising (Guided Pathways)
	FTF Conversion from Adjunct	SA- Career & Advising (Guided Pathways)
	FTF Conversion from Adjunct	
Total Added Positions	**21**	

NEW POSITIONS TO SUPPORT STUDENT SUCCESS IN THE PAST SIX YEARS

	2023-2024	2024-2025
	Full Time Faculty per Contract	Full Time Faculty per Contract
	Full Time Faculty per Contract	Full Time Faculty per Contract
	College Relations Increase from 75-100%	Sr VP COS
	HR - Business Analyst	College Relations Reorg - 2
	Instruction - CRC BAS Coordinator (WRT)	Instruction - Simulation Lab Tech (Cyber Security)
	Switchboard Coordinator	Instruction - Nursing Program Coordinator (HEET)
		Instruction Increase 80-100% - 2
		SA - Originally Grant Funded
		SA - Assistant Director Veterans
		SA- Program Coordinator Enrollment & Completion
Total Added Positions	**6**	**10**

SALARY & BENEFIT CONCLUSIONS

- 45 new staff positions added or increased since FY 2020
- 17 Full Time Faculty positions added since FY 2020
  - 8 due to contract obligations
  - 9 conversion from adjunct positions
- Budgeted salary & benefits have increased approximately $19.9 million since FY 2020
- Factors contributing to increase:
  - 62 new positions
  - COLA
  - Exempt Salary Survey

PART 3
CHANGES SINCE COVID SUPPORT ENDED

FY 23-24 Changes

		FY22-23 Budget	Fy23-24 Budget	Budget to Budget	% Change
	State Allocation	39,208,389	45,667,078	6,458,689	16.47%
	Tuition	14,755,437	14,724,600	(30,837)	-0.21%
	College Contrib & Transfers	15,642,581	15,845,678	203,097	1.30%
	Covid Related Funding	2,500,000	-	(2,500,000)	-100.00%
	Fund Balance	10,042,667	14,235,551	4,192,884	41.75%
	Revenue SBTTL	**82,149,074**	**90,472,907**	**8,323,833**	10.13%
EXPENSES	Exempt	11,185,497	12,085,094	899,597	8.04%
	Classified	10,108,917	11,473,312	1,364,395	13.50%
	Full Time Faculty & 1yr Temp	14,967,040	16,997,643	2,030,603	13.57%
	Adjunct Faculty	9,014,793	10,586,378	1,571,585	17.43%
	Hourly/Stipend	3,565,577	4,050,055	484,478	13.59%
	Other Salaries	66,617	66,438	(179)	-0.27%
	Benefits	16,581,468	18,929,793	2,348,325	14.16%
	S&B SUBTTL	**65,489,909**	**74,188,713**	**8,698,804**	13.28%
	Personal Services	208,156	137,071	(71,085)	-34.15%
	Goods & Services	9,397,894	10,723,943	1,326,049	14.11%
	Travel	217,290	210,430	(6,860)	-3.16%
	Equipment	3,070,977	1,471,923	(1,599,054)	-52.07%
	Client Services	2,026,661	2,003,879	(22,782)	-1.12%
	Debt Service	1,738,187	1,736,948	(1,239)	-0.07%
		82,149,074	**90,472,907**	**8,323,833**	10.13%

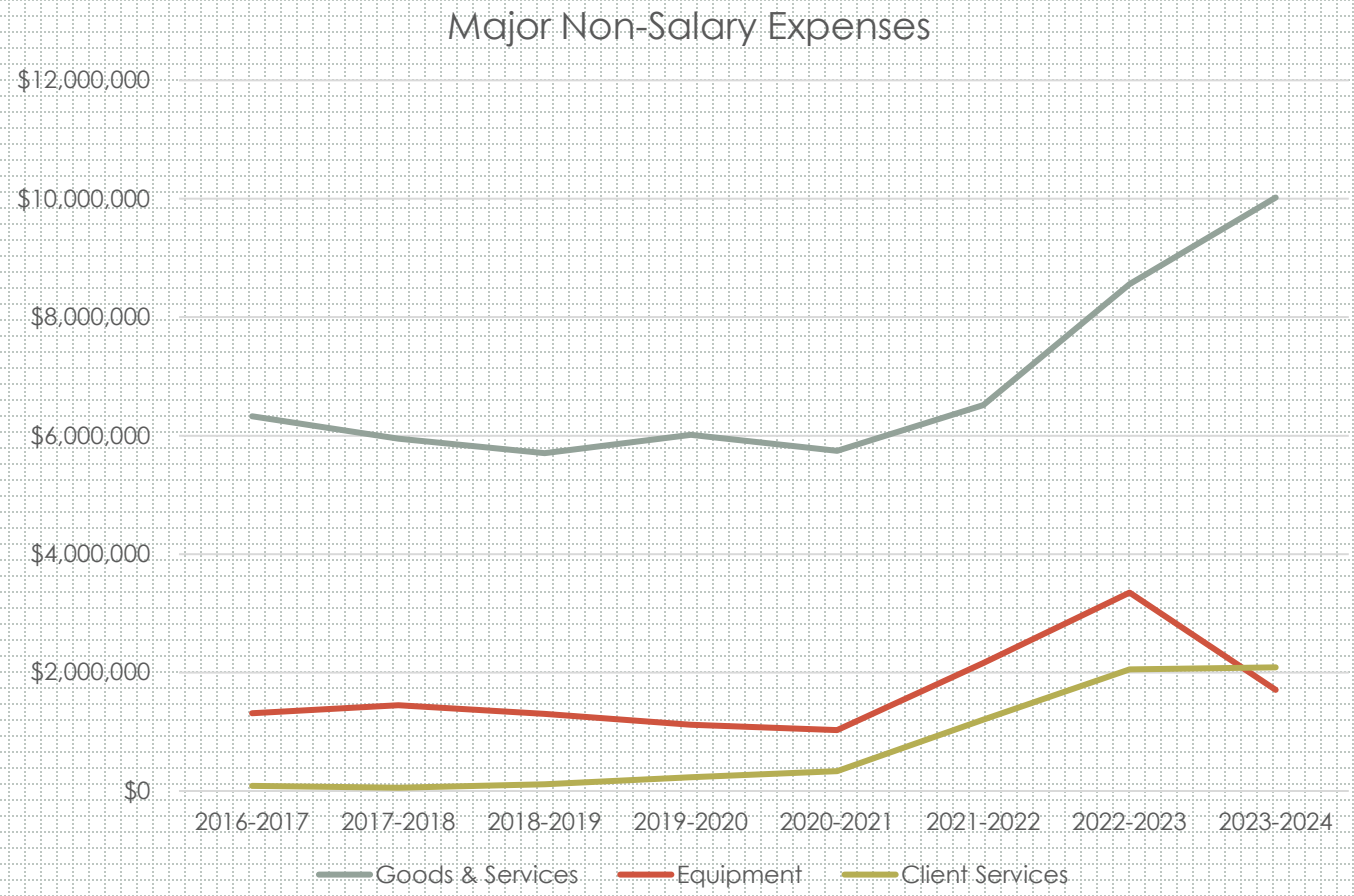
FY 24-25 Changes

		FY 23-24 Budget	FY 24-25 Budget	Budget Change	% Change
	State Allocation	45,667,078	48,913,179	3,246,101	7.11%
	Tuition	14,724,600	15,560,137	835,537	5.67%
	College Contrib & Transfers	15,845,678	15,271,572	(574,106)	-3.62%
	Covid Related Funding	-		-	
	Fund Balance	14,235,551	14,221,755	(13,796)	-0.10%
	Rev Subttl	**90,472,907**	**93,966,644**	**3,493,737**	3.86%
Expenses	Exempt	12,085,094	13,170,904	1,085,810	8.98%
	Classified	11,473,312	11,789,002	315,690	2.75%
	Full Time Faculty & 1yr Temp	16,997,643	18,149,188	1,151,545	6.77%
	Adjunct Faculty	10,586,378	10,764,628	178,250	1.68%
	Hourly/Stipend	4,050,055	4,378,722	328,667	8.12%
	Other Salaries	66,438	66,438	-	0.00%
	Benefits	18,929,793	19,353,085	423,292	2.24%
	S&B Subttl	**74,188,713**	**77,671,967**	**3,483,254**	4.70%
	Personal Services	137,071	170,233	33,162	24.19%
	Goods & Services	10,723,943	10,973,403	249,460	2.33%
	Travel	210,430	316,472	106,042	50.39%
	Equipment	1,471,923	1,285,737	(186,186)	-12.65%
	Client Services	2,003,879	1,810,181	(193,698)	-9.67%
	Debt Service	1,736,948	1,738,651	1,703	0.10%
		90,472,907	**93,966,644**	**3,493,737**	3.86%

FY 23-25 Cumulative Change

	FY22-23 Budget	FY23-24 Budget	FY 24-25 Budget	Budget to Budget	% Change
State Allocation	39,208,389	45,667,078	48,913,179	9,704,790	24.75%
Tuition	14,755,437	14,724,600	15,560,137	804,700	5.45%
College Contrib & Transfers	15,642,581	15,845,678	15,271,572	(371,009)	-2.37%
Covid Related Funding	2,500,000	-		(2,500,000)	-100.00%
Fund Balance	10,042,667	14,235,551	14,221,755	4,179,088	41.61%
Revenue SBTTL	**82,149,074**	**90,472,907**	**93,966,644**	**11,817,570**	14.39%
Exempt	11,185,497	12,085,094	13,170,904	1,985,407	17.75%
Classified	10,108,917	11,473,312	11,789,002	1,680,085	16.62%
Full Time Faculty & 1yr Temp	14,967,040	16,997,643	18,149,188	3,182,148	21.26%
Adjunct Faculty	9,014,793	10,586,378	10,764,628	1,749,835	19.41%
Hourly/Stipend	3,565,577	4,050,055	4,378,722	813,145	22.81%
Other Salaries	66,617	66,438	66,438	(179)	-0.27%
Benefits	16,581,468	18,929,793	19,353,085	2,771,617	16.72%
S&B SUBTTL	**65,489,909**	**74,188,713**	**77,671,967**	**12,182,058**	18.60%
Personal Services	208,156	137,071	170,233	(37,923)	-18.22%
Goods & Services	9,397,894	10,723,943	10,973,403	1,575,509	16.76%
Travel	217,290	210,430	316,472	99,182	45.64%
Equipment	3,070,977	1,471,923	1,285,737	(1,785,240)	-58.13%
Client Services	2,026,661	2,003,879	1,810,181	(216,480)	-10.68%
Debt Service	1,738,187	1,736,948	1,738,651	464	0.03%
	82,149,074	**90,472,907**	**93,966,644**	**11,817,570**	14.39%

MAJOR NON-SALARY EXPENSES



	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Goods & Services	$6,325,781	$5,947,104	$5,704,716	$6,013,636	5,742,562	$6,516,614	$8,558,397	$10,021,029
Equipment	$1,310,612	$1,449,969	$1,302,349	$1,117,838	1,028,055	$2,159,606	$3,349,981	$1,704,973
Client Services	$88,112	$54,943	$115,415	$232,378	337,223	$1,205,076	$2,054,673	$2,087,497

GOODS AND SERVICES

- Repairs, Alterations, and Maintenance
- Printing and Reproduction
- Employee Professional Development and Training
- Rentals and Leases - Furnishings and Equipment
- Subscriptions
- Facilities and Services
- Data Processing Services
- Communications/Telecommunications
  - Internet Service
  - Phone Service
  - Postage and Parcel

KNOWN INCREASED COSTS/ ADDITIONS FY20-FY24

2019-2020			2020-2021	
Instructional Equipment & Furniture	350,000		Faculty Contract	500,000
Microsoft License	80,000		Campus Safety Contract Increase	94,000
IE Software	70,000		Disability Services Accommodations	200,000
Facilities Branch Campus & SU Maintenance	105,000		Additional IE	25,000
Additional HR Costs	25,000		Additional Instructional Costs	104,764
Additional Instructional Costs	15,712		Additional Student Affairs	7,500
	645,712			**931,264**

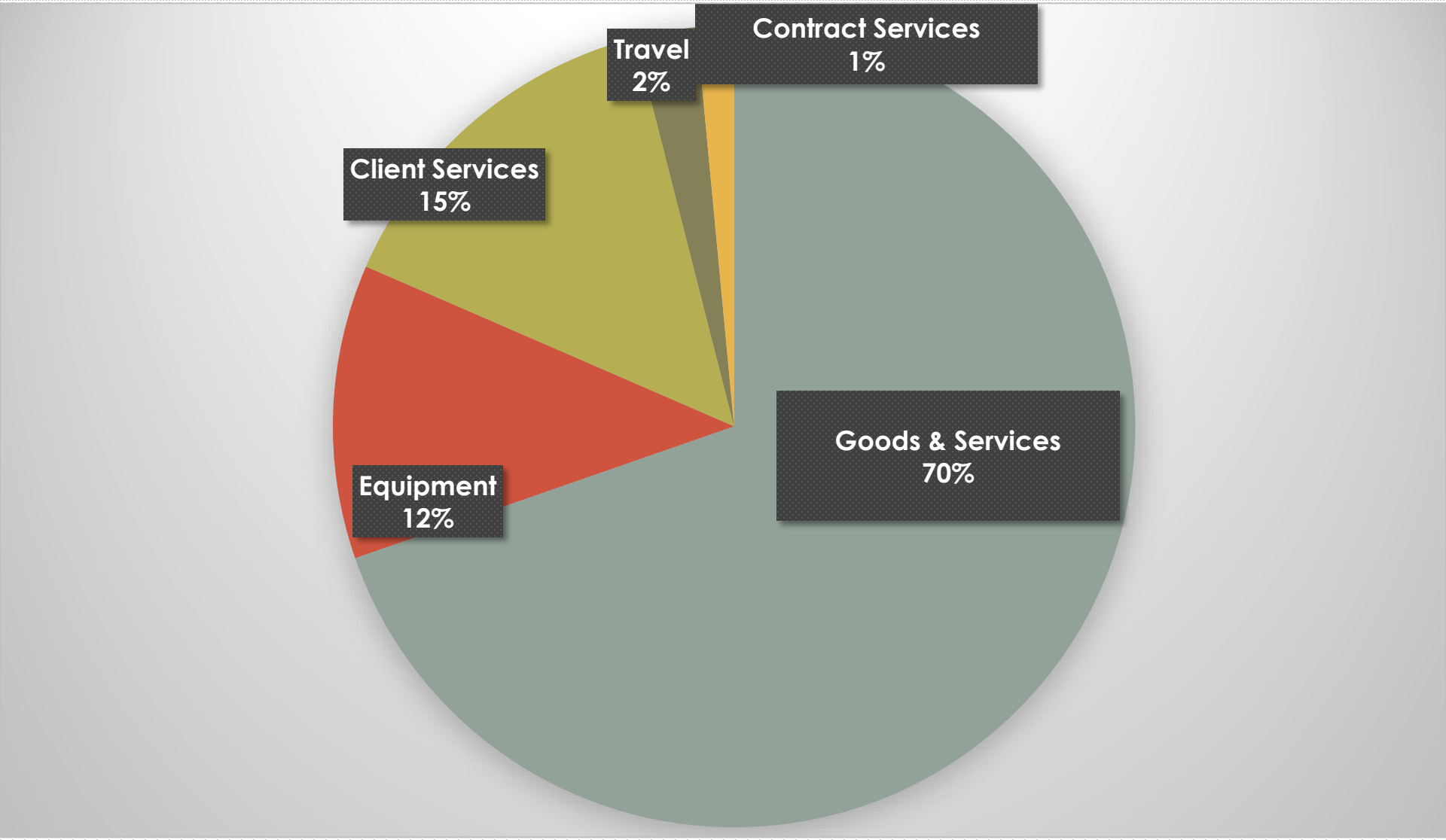
KNOWN INCREASED COSTS/ADDITIONS FY20-FY24

2021-2022			2022-2023	
Faculty Contract	500,000		Faculty Contract	500,000
Exempt Salary Survey	1,016,328		ODEI Budget	30,000
Additional CRO	14,000		Campus Safety Wage Increase	396,000
Additional IT Costs	30,000		SA Translation Services Hourly?	75,000
Additional Instructional Costs	96,809		Additional IT Costs	23,000
Additional Student Affairs	87,383		Additional Instructional Costs	59,012
			Welding Exhaust system	90,440
	1,744,520			**1,173,452**

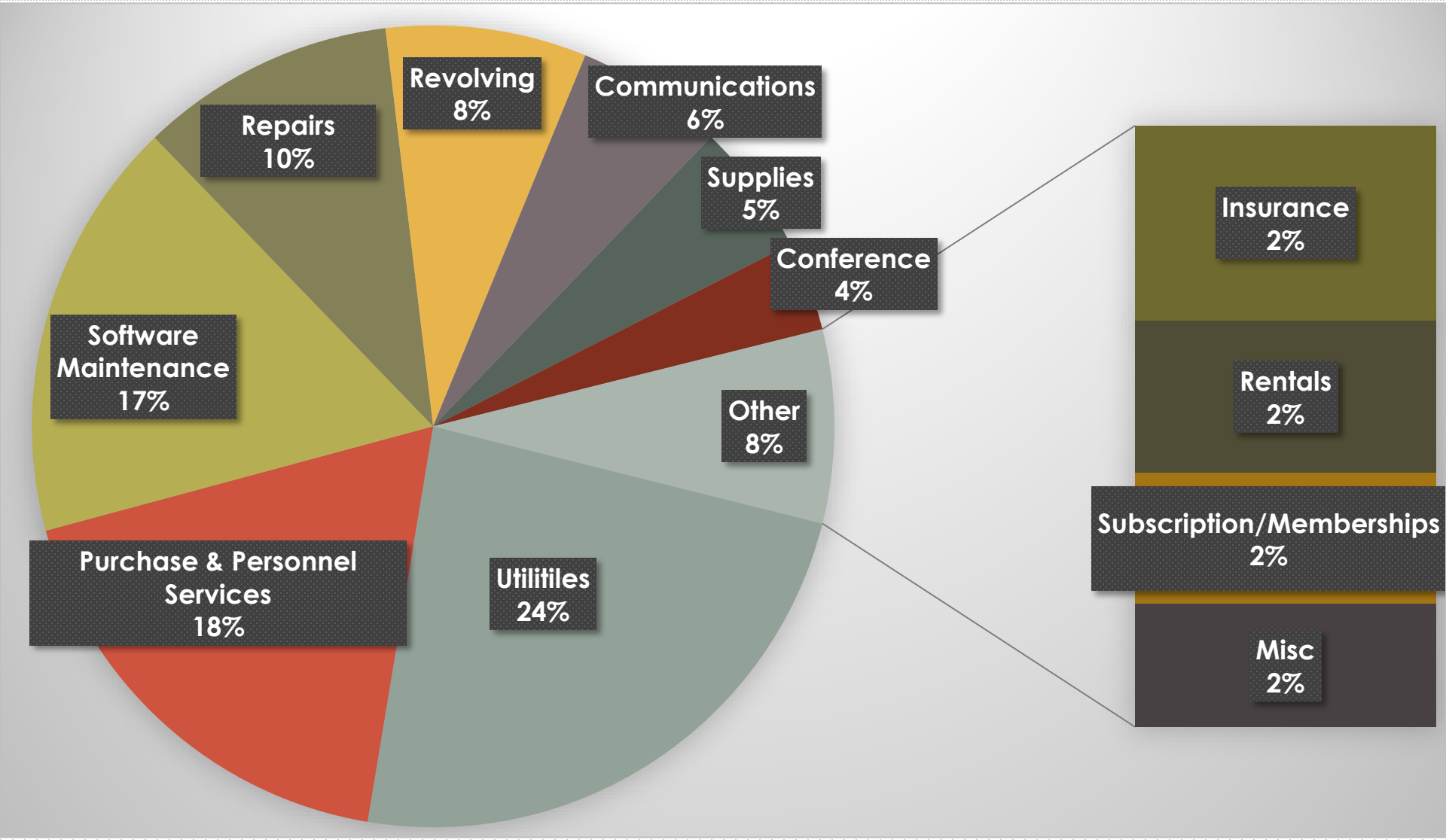
KNOWN INCREASED COSTS/ ADDITIONS FY20-FY24

2023-2024			2024-2025	
CL&I Program Costs	50,000		Sr VP COS budget	100,000
Instructional Software	68,500		Campus Safety PCS Contract	300,000
InTec Technology	191,000		HR Increased Contract Costs	51,809
Additional IE	31,800		Additional Instructional Costs	33,199
Additional Instructional Costs	36,473			
Additional BO-Facilities	58,500			
Additional BO-Facilities	65,000			
	501,273			**485,008**

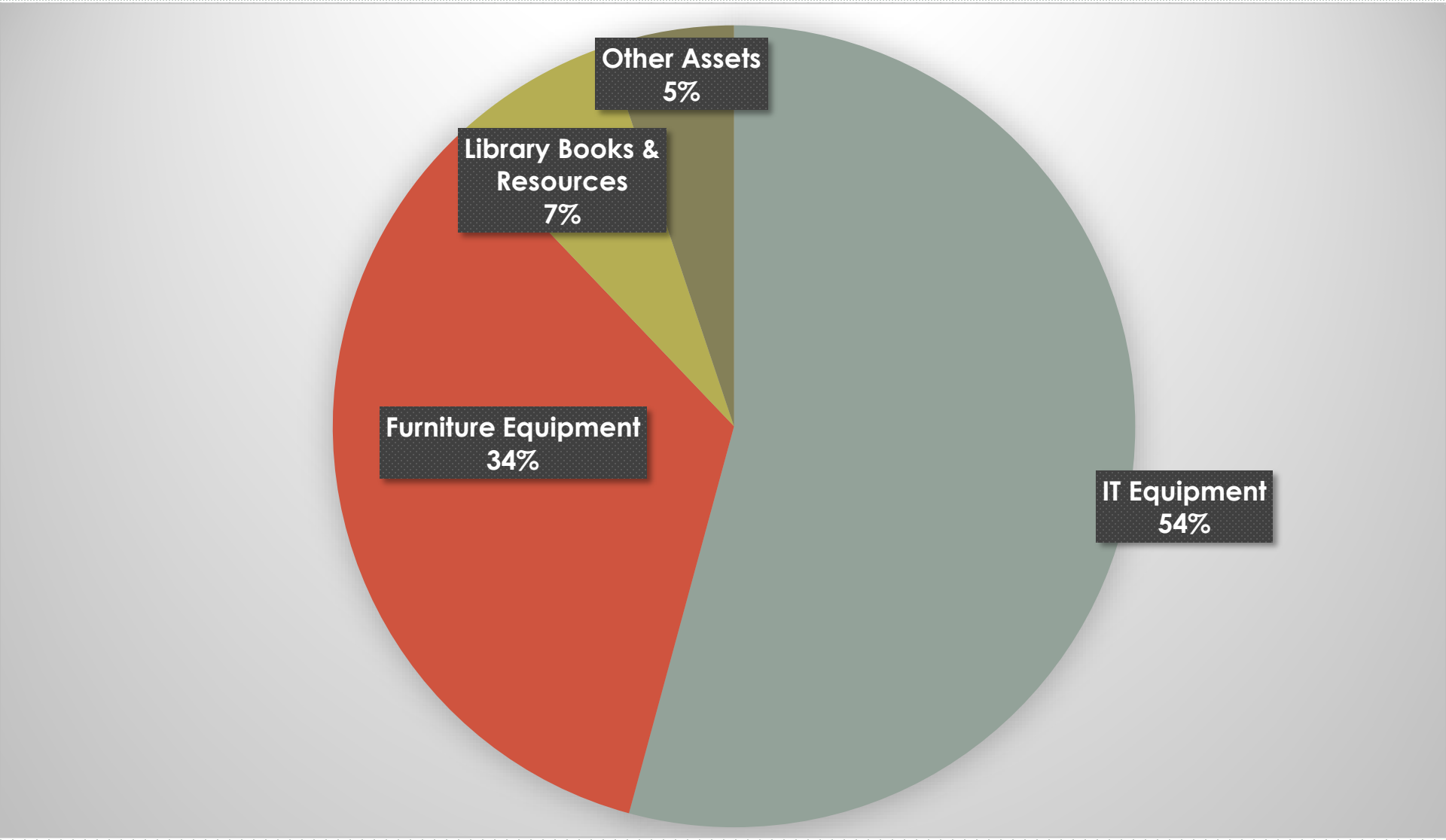
COMPONENTS OF NON-SALARY EXPENSES
FY 24 - $13,489,408



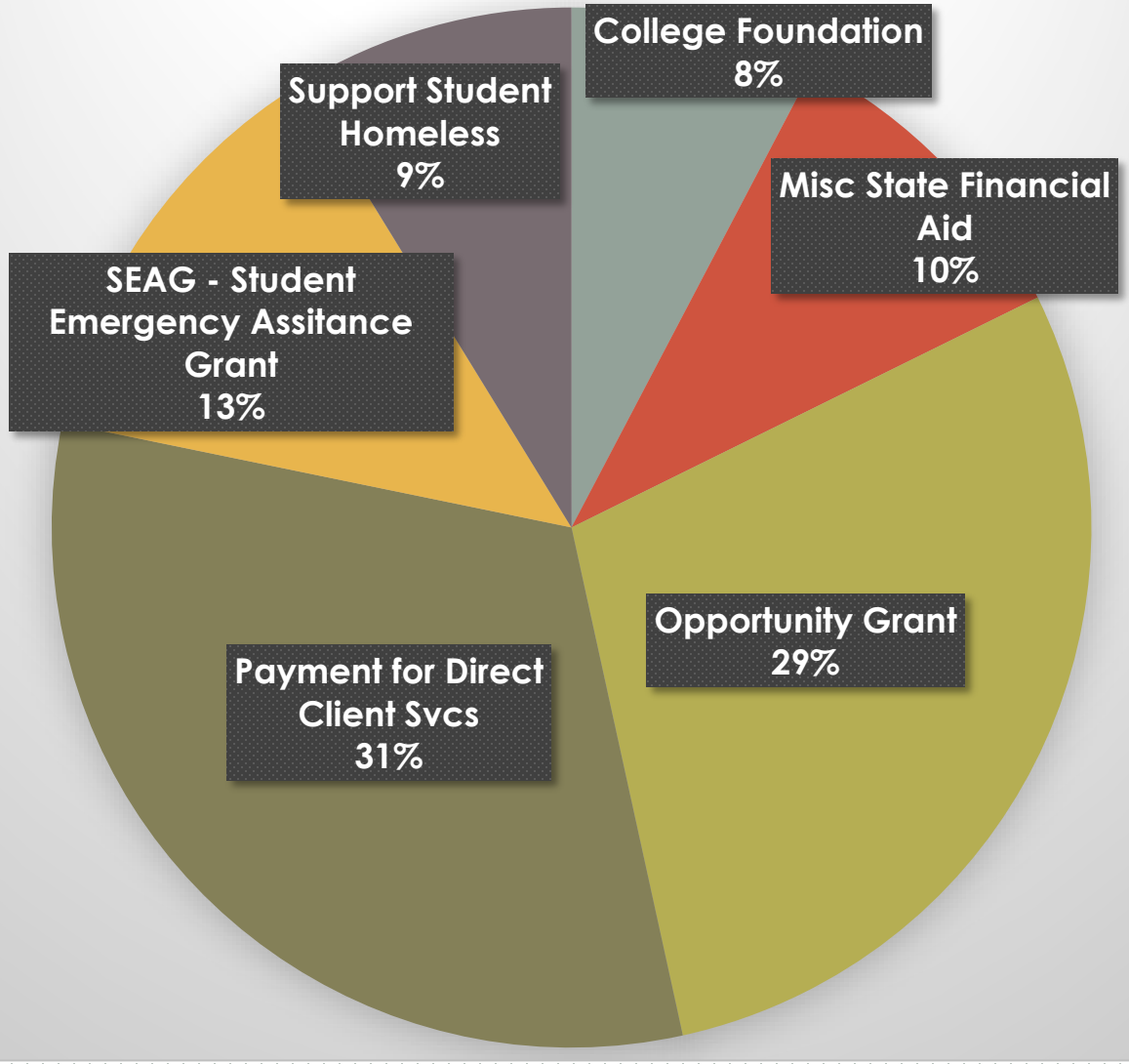
COMPONENTS OF GOODS & SERVICES FY 24 - $10,021,029



COMPONENTS OF EQUIPMENT
FY 24 - $ 1,704,973



COMPONENTS OF CLIENT SERVICES FY 24 - $2,087,497



NON-SALARY TAKEAWAY GOODS & SERVICES FY24

- Goods & Service is 70% non-salary expense, $10 million
  - Utilities $2.4 million
    - Electricity
    - Water/Sewer
    - Natural Gas
  - Purchase & Personnel Services $1.8 million
    - Portion of safety contract: $1.1 million
    - American Association of Collegiate Registrars
    - Clean Harbors building waste disposal
    - Installation support KGRG
  - Software Maintenance $1.7 million
    - Annotate Pro
    - Anthology Inc – Course Evaluation
    - Adobe All Aps Pro
    - Dell Marketing
    - EAB Navigate
- $4 million increase goods & services from FY 2020

NON-SALARY TAKEAWAY EQUIPMENT FY24

- Equipment makes up 12% non-salary expense, $1.7 million
  - IT Equipment $920K
    - JR Microsystem
    - Jones & Associate
    - Dell Computers
  - Furniture Equipment $570K ($60K not instruction related)
    - Furniture: Salish, ZC, PA, RLC, SH, TC
    - PBS Supply Table – Cybersecurity
    - Klien Educational – Commercial Refrigeration
    - Gas Kiln
    - Flow Spray Booth
    - Golf Cart
- $600K increase equipment from FY 2020

NON-SALARY TAKEAWAY CLIENT SERVICES FY24

- Client Services primarily consists of financial aid paid to students by operating budget
- Client Services makes up 15% non-salary expense, $2.8 million
  - Opportunity Grant
  - Worker Retraining
  - Cybersecurity
  - SEAG
  - Disability services
- $1.86 million increase from FY 2020
  - Primary increase due to allocation increases

WHERE DO WE GO FROM HERE

FY 25 BUDGET BALANCE STRATEGIES

- Relying $14,221,755 fund balance to balance budget for FY 25.
- Current unrestricted fund balance: $7,610,960
  - Running Start
  - Open Doors
  - Banking & Investment Revenue
  - Grant & Allocation Overhead
- Fund balance shortage: $6,610,795

FY 25 BUDGET BALANCE STRATEGIES

- Fund balance shortage: $6,610,795
- Recommended savings for $6.6 million shortage:
  - Suspend college reserve contribution: $860,012
  - Suspend building & asset reserve contribution: $2,311,198
  - Cost savings due to hiring freeze: $3,311,893
  - Other cost savings, reducing travel, goods & services, and equipment: $127,694

FY 25 BUDGET BALANCE STRATEGIES

	FY 2025
Total Expenses	**93,966,644**
Revenue	
Allocation	48,913,179
Tuition	15,560,137
IP Support	2,010,000
Running Start Support	12,323,730
Open Doors	464,809
Other	473,033
Available Fund Balance	7,610,959
Suspend Reserve	860,012
Suspend Building & Asset	2,311,198
Estimated Hiring Freeze	3,311,893
Estimated Reduce Spending	127,694
Total Revenue	**93,966,644**

3 YEARS - 5% EXPENSE REDUCTION

	FY 26 - 1	FY 27 - 2	FY 28 - 3	FY 29 - 4	FY 30 - 5
Expense w/ 5% Reduction	89,268,311	84,804,896	80,564,651	80,564,651	80,564,651
Anticipated Revenue	80,623,064	81,531,252	82,470,550	83,442,097	84,447,078
Budget Shortfall	(8,645,247)	(3,273,644)	1,905,899	2,877,446	3,882,427

QUESTIONS?

FY2026-2027 Budget Development Roadmap

Budget Development Roadmap FY2026-2027

Phase	Date	Milestone Activity
KICKOFF	**Feb 2**	**Budget Website Opens** 🔓 📧 Email notifications sent to requesters
SUBMISSION	**Feb 13**	**Budget Website Closed** 🔒
	Feb 20	Grant Budget Updates Submitted
REVIEW	**Feb 24**	President & Executive Team Review
APPROVAL	**Feb 28**	**Final Approval of Budget Requests** ✅
FINALIZATION	**Mar 3**	Budget Team finalizes FY2027 Budget & notifies Janee
	Mar 13–17	Janee & President Review Budget
	Mar 21	Executive Team Review (No Changes)
BOARD REVIEW	**May 15**	**Finalize Budget** 🏁
	May 18–29	Review with Board of Trustees Members
PRESENTATION	**Jun 11/18**	**Final Board Presentation** 🏛️ *(Graduation: June 22)*

24-25 Budget Book











ANNUAL BUDGET

2024
2025



Green River
COLLEGE

2024-2025 Operating Budget

Operating Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Total State Allocation Base:		**$ 45,667,078**	**$ 48,913,179**	**$ 3,246,101**
Local Operating Funds				
Local Operating - Tuition State & WR		14,724,600	15,560,137	835,537
Program Support				
	IP	4,010,000	2,010,000	(2,000,000)
	Running Start	10,323,730	12,323,730	2,000,000
	Open Doors	464,809	464,809	-
	Other	1,047,139	473,033	(574,106)
Fund Balance		14,235,551	14,221,755	(13,796)
Total Local Operating Funds		**$ 44,805,829**	**$ 45,053,465**	**$ 247,636**
Total Operating Revenue		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,737**
Operating Expenditures by Object				
Salaries				
AA	Exempt-Executive	1,593,423	1,882,281	288,857
AB	Exempt-Managerial	2,178,692	2,229,795	51,103
AC	Exempt-Prof'l/Technical	8,312,979	9,058,828	745,849
AD	Temp & Stipend	4,050,055	4,378,722	328,667
AE & AG	Faculty-Perm & Temp Full-time	16,997,643	18,149,188	1,151,545
AH	Faculty-Temp Part-time	10,586,378	10,764,628	178,250
AK	Classified	11,473,312	11,789,002	315,690
	Other Salaries	66,438	66,438	-
B	Benefits	18,929,793	19,353,085	423,292
Sub-total Salaries		**$ 74,188,713**	**$ 77,671,966**	**$ 3,483,253**
C	Contracts	137,071	170,233	33,162
E	Goods & Services	10,723,943	10,973,403	249,460
G	Travel	210,430	316,472	106,042
J	Equipment/Cap Outlays	1,471,923	1,285,737	(186,186)
N	Client Services	2,003,879	1,810,181	(193,698)
P	Debt Service	1,736,948	1,738,651	1,703
Total Operating Expenditure		**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**
Difference (Balanced Budget)		**0**	**0**	**0**

2024-2025 Operating Budget by Division

Operating Expenditure by Division

	Approved 2023-2024	Proposed 2024-2025	Difference
Instruction			
Branch Campus & Continuing Ed	1,093,663	1,363,490	269,827
Business & Trades	5,586,134	5,518,692	(67,442)
English & Humanities	7,099,415	7,051,469	(47,946)
Fine Arts, Social Science, Tutoring Center	6,243,540	6,022,107	(221,433)
Health, Technology & Nursing	9,178,466	9,311,724	133,258
Library, Curriculum, & Media Services	1,675,500	1,739,684	64,184
Science & Math	7,346,641	7,590,765	244,124
Transitional Studies & Wellness	3,521,102	3,883,939	362,837
Worker Retraining	1,391,099	1,328,556	(62,543)
Instruction Support	8,057,158	9,043,459	986,301
Subtotal Instruction	**$ 51,192,718**	**$ 52,853,886**	**$ 1,661,167**
Student Affairs			
Campus Life	1,128,248	1,149,535	21,287
Enrollment & Completion	4,596,632	4,712,572	115,940
Safety & Transportation	698,946	1,001,566	302,620
Student Affairs Support	2,155,433	2,599,669	444,236
Subtotal Student Affairs	**$ 8,579,259**	**$ 9,463,342**	**$ 884,083**
Administration			
Business Services	3,521,858	3,397,492	(124,366)
Debt Service	1,736,948	1,738,651	1,703
Facilities	5,044,052	5,359,196	315,144
Human Resources	1,706,790	2,110,178	403,388
Information Technology	6,758,874	6,845,300	86,426
Utilities	1,898,875	2,550,216	651,341
Administration Support	3,561,802	2,790,335	(771,467)
Subtotal Administration	**$ 24,229,199**	**$ 24,791,368**	**$ 562,169**
Executive			
College Relations & Development	2,493,457	2,566,948	73,491
Guided Pathways	1,582,426	1,503,305	(79,121)
Institutional Effectiveness	604,758	656,250	51,492
Institutional Support	1,420,072	1,762,686	342,614
Office Equity, Diversity, & Inclusion	371,018	368,859	(2,159)
Subtotal Executive	**$ 6,471,731**	**$ 6,858,048**	**$ 386,317**
Total Operating Expenditure by Division	**$ 90,472,907**	**$ 93,966,644**	**$ 3,493,736**

2024-2025 International Programs Budget

International Programs Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		8,644,000	10,487,700	1,843,700
Institutional Support				
Operating Contribution		(4,010,000)	(2,010,000)	2,000,000
Debt Service-Kent Phase II		(521,537)	(421,412)	100,125
Debt Service - Auburn Center		(1,051,281)	(1,041,200)	10,081
Debt Service - Student Life		(228,127)	(228,127)	-
Building & Capital Asset Contribution		(934,015)	(1,052,766)	(118,751)
IP Reserve Contribution		(824,224)	(631,281)	4,879,719
Fund Balance		6,743,018	4,055,495	(2,687,523)
Total Int'l Prgs Contribution		(826,166)	(1,329,291)	(503,125)
				-
				-
Net Revenue for IP Operations		**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
IP Operating Expenditures				
Salaries				
AA	Exempt-Executive	132,673	136,653	3,980
AB	Exempt-Managerial	62,618	64,497	1,879
AC	Exempt-Prof'l/Technical	1,700,400	1,685,045	(15,355)
AD	Temp & Stipend	269,454	289,008	19,554
AE	Faculty-Perm Full-time	555,682	555,684	2
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time	211,487	214,154	2,667
AK	Classified	1,054,668	1,113,183	58,515
	Other	159,491	194,564	35,073
B	Benefits	1,232,476	1,420,361	187,885
Sub-total Salaries		**$ 5,378,949**	**$ 5,673,149**	**$ 294,200**
C	Contracts	1,528,166	2,122,166	594,000
E	Goods & Services	610,895	1,030,020	419,125
G	Travel	239,374	249,124	9,750
J	Equipment/Cap Outlays			-
N	Client Services	60,450	83,950	23,500
Total Operating Expenditure		**$ 7,817,834**	**$ 9,158,409**	**$ 1,340,575**
Difference		**$ 0**	**$ (0)**	**$ (0)**

2024-2025 Running Start Budget

Running Start Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		13,493,578	16,307,435	2,813,857
Institutional Support				
Operating Contribution		(10,323,730)	(12,323,730)	(2,000,000)
Building & Capital Asset Contribution		(1,181,181)	(1,760,088)	(578,906)
Running Start Reserve Contribution		(144,119)	(2,387,639)	(2,243,519)
Operating Reserve Contribution		(832,383)	(235,701)	596,682
Fund Balance		16,567	1,835,614	1,819,047
		$ (12,464,847)	$ (14,871,544)	$ (2,406,696)
Net Revenue for RS Operations		**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Running Start Operating Expenditures				
Salaries				
AA	Exempt-Executive			-
AB	Exempt-Managerial			-
AC	Exempt-Prof'l/Technical	453,281	532,795	79,514
AD	Temp & Stipend	28,266	30,001	1,735
AE	Faculty-Perm Full-time			-
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time			-
AK	Classified	120,767	186,758	65,991
AM	Student			-
AP	Work Study			-
AS	Sick Leave Buyout			-
AT	Terminal Leave			-
AU	Overtime			-
B	Benefits	234,007	295,229	61,222
Sub-total Salaries & Benefits		**836,321**	**1,044,783**	**208,462**
C	Contracts	-	177,000	177,000
E	Goods & Services	185,366	207,065	21,699
G	Travel	3,500	3,500	-
J	Equipment/Cap Outlays	3,043	3,043	-
K	Hardware/Software			-
N	Client Services	500	500	-
Total Operating Expenditure		**$ 1,028,730**	**$ 1,435,891**	**$ 407,161**
Difference		**$ 0**	**$ 0**	**$ (0)**

2024-2025 Open Doors Budget

Open Doors Revenue		Approved 2023-2024	Proposed 2024-2025	Change
Revenue		1,343,861	1,531,832	187,971
Institutional Support				
Operating Contribution		(464,809)	(464,809)	-
		(464,809)	(464,809)	-
				-
				-
Net Revenue for Open Doors Operations		**$ 879,052**	**$ 1,067,023**	**$ 187,971**
Open Doors Operating Expenditures				
Salaries				
AA	Exempt-Executive	-		-
AB	Exempt-Managerial	-		-
AC	Exempt-Prof'l/Technical	467,234	551,207	83,973
AD	Temp & Stipend	2,000	-	(2,000)
AE	Faculty-Perm Full-time			-
AG	Faculty-Temp Full-time			-
AH	Faculty-Temp Part-time			-
AK	Classified	109,901	114,505	4,604
AM	Student			-
AP	Work Study			
AS	Sick Leave Buyout			-
AT	Terminal Leave Buyout			
AU	Overtime			-
B	Benefits	227,299	256,776	29,477
Sub-total Salaries & Benefits		**$ 806,434**	**$ 922,487**	**$ 116,053**
C	Contracts	-		-
E	Goods & Services	50,117	51,732	1,615
G	Travel	2,500	2,500	-
J	Equipment/Cap Outlays	2,001	13,701	11,700
N	Client Services	18,000	68,000	50,000
P	Debt Service			-
Total Operating Expenditure		**$ 879,052**	**$ 1,058,420**	**$ 179,368**
Difference		**$ -**	**$ 8,603**	**$ 8,603**

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
DEPARTMENT OF EDUCATION					
TRIO -- help disadvantaged students prepare for postsecondary education (Sep-Aug) (Proj 5070)	423,002	(75,000)	348,002	100,000	448,002
TRIO-STEM (Sep-Aug) (Proj 5071)	305,888	(44,000)	261,888	90,000	351,888
CCAMPIS Program -- Childcare Access Means Parents in School (Oct-Sep) (Proj 5082)	50,000	(50,000)	-	45,000	45,000
CEVSS -- Center of Excellence for Veteran Student Success (Oct-Sep) (Proj 5576)	133,132	(133,132)	-	75,000	75,000
UISFL -- Undergraduate International Studies and Foreign Language (UISFL) Project (Proj 8129)	99,815	(99,815)	-	40,000	40,000
AANAPISI -- Asian American Native American Pacific Islander Student Initiative (Proj 8129)	-	397,678	397,678	175,000	572,678
CARES Institutional- (prj 5077)		-			-
Department of Justice					
Office on Violence Against Women (EdCC fiscal agent) (71008)		-			-
Office on Violence Against Women -- Gators CARE Program (Oct-Sep) (Proj 5092)	85,954	(85,954)	-	75,000	75,000
DEPARTMENT OF STATE (through University of Kansas)					
SUSI Institute on Women's Leadership (71011)	243,000	(15,348)	227,652	49,000	276,652
STATE OF WASHINGTON					
Dept. of Social & Health Services/SBCTC (110-BFET) -- Basic Food Employment & Training Program (Oct - Sep) (Dept 70008)	350,000	-	350,000	200,000	550,000
SBCTC: Perkins (110-PRK) -- improve professional and technical programs for special population students (70022)	478,103	8,320	486,423	-	486,423
SBCTC: Perkins Special Projects (110-PSP) -- support Leadership Training activities approved by WEC exec committee (70023)	33,000	117,000	150,000	-	150,000
SBCTC: Perkins Leadership Block Grant - Industry Based Professional Development (70032)	17,400	(2,400)	15,000	-	15,000
SBCTC: BEdA (110-BEDA) -- provide instruction and support for Basic Ed ABE/GED/ESL students (70025)	286,427	6,214	292,641	-	292,641
SBCTC: IEL/Civics (110-IELCE) -- provide instruction and support for Integrated English Literacy and Civics Education std (70024)	71,240	4,587	75,827	-	75,827
SBCTC: WorkFirst (110-WFDA) -- increase support/improve access for Workfirst participants (70201/02/04)	840,318	(34,253)	806,065	-	806,065
SBCTC: Job Skills Program (110-JSP) -- provide customized, short-term and job-specific training & education (70009)	2,500,000	(1,250,000)	1,250,000	-	1,250,000
SBCTC: BEdA Leadership Block (110-BLB) -- increase system capacity for program improve and required training in ABE (70026)	4,735	-	4,735	-	4,735
SBCTC: Early Achievers (110-EAG)-- Washington's youngest learners through profess dev of early child care providers and educators. (70027)	199,200	33,200	232,400	-	232,400
SBCTC: NSF subaward WA Community & Technical College Consortium for Undergraduate Research and Equity (WCTC CURE)--	-	40,420	40,420	-	40,420
NATIONAL SCIENCE FOUNDATION					
North Seattle sub award: LSAMP Puget Sound Alliance (71016)	100,001	(100,001)	-	30,000	30,000
S-STEM Natural Resources with Muckleshoot Indian Tribe - NATRS (Proj 8143)	188,119	9,256	197,375	180,000	377,375
Cascadia Course-based Undergrad Research Experience Conference (CURE)	99,902	(99,902)	-	-	-
Experiential Learning to Accelerate Technical Education (ELATE) (71009)	52,388	(52,388)	-	-	-
STRADA EDUCATION NETWORK					
TechConnect Capstone (TCC) Expansion (73002)	179,521	(81,521)	98,000	100,000	198,000
UNIVERSITY OF WASHINGTON					
UW STEM Transfer Partnerships (STP) (Proj 8102)	5,000	(5,000)	-	-	-
WASHINGTON STATE UNIVERSITY					
Jan - Dec: Small Business Assistance Center (70105)	236,000	(38,264)	197,736	24,300	222,036

Green River College

2024-2025 Grant Summary

	2023-2024 Budget	Increase (Decrease)	2024-2025 New Funds	Previous Yr Carryover	2024-2025 Budget
CITY OF AUBURN					
Jan - Dec: Economic Development (70107)		60,000	60,000		60,000
CITY OF COVINGTON					
Jan - Dec: Small Business Assistance Center (70107)	10,000	-	10,000		10,000
CITY OF ENUMCLAW					
Jan - Dec: Small Business Assistance Center		5,000	5,000		5,000
CITY OF KENT					
April - March: Small Business ARPA funding	64,286	4,946	69,232	-	69,232
Jan - Dec: Small Business Assistance Center (70106)		-			-
CITY OF MAPLE VALLEY					
Jan - Dec: Small Business Assistance Center (70107)	15,000	-	15,000	-	15,000
PORT OF SEATTLE APEX (formerly PTAC)					
Jan - Dec: Small Business Assistance Center (70112)	15,000	-	15,000		15,000
THURSTON ECONOMIC DEVELOPMENT COUNCIL					
Apr - Mar: APEX Accelerator, formerly known as Procurement Technical Assistance Program (70109)	203,143	32,563	235,706		235,706
Total Grants & Contracts	**$ 7,289,574**	**$ (1,447,794)**	**$ 5,841,780**	**$ 1,183,300**	**$ 7,025,080**

Green River College

2024-2025 Internal Auxiliary Services

	Computer Services	Printing Services	Motor Pool	Student & Activities	Book Store	Parking Transportation	Housing & Food Services	Total Auxiliary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration						24,900		24,900
AC Exempt - Prof'l/Technical				34,179	137,562	69,757	127,306	368,803
AD Hourly/Stipend				156,427	104,742	127,214	15,318	403,701
AE Faculty - Perm Full Time								-
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time								-
AK Classified	70,496	35,894		210,985	145,296	218,814	254,312	935,797
AM Student				389,286	10,000			399,286
AP Work Study		3,500						3,500
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	27,972	14,201		105,719	130,878	156,454	166,886	602,110
Salary Subtotal	**$ 98,468**	**$ 53,595**	**$ -**	**$ 896,596**	**$ 528,478**	**$ 597,138**	**$ 563,822**	**$ 2,738,097**
C Personal Services								-
E Goods & Services		71,900	25,000	763,099	116,175	1,180,790	16,187	2,173,151
F Cost of Goods Sold					875,000			875,000
G Travel			90,000	2,450	4,000	2,000		98,450
J Equipment/Cap Outlay		101,214			8,500	2,000		111,714
N Client Services				87,855				87,855
P Debt Service				1,242,888				1,242,888
W Depreciation								-
Total Expenditures	**$ 98,468**	**$ 226,709**	**$ 115,000**	**$ 2,992,888**	**$ 1,532,153**	**$ 1,781,928**	**$ 580,009**	**$ 7,327,154**
Revenue								
T Transfers								-
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees				2,992,888				2,992,888
4010020 Sales in Proprietary Funds					1,532,153			1,532,153
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services	98,468	226,709	115,000			1,781,928	580,009	2,802,114
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income	-	-	-	-		-	-	-
Total Revenue	**$ 98,468**	**$ 226,709**	**$ 115,000**	**$ 2,992,888**	**$ 1,532,153**	**$ 1,781,928**	**$ 580,009**	**$ 7,327,154**

Green River College

2024-2025 Self Support Summary

	Instruction Co-Op	Continuing Education	eLearning Fee	Special Services	Study Abroad	Technology Fee	Other Self-Suppt	Total Fiduciary
Expense								
AA Exempt - Executive								-
AB Exempt - Administration	111,392	26,646					25,539	**163,578**
AC Exempt - Prof'l/Technical	181,442	248,219	269,482				207,388	**906,532**
AD Hourly/Stipend	177,232	90,105	95,000		10,500	171,000	63,124	**606,961**
AE Faculty - Perm Full Time	33,379							**33,379**
AG Faculty - Temp Full Time								-
AH Faculty - Temp Part Time	167,000	93,407			21,404	189,263		**471,074**
AK Classified	180,529	230,102	75,952	30,059			450,796	**967,439**
AM Student								-
AP Work Study								-
AS Sick Leave Buyout								-
AT Terminal Leave								-
AU Overtime								-
B Benefits	258,470	285,121	140,096	13,417	7,914	98,937	379,069	**1,183,025**
Salary Subtotal	**$ 1,109,445**	**$ 973,601**	**$ 580,530**	**$ 43,476**	**$ 39,818**	**$ 459,200**	**$ 1,125,917**	**$ 4,331,987**
C Personal Services	6,999						4,000	**10,999**
E Goods & Services	1,003,267	117,240	168,740	121,000	22,225	371,800	872,817	**2,677,089**
G Travel	18,151	3,303	7,300	5,000	12,950		7,400	**54,104**
J Equipment/Cap Outlay	198,887	252	3,000			530,000	32,000	**764,139**
N Client Services	329,018	61,060			333,100	298,960	5,201	**1,027,339**
Total Expenditures	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**
Revenue								
T Transfers							229,427	**229,427**
S Interagency								-
4000020 Resident Tuition								-
4000050 Dedicated Student Fees	2,665,767	1,155,456	759,570	169,476	408,093	1,659,960	1,817,908	**8,636,231**
4000100 Tuition & Fee Waiver								-
4010020 Sales in Proprietary Funds								-
4021010 Private Grants & Scholarship								-
4022250 Veterans Administration								-
4022280 Department of Education								-
4030020 Income From Property								-
4030030 Fines &Forfeits								-
4030060 Charges for Services								-
4030140 Interfund Transfer In								-
4030150 Interfund Transfer Out								-
4030160 Other Operating Revenue								-
4120010 Investment Income								-
Total Revenue	**$ 2,665,767**	**$ 1,155,456**	**$ 759,570**	**$ 169,476**	**$ 408,093**	**$ 1,659,960**	**$ 2,047,335**	**$ 8,865,657**

Green River College

2024-2025 Financial Aid Summary

	2024-2025 Budget
Grants In Aid	
Americorps	35,000
BASIC FOOD/EMPLY/TRN	60,000
College Bound Scholar	200,000
CSF - Governor Scholarship	8,000
Foundation Support	600,000
National Guard Grant	10,000
Passport 2 College	150,000
Pell Grant	8,000,000
Scholar - Education & Culture	10,000
Scholar - Financial	25,000
Scholar - High School	50,000
Scholar - Port & Airport	20,000
Scholar - Service Club	150,000
Scholar - Tribal	50,000
Scholar-Green River Coalition	103,000
Scholar-Private	10,000
SEOG	250,000
Tuition Waiver	450,000
WA College Bridge Grant	900,000
WA Opportunity Scholar	250,000
Washington Achieve Scholarship	10,000
Washington College Grant	8,000,000
WAVE Scholarship	10,000
Worker Retraining	80,000
WorkFirst - Work Study on Camp	55,000
Student Loans	
PRIVATE LOANS-EFT	1,000,000
STAFFORD UNSUBSIDIZE	2,800,000
Subsidized	2,000,000
Work Study	
Federal Work Study	45,000
Financial Aid Fund	
3.5% Green River Grant	356,000
FWS Federal Match	280,000

Green River College

2023-2025 Capital Project Budget

	2023-2025 Proposed Budget	Mid -Biennium Estimated Expenditures	2023-2025 Proposed Remaining
Local Capital			
Phase 2 - Std Aff. And Success	16,271	-	16,271
AD Remodel	171,396	16,160	155,236
Trades Welding Power Repair	50,611	-	50,611
SA/Nursing/Science Bldg	71,745	-	71,745
RLC Tenant Improvement	30,545	-	30,545
ZC VP of EDI Suite	124,878	2,403	122,475
Learning & Innovation Center	3,106,113	3,009,427	96,687
Total Local Fund	$ 3,571,560	$ 3,027,990	$ 543,570
State Appropriations			
Program	2,126,781	1,564,705	562,076
Preservation (URF) - FY 23-25	931,000	314,305	616,695
Facility	1,912,000	115,880	1,796,120
Minor to Operating	807,000	403,500	403,500
Total State Fund	$ 5,776,781	$ 2,398,390	$ 3,378,391
Total Available for Capital	**$ 9,348,341**	**$ 5,426,380**	**$ 3,921,961**

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
	FEES SET BY SBCTC					
1	RESIDENT TUITION 1-10 CREDITS	123.58	4.01	127.59		
2	RESIDENT TUITION 11-18 CREDITS	61.05	1.91	62.96		
3	RESIDENT TUITION 19+ CREDITS	110.87	3.60	114.47		
4	RESIDENT TUITION APPLIED BAS 1-10 CREDITS	240.10	7.51	247.61		
5	RESIDENT TUITION APPLIED BAS 11-18 CREDITS	12.33	0.48	12.81		
6	RESIDENT TUITION APPLIED BAS 19+ CREDITS	227.39	7.10	234.49		
7	NON-RESIDENT TUITION 1-10 CREDITS	317.95	10.18	328.13		
8	NON-RESIDENT TUITION 11-18 CREDITS	68.96	2.20	71.16		
9	NON-RESIDENT TUITION 19+ CREDITS	305.24	9.77	315.01		
10	NON-RESIDENT TUITION APPLIED BAS 1-10 CREDITS	674.70	20.89	695.59		
11	NON-RESIDENT TUITION APPLIED BAS 11-18 CREDITS	13.25	0.53	13.78		
12	NON-RESIDENT TUITION APPLIED BAS 19+ CREDITS	661.99	20.48	682.47		
13	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 1-10 CREDITS	0.00	-	0.00	1	127.59
14	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 11-18 CREDITS	0.00	-	0.00	1	62.96
15	DEPENDENTS AND SPOUSES OF ELIGIBLE VETERANS 19+ CREDITS	0.00	-	0.00	1	114.47
16	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 1-10 CREDITS	0.00	-	0.00	1	127.59
17	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 11-18 CREDITS	0.00	-	0.00	1	62.96
18	CHILD/SPOUSE OF DECEASED/DISABLED LEOFF OR FIREFIGHTER 19+ CREDITS	0.00	-	0.00	1	114.47
19	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 1-10	0.00	-	0.00	1	127.59
20	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 11-18	0.00	-	0.00	1	62.96
21	WRONGFULLY CONVICTED FELON (INDIVIDUAL, CHILD, STEP CHILD) 19+	0.00	-	0.00	1	114.47
22	APPRENTICE	61.79	2.01	63.80	1	63.79
23	ABE, ESL, GED ($25.00 per student, per quarter)	25.00	-	25.00	1	
	FEES SET BY COLLEGE (Recommended by Students)					
24	TECH FEE ($5 per credit, min $5, max $60.00 per qtr)	5.00	-	5.00		
25	FACILITY FEE ($4.05 per credit no max) Max removed Fall '13	4.05	-	4.05		
26	SPECIAL SERVICES FEE ($.50 per credit; no min or max.)	0.50	-	0.50		
27	STUDENT CENTER FEE ($45 per student per quarter)	45.00	-	45.00		
28	MATRICULATION FEE ($.75 per credit no max)	0.75	-	0.75		
29	IP TECH/STU CTR/FAC/MATRC/SPEC SVC FEE 12-18	200.40	-	200.40		
30	IP TECH/FAC/MATRC/SPEC SVC FEE 2 Cr Bridge	122.65	-	122.65		
31	IP TECH/FAC/MATRC/SPEC SVC FEE 5 Cr Bridge	103.90	-	103.90		
32	IP TECH/FAC/MATRC/SPEC SVC FEE 10 Cr Bridge	52.40	-	52.40		
33	IP MATRC/FAC/SPEC SVC FEE 19+ CREDITS	5.30	-	5.30		
	FEES SET BY COLLEGE (Discretionary Authority to Local Board)					
34	PARENT ED (per class)	20.00	-	20.00		107.59
35	RESIDENT TUITION VOCATIONAL PROGRAM 19+ CREDITS	61.05	1.91	62.96		51.51
36	NON-RESIDENT W/OPERATING WAIVER 1-10 CREDITS	140.92	4.87	145.79	2	182.34
37	NON-RESIDENT W/OPERATING WAIVER 11-18 CREDITS	61.94	1.99	63.93	2	7.23
38	NON-RESIDENT W/OPERATING WAIVER 19+ CREDITS	128.21	4.46	132.67	2	182.34
39	NON-RESIDENT W/WAIVER VOCATIONAL PROGRAM 19+ CREDITS	61.94	1.99	63.93	2	251.08
40	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 1-10 CREDITS	257.44	8.37	265.81	2	429.78
41	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 11-18 CREDITS	13.25	0.53	13.78	2	
42	NON-RESIDENT TUITION APPLIED BAS W/OPERATING WAIVER 19+ CREDITS	244.73	7.96	252.69	2	429.78
43	RESIDENT ATHLETE 1-10 CREDITS	85.06	2.76	87.82	3	39.77
44	RESIDENT ATHLETE 11-18. CREDITS	61.05	1.91	62.96	3	-
45	RESIDENT ATHLETE 19+ CREDITS	110.87	3.60	114.47	3	-
46	NON-RESIDENT ATHLETE 1-10 CREDITS	279.43	8.93	288.36	3	39.77
47	NON-RESIDENT ATHLETE 11-18 CREDITS	68.96	2.20	71.16	3	-
48	NON-RESIDENT ATHLETE 19+ CREDITS	305.24	9.77	315.01	3	-
49	NON-RESIDENT ATHLETE WITH WAIVER 1-10 CREDITS	102.40	3.62	106.02	3	39.77
50	NON-RESIDENT ATHLETE WITH WAIVER 11-18 CREDITS	61.94	1.99	63.93	3	-
51	NON-RESIDENT ATHLETE WITH WAIVER 19+ CREDITS	128.21	4.46	132.67	3	-
52	RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	178.53	5.58	184.11	3	63.50
53	RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	12.33	0.48	12.81	3	-
54	RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	227.39	7.10	234.49	3	-
55	NON-RESIDENT APPLIED BAS ATHLETE 1-10 CREDITS	613.13	18.96	632.09	3	63.50
56	NON-RESIDENT APPLIED BAS ATHLETE 11-18 CREDITS	13.25	0.53	13.78	3	-
57	NON-RESIDENT APPLIED BAS ATHLETE 19+ CREDITS	661.99	20.48	682.47	3	-
58	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 1-10 CREDITS	195.87	6.44	202.31	3	63.50
59	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 11-18 CREDITS	13.25	0.53	13.78	3	-
60	NON-RESIDENT APPLIED BAS ATHLETE WITH WAIVER 19+ CREDITS	244.73	7.96	252.69	3	-

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	Per Credit INCR.	Per Credit 24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
61	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 1-10 CREDITS	111.22	3.61	114.83	7	12.76
62	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 11-18 CREDITS	54.95	1.72	56.66	7	6.30
63	ELIGIBLE VETERANS & OTHER MILITARY VETERANS 19+ CREDITS	99.78	3.24	103.02	7	11.45
64	ACTIVE DUTY WAIVER 1-10 CREDITS	96.76	2.90	99.66	6	27.93
65	ACTIVE DUTY WAIVER 11-18 CREDITS	48.69	1.46	50.15	6	12.81
66	ACTIVE DUTY WAIVER 19+ CREDITS	110.87	3.60	114.47	6	-
67	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 1-10 CREDITS	216.09	6.76	222.85	7	24.76
68	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 11-18 CREDITS	11.10	0.43	11.53	7	1.28
69	ELIGIBLE VETERANS & OTHER MILITARY VETERANS APPLIED BAS 19+ CREDITS	204.65	6.39	211.04	7	23.45
70	ACTIVE DUTY WAIVER BAS 1-10 CREDITS	213.28	6.40	219.68	6	27.93
71	ACTIVE DUTY WAIVER BAS 11-18 CREDITS	0.00	-	0.00	6	12.81
72	ACTIVE DUTY WAIVER BAS 19+ CREDITS	227.39	7.10	234.49	6	
73	HIGH SCHOOL COMPLETION 1-10 CREDITS	12.00	-	12.00	3	115.59
74	HIGH SCHOOL COMPLETION 11-18 CREDITS	12.00	-	12.00	3	50.96
75	HIGH SCHOOL COMPLETION 19+ CREDITS	61.05	1.91	62.96	3	51.51
76	NON-RESIDENT HIGH SCHOOL COMPLETION 1-10 CREDITS	123.58	4.01	127.59	3	200.54
77	NON-RESIDENT HIGH SCHOOL COMPLETION 11-18 CREDITS	61.05	1.91	62.96	3	8.20
78	NON-RESIDENT HIGH SCHOOL COMPLETION 19+ CREDITS	110.87	3.60	114.47	3	200.54
79	WASH STATE EMPLOYEE (per class/space available)	61.05	1.91	62.96	3	574.99
80	WASH STATE EMPLOYEE APPLIED BAS (per class/space available)	61.05	1.91	62.96	3	1,175.09
81	SENIOR CITIZEN - AUDIT (per class/space available; limit 2 courses per qtr)	5.00	-	5.00	3	632.95
82	NEEDY (Need based/college discretionary waiver)	0.00	-	0.00	3	127.59
83	COLLEGE IN THE HIGH SCHOOL	49.00	-	49.00	3	78.59
84	EXCESS ENROLLMENT 1-10 CREDITS	123.58	4.01	127.59		
85	EXCESS ENROLLMENT 11-18 CREDITS	61.05	1.91	62.96		
86	EXCESS ENROLLMENT 19+ CREDITS	110.87	3.60	114.47		
87	INTERNATIONAL STUDENT 1-10 CREDITS	317.95	10.18	328.13		
88	INTERNATIONAL STUDENT 11TH CREDIT	276.25	8.60	284.85		
89	INTERNATIONAL STUDENT 12-18 CREDITS FLAT FEE	3,732.00	119.00	3,851.00		
90	INTERNATIONAL STUDENT 19+ CREDITS	305.24	9.77	315.01		
91	INTERNATIONAL STUDENT VOCATIONAL PROGRAM 19+ CREDITS	68.96	2.20	71.16		
92	INTERNATIONAL STUDENT 1-10 CREDITS APPLIED BAS	674.70	20.89	695.59		
93	INTERNATIONAL STUDENT 11TH CREDIT APPLIED BAS	53.50	2.05	55.55		
94	INTERNATIONAL STUDENT 12-18 CREDITS APPLIED BAS (FLAT FEE)	6,854.00	213.00	7,067.00		
95	INTERNATIONAL STUDENT 19+ CREDITS APPLIED BAS	661.99	20.48	682.47		
96	INTERNATIONAL STUDENT INTENSIVE ENGLISH	3,732.00	119.00	3,851.00		
97	INTERNATIONAL STUDENT 2CR BRIDGE	3,096.10	98.64	3,194.74		
98	INTERNATIONAL STUDENT 5CR BRIDGE	2,142.25	68.10	2,210.35		
99	INTERNATIONAL STUDENT 10CR BRIDGE	552.50	17.20	569.70		
100	IP HOUSING PLACEMENT FEE (One-Time fee Incl. airport pickup & move-in kit)	300.00	-	300.00		
101	INTERNATIONAL ADMISSIONS FEE	50.00	-	50.00		
102	FOUNDATION FOR SUCCESS	100.00	-	100.00		
103	INTERNATIONAL STUDENT COLLEGE EXPERIENCE (One-time fee)	100.00	100.00	200.00		
104	INT'L STUDENT LATE ENROLLMENT FEE	95.00	-	95.00		
105	TRANSCRIPT FEE (Official) WEB ONLY	12.00	-	12.00		
106	TRANSCRIPT FEE-ON DEMAND (IN-PERSON)	25.00	-	25.00		
107	GED (flat fee)	30.00	6.00	36.00		
108	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 1)	5.00	-	5.00		
109	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 2)	10.00	-	10.00		
110	ADMINISTRATIVE FEE FOR SPECIALIZED TESTING (LEVEL 3)	15.00	-	15.00		
111	PROCTORED TEST (for non-Green River testing)	25.00	-	25.00		
112	TYPING TEST FEE	10.00	-	10.00		
113	NCRC TEST (National Career and Readiness Certificate-Aerospace)	36.00	-	36.00		
114	NCRC RE-TAKE TEST(National Career and Readiness Certificate-Aerospace)	12.00	-	12.00		
115	CAREER ASSESSMENT STUDENT	20.00	-	20.00		
116	CAREER ASSESSMENT NON-STUDENT	40.00	-	40.00		
117	WELDING CERT TEST	60.00	-	60.00		

Green River College

2024-2025 Proposed Fees and Waivers

Line No	Pending Tuition DESCRIPTION	Per Credit 23-24 RATE	INCR.	24-25 RATE	NOTE	2024-2025 PER CREDIT AMT WAIVED
118	WCS BAT EXAM FEE (pass through)	51.00	-	51.00		
119	WCS BAT EXAM FEE	149.00	-	149.00		
120	LOCKER FEE PER QUARTER	0.00	-	0.00		
121	LOCKER FEE PER YEAR	0.00	-	0.00		
122	RETURNED CHECK FEE	30.00	-	30.00		
123	MINIMUM REFUND AMOUNT	10.00	-	10.00		
124	CALCULATOR RENTAL	20.00	-	20.00		
125	CALCULATOR LATE RETURN PENALTY	10.00	-	10.00		
126	CAMERA RENTAL	50.00	-	50.00		
127	CAMERA RENT LATE RETURN PENALTY	30.00	-	30.00		
128	EVENT TICKET PURCHASE HANDLING FEE	1.00	-	1.00		
129	PAYMENT PLAN ENROLLMENT FEE (Per Quarter)	25.00	-	25.00		
130	MARKETING -LOBBY SALES (single table)	25.00	-	25.00		
131	MARKETING -LOBBY SALES (double table)	40.00	-	40.00		
132	PHI THETA KAPPA DUES	70.00	-	70.00		
133	TELECOURSE RENTAL FEE (per class)	30.00	-	30.00		
134	STAFF PARKING (QUARTERLY)	20.00	-	20.00		
135	STAFF PARKING (4-QUARTERS)	80.00	-	80.00		
136	STAFF PARKING (3-QUARTERS)	60.00	-	60.00		
137	PARKING DUPLICATE	5.00	-	5.00		
138	PARKING FINE	25.00	-	25.00		Variable
139	GUARANTEED PARKING (QTRLY - SPACE AVAILABLE)	100.00	-	100.00		
140	GUARANTEED PARKING (DAILY- SPACE AVAILABLE)	5.00	-	5.00		
141	Overdue Laptop Fine - per day	25.00	(20.00)	5.00		
142	Laptop Power Cord Replacement Fee	30.00	-	30.00		
143	Laptop Replacement Fee	910.00	-	910.00		
144	Study Abroad Administration Fee	200.00	-	200.00		
145	Inclusive Access	125.00	75.00	200.00		Variable
146	eLearning Course Fee (per course)	12.00	5.50	17.50		

	NOTES:
1	Mandatory Waiver set by SBCTC
2	Optional Waiver set by SBCTC : Colleges may waive all or part of the non-resident operating fee differential; not building fee differential.
3	Optional Waiver approved by SBCTC
4	Mandatory Waiver: Law Enforcement/Firefighter- RCW 28B.15.380
5	Mandatory Waiver: Active Duty RCW 28B.15.622
6	Optional Active Duty waiver approved by SBCTC and GRC Board to waive all Building Fee & S&A Fee
7	Optional Waiver: Veterans - RCW 28B.15.621 - FY 23 GRC approved 10% OFF 1-19+ CREDITS - this is change from 10% OFF 1-10 CREDITS from FY22

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
			FEE REDUCTIONS			
1	ELL	71	Reading Support L1	10.00	(10.00)	-
2	ELL	72	Reading Support L2	10.00	(10.00)	-
3	SOC	252	Drugs and Society	18.50	(18.50)	-
			NEW COURSE FEES			
4	GEOG	190	Geographic Exploration		30.00	30.00
5	NATRS	180	Natural Resources Measurement		80.00	80.00
			FEE INCREASES			
6	ART	105	Beginning Drawing	20.00	30.00	50.00
7	ART	111	Painting 1	20.00	30.00	50.00
8	ART	112	Painting 2	20.00	30.00	50.00
9	ART	113	Painting 3	20.00	30.00	50.00
10	ART	255	Advanced Painting 1	20.00	30.00	50.00
11	ART	256	Advanced Painting 2	20.00	30.00	50.00
12	ART	257	Advanced Painting 3	20.00	30.00	50.00
13	ATECH	110	Shop Procedures	50.00	60.00	110.00
14	ATECH	111	Electrical/Electronics	3.00	2.00	5.00
15	ATECH	112	Engine Performance	3.00	2.00	5.00
16	ATECH	113	Engine Repair	3.00	2.00	5.00
17	ATECH	114	Auto Transmis/Trans-Axle	3.00	2.00	5.00
18	ATECH	115	Manual Drive Trains/Axle	3.00	2.00	5.00
19	ATECH	116	Suspension and Steering	3.00	2.00	5.00
20	ATECH	117	Brakes	3.00	2.00	5.00
21	ATECH	118	Heating & Air Condition	3.00	2.00	5.00
22	ATECH	119	Special Shop Practice	3.00	2.00	5.00
23	BIOL&	100	Survey of Biology	20.00	10.00	30.00
24	BIOL&	160	General Biology with Lab	25.00	25.00	50.00
25	BIOL&	211	Majors Cellular	27.00	28.00	55.00
26	BIOL&	212	Majors Animal	27.00	28.00	55.00
27	BIOL&	213	Majors Plant	27.00	28.00	55.00
28	BIOL&	260	Microbiology	40.00	40.00	80.00
29	CARP	171	Adv Cabinet/Wood Fab	60.00	50.00	110.00
30	CJ	115	Fingerprint Science	40.00	10.00	50.00
31	CJ	215	Adv Fingerprint Id	15.00	35.00	50.00
32	CJ&	240	Intro Forensic Science	10.00	40.00	50.00
33	INDUS	101	Basic Woodworking	40.00	40.00	80.00
34	INDUS	111	Welding Survey 1	12.00	0.50	12.50
35	INDUS	112	Welding Survey 2	12.00	0.50	12.50
36	INDUS	113	Welding Survey 3	12.00	0.50	12.50
37	NATRS	100	Introduction to Natural Resources	10.00	90.00	100.00
38	NATRS	114	Chainsaw Operation and Maintenance	30.00	15.00	45.00
39	NATRS	130	Wildland Firefighter Training L-180 and S-130/19	10.00	20.00	30.00
40	NATRS	161	Wildlife Habitat Mgmt	15.00	10.00	25.00
41	NATRS	205	Wildland Recreation	35.00	25.00	60.00
42	NATRS	210	Introduction to Soils	15.00	10.00	25.00
43	NATRS	263	Cartography	25.00	25.00	50.00
44	NATRS	286	Nat Res Bus Principles	5.00	20.00	25.00
45	NATRS	293	Silvic/Analy Forest Prot	20.00	5.00	25.00
46	NATRS	400	Forest Law and Policy	10.00	15.00	25.00
47	OTA	100	Intro to Occ Therapy	12.50	0.50	13.00
48	OTA	102	OTA Applied Anat/Kines	12.50	0.50	13.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
49	OTA	103	Applied Anat/Kines Lab	19.00	1.00	20.00
50	OTA	111	Fund of OT Health Care	108.00	6.00	114.00
51	OTA	112	Prof Skills for Healthcare Lab	40.00	2.00	42.00
52	OTA	120	Developmental Disabilities 1	28.00	2.00	30.00
53	OTA	121	Dev Disabilities 1 Lab	18.50	1.50	20.00
54	OTA	122	Physical Disabilities 1	13.00	1.00	14.00
55	OTA	123	Phys Disabilities 1 Lab	63.50	3.50	67.00
56	OTA	124	Fund'ls of Gerontology	7.50	0.50	8.00
57	OTA	126	Clinical Seminar 1	45.50	2.50	48.00
58	OTA	127	Clinical Seminar Lab	216.50	12.50	229.00
59	OTA	128	Application of OTA 1	29.50	1.50	31.00
60	OTA	130	Prof Advocacy Experience	136.50	8.50	145.00
61	OTA	131	Physical Disabilities 2	37.50	2.50	40.00
62	OTA	132	Phys Disabilities 2 Lab	43.00	3.00	46.00
63	OTA	133	Psychosocial Dysfunction	9.00	1.00	10.00
64	OTA	134	Psycho Dysfunction Lab & FW	30.50	1.50	32.00
65	OTA	200	Developmental Disabilities 2	19.00	1.00	20.00
66	OTA	201	Dev Disabilities 2 Lab	43.00	3.00	46.00
67	OTA	202	Ethics/Society-Practice	7.00	1.00	8.00
68	OTA	210	Therapeutic Practices-OT	29.50	1.50	31.00
69	OTA	211	Clinical Skills Training	31.00	2.00	33.00
70	OTA	213	Thera Group Leader Lab	41.50	2.50	44.00
71	OTA	220	Thera Group Activities 2	9.00	1.00	10.00
72	OTA	221	Therap Group Activ 2 Lab	14.00	1.00	15.00
73	OTA	222	Clinical Seminar 2	115.50	6.50	122.00
74	OTA	223	Application of OT 2	26.00	2.00	28.00
75	OTA	224	Therapeutic Adaptations	23.50	1.50	25.00
76	OTA	225	App of Therapeutic Activ	77.00	5.00	82.00
77	OTA	228	Pre-Fieldwork Exper Sem	51.50	3.50	55.00
78	OTA	240	Fieldwork Exp Seminar 1	157.50	9.50	167.00
79	OTA	241	Fieldwork Exper Sem 2	183.00	11.00	194.00
80	OTA	245	Co-Op Fieldwork Exper 1	33.50	2.50	36.00
81	OTA	246	Co-Op Fieldwork Exper 2	24.50	1.50	26.00
82	WELD	103	Special Welding	12.00	25.00	37.00
83	WELD	141	Basic Arc Weld and Flame (per credit)	10.00	2.50	12.50
84	WELD	142	Intermediate Welding (per credit)	10.00	2.50	12.50
85	WELD	143	Advanced Arc Welding (per credit)	10.00	2.50	12.50
86	WELD	194	Special Welding Project 1 (per credit)	10.00	2.50	12.50
87	WELD	195	Special Welding Project 2 (per credit)	10.00	2.50	12.50
88	WELD	196	Special Welding Project 3 (per credit)	10.00	2.50	12.50
			NEW COURSES			
####	ACCT	301	Intermediate Accounting I		25.00	25.00
####	ACCT	302	Intermediate Accounting II		25.00	25.00
####	ACCT	303	Intermediate Accounting III		25.00	25.00
####	ACCT	394	Special Topics: Accounting		25.00	25.00
####	ACCT	410	Cost Accounting		25.00	25.00
####	ACCT	411	Auditing		25.00	25.00
####	ACCT	430	Accounting Information Systems and Controls		25.00	25.00
####	ACCT	450	Business Taxation		25.00	25.00
####	ACCT	490	Accounting Internship/Capstone		25.00	25.00
####	ART	123	Beginning Videography		50.00	50.00

Green River College

2024-2025 Proposed

Instructional Fee Adds and Changes

	Course		CoOp Fees	2023-2024 Fee	Change	2024-2025 Fee
####	AVIA	287	ATC - Tower Operator 1		20.00	20.00
####	AVIA	288	ATC - Tower Operator 2		20.00	20.00
####	AVIA	289	ATC - Tower Operator 3		20.00	20.00
####	CARDIO	105	Cardiac Monitoring Clinical		100.00	100.00
####	ELL	6	English Language Learning Intro to Literacy		10.00	10.00
####	ERTECH	102	Emergency Room/Patient Care Technician		50.00	50.00
####	ERTECH	103	Emergency Room/Patient Care Technician Lab		100.00	100.00
####	GERM&	221	German IV		5.00	5.00
####	GERM&	222	German V		5.00	5.00
####	GERM&	223	German VI		5.00	5.00
####	IT	214	Cisco Certified Support Techn Cybersecurity Cert Prep		25.00	25.00
####	IT	295	CompTIA Project+ Certification Preparation		25.00	25.00
####	IT	350	Cyber Data Analysis Using Kibana		50.00	50.00
####	MATH	30	Support Course for MATH& 146		2.00	2.00
####	MATH	36	Support Course for MATH& 107		2.00	2.00
####	MUSC	160	Songwriting and Music Composition 1		20.00	20.00
####	MUSC	161	Songwriting and Music Composition 2		20.00	20.00
####	MUSC	162	Songwriting and Music Composition 3		20.00	20.00
####	MUSC	170	Music and the Environment		10.00	10.00
####	MUSC	260	Songwriting and Music Composition 4		20.00	20.00
####	MUSC	261	Songwriting and Music Composition 5		20.00	20.00
####	MUSC	262	Songwriting and Music Composition 6		20.00	20.00
####	NRS A	105	Nursing Assistant Clinical		100.00	100.00

Green River College

2024-2025

Long Term Commitments

Building COP's	Initial Amount	Remaining Amount	Annual Payment	Start Date	Payoff Date	COP Term Yrs	Yrs Remaining	Payment Source	Notes
Kent II	8,090,000	2,265,252	521,412	8/11/09	6/1/29	20	5	Int'l Programs	IP Annual Operations
Salish	26,830,000	7,523,178	1,738,652	8/11/09	6/1/29	20	5	State Fund 060	SBCTC Annual Allocation
Student Life Replacement	13,480,000	5,590,000	1,242,888	12/1/14	6/1/29	15	5	S & A	S&A & IP
New Auburn Center	14,550,000	10,165,000	1,041,200	6/1/16	12/1/35	20	11	Reserves and IP	Fund Balance and Annual Operations
Total Building COP'S	**62,950,000**	**25,543,430**	**4,544,151**						

Long-Term Lease			Annual Payment	Start Date	Payoff Date	# Yrs		Payment Source	Notes
Enumclaw Center			129,923	3/1/96	N/A	5		General Fund	Current Term 3/1/21-2/28/26
Drama Storage			72,000	6/15/80	N/A	5		General Fund	Current Term 10/1/23 - 9/30/28
Parking Lease			1,200	9/19/03	N/A			Parking Fund	Current Term: month to month
Spokane Lab			16,800	8/1/05	N/A			Self Support	Anticipated Term 8/1/24 - 7/31/25 - Annual Delegated Renewal
Total Long-Term Leases			**424,852**						

2024-2025 Reserve & Dedicated Funds Budget

Reserve	Estimated Ending Balance June 30, 2024	Estimated Activity & Commitments	Estimated Beginning Balance July 1, 2024
Board Reserve	9,047,291	235,701	9,282,992
International Programs Reserve	4,632,551	631,281	5,263,832
Running Start Reserve	6,412,800	2,387,639	8,800,439
	20,092,642		23,347,263

Dedicated Funds	Ending Balance June 30, 2024	Activity & Commitments	Beginning Balance July 1, 2024
Building & Capital Asset Fund	3,471,262		3,471,262
Local Capital Improvements FY 24		(1,182,450)	(1,182,450)
Local Capital Improvements FY 25		(856,334)	(856,334)
Gym Waterline Mitigation		(1,500,000)	(1,500,000)
10% Contribution		2,812,854	2,812,854
5% to IT		(140,643)	(140,643)
Total Building & Capital Asset Fund		(866,573)	2,604,689
IT Building Infrastructure	1,206,613		1,206,613
5% Building Asset Fund to IT		140,643	140,643
Total IT Infrastructure	-	140,643	1,347,256
ctcLink Operations	426,289		426,289
Additional Funding Requirements		(98,168)	(98,168)
Total IT Infrastructure	-	(98,168)	328,121



Green River COLLEGE

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Additional Evidences / Section 3

Welcome to the Business Office



Welcome to the Business Office

Published 1/7/2026

About the Business Office

The Business Office is responsible for the processing of all business-related transactions for GRC. This includes insurance, licenses, government paperwork and permits.

Business Office Service Requests

- General Business Office Requests
- Expense & Revenue Transfer Request
- Okay to Pay Invoice/Vendor
- Request a Procurement Card (PCard)
- Travel & Expense Direct Deposit Change Request

Business Hours: M-Th, 8-5; Fr, 8-4:30
Location: Administration Building, room AD-10

Business Office Documents and Forms

Manager Budget Training

Manager Budget Training

March 2025

Green River COLLEGE

Agenda

- Assignment – What would you like to see for future trainings (ending question)
- Budget Definition
- Types of Budget Funds
- Budget Development Process
- Budget Resources

Green River COLLEGE

Budget Definition

What is a Budget?

A fiscal representation of an organizations mission and goals.

Definition

Budgeting is the tactical implementation of a business plan to achieve the strategic goals and priorities of the organization. The process of planning, monitoring, and managing the planned spending targets against the actual expenditures being disbursed.

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Chartstring

Fund	Appr	Class	Dept	Project	Activity
xxx	xxx	xxx	xxxxx	xxxxxxxxxx	xxxx

Fund: Source of funding

Appropriation: Spending for a prescribed purpose not to exceed authorized amount

Class: Primary activity of the funds/department

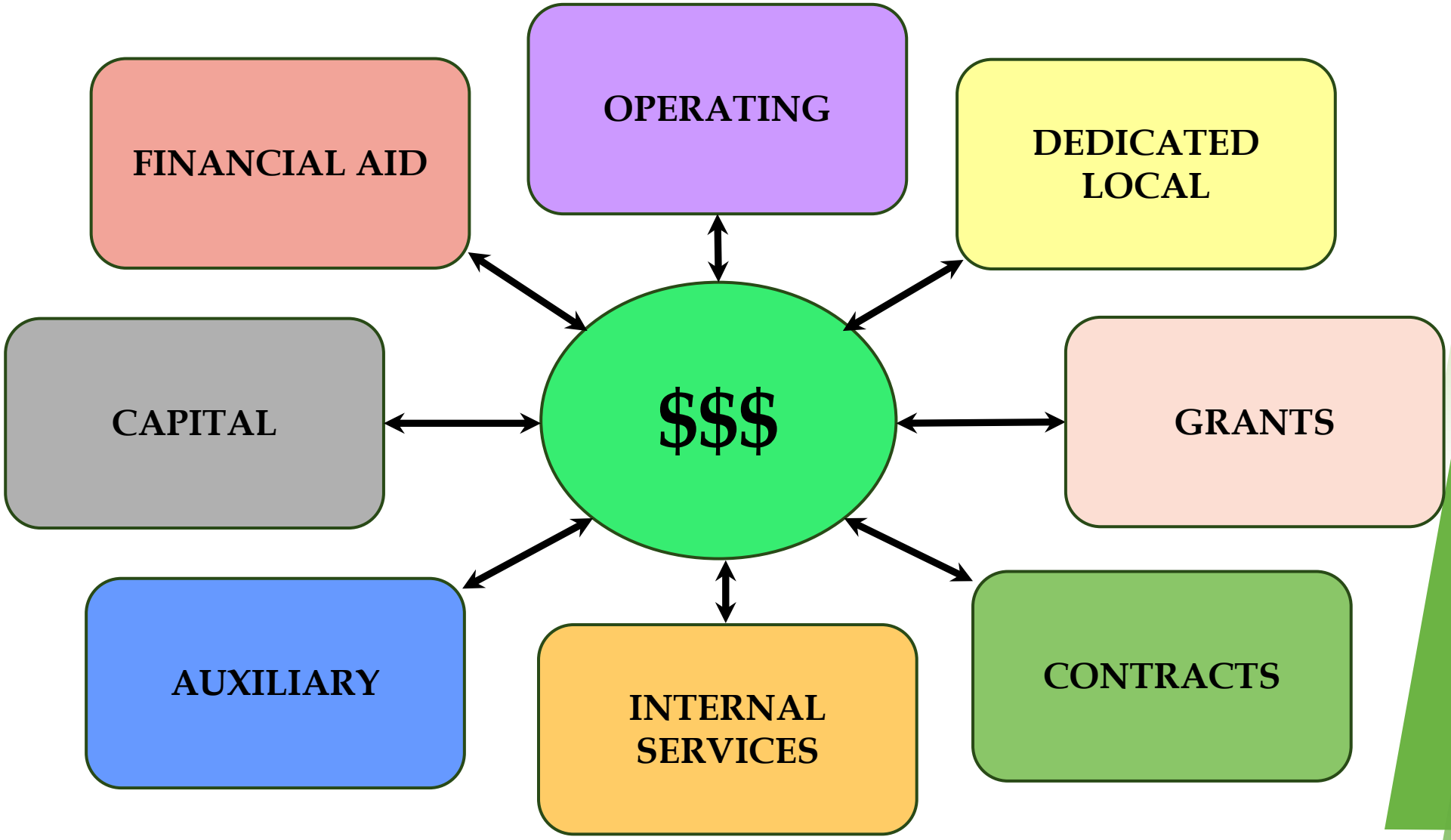
Department: College department or area

Other: (Grant & Capital)

- **Project:** Identifies a project within grants/capital
- **Activity:** Identifies specialized work within grant/capital

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Source of Budget Funds



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Budget Funds - Operating

Restricted State Allocations	Unrestricted Funds
001 - State General Fund - Restricted • Worker Retraining (123) • HEET (0BE) • MESA (BK1) • High Ed Opioid Prevention (FF2)	**001 - State General Fund** • Unrestricted Allocation (101)
08A - Education Legacy Trust - Restricted • Aerospace Enrollments (2AE) • Opportunity Grants (3BE) • Centers of Excellence (4AE)	**149 - Higher Ed Operating Fees Acct** • Student Tuition • Waivers
24J - Workforce Investment Acct - Restricted • Guided Pathways (071 & 9AE) • Nurse Educator Salaries (091) • Centers of Excellence (1AP) • Diversity, Equity, Inclusion (9AP)	

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Budget Funds - Grants, Contracts, & Dedicated Local Fees

145 – Grants – Restricted for designated expenses and use per grantor

- AANAPISI
- Perkins
- SBCTC JSP
- TRIO

146 – Contracts – Unrestricted expenses and use

- International Programs
- Open Doors
- Running Start

148 – Dedicated Local Fees - Self sustaining programs and mandatory fees

- Continuing Education
- Co-Op
- Special Services
- WETRC

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Budget Funds – Internal Services

443 – Data Processing

Accounts for expenditures and revenues generated by providing data processing services to other units of the college on a reimbursement basis.

448 – Printing

Accounts for revenues and expenditures generated from providing printing supplies and services to other units of the college on a reimbursement basis.

460 – Motor Pool

Accounts for revenues and expenditures generated from providing transportation services to other units of the college on a reimbursement basis.

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Budget Funds – Auxiliary

522 – Associated Student Account (S&A)

Accounts for the revenues and expenditures associated with locally approved student body activities.

524 – Bookstore

Accounts for the revenues and expenditures associated with the business of providing bookstore services.

528 – Parking

Accounts for the revenues and expenditures associated with the business of providing parking services.

573 – Conference Services

Accounts for the revenue and expenditures associated with the business of operating local housing and food services for students.

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Budget Funds – Capital

147 – Local Capital Projects

Accounts for revenue from local sources to be expended for capital improvements.

- Funded through Building & Asset Reserve (Board Approval to Spend)
- CL&I Renovation
- Gym Waterline Mitigation

057 – State Building Construction

Appropriated by the Legislature each biennium for identified infrastructure repairs.

- HVAC replacements
- Utility submeter replacement

060 – Community & Technical College Capital Projects

General fund bond issue and construction account. Appropriated by SBCTC each biennium.

- RMI/URF – Preventative facilities maintenance and building repairs

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Budget Funds – Financial Aid

846 – Grants in Aid

Accounts for all funds placed in the custody of the college for use as scholarships or fellowships.

- Grants
- Scholarships

849 – Student Loans

Accounts for all funds placed in the custody of the college for use as loans to students.

- Direct Loan
- PLUS Loan

850 – Work Study

Accounts for all funds placed in the custody of the college for use as work-study payments to students

860 – Institutional Financial Aid Fund

Accounts for the revenue from the 3½% portion of tuition designated for aid to students.

- Student aid approved by board

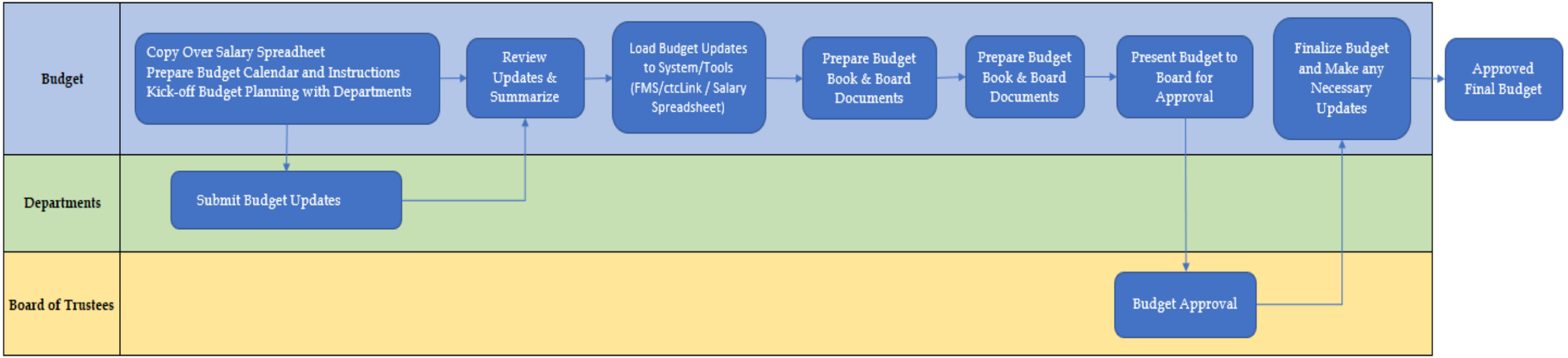
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Budget Development - Historical

- Project operating expenditures with known changes (COLA)
- Departmental requests for addition budget
- Revenue projections (allocation, tuition, running start, IP)
- Operating budget department manager review and update (net zero change)
- Self Support & Fee Based budget updates
- Grants & Contract budget update
- Tuition and fee updates
- Financial Aid budget update
- Capital budget update
- Summarize data for budget book
- Exec team finalize budget
- Board reviews & approves budget

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Budget Development - Historical



Budget Development - Future

Workgroup # 2 – Fiscal Sustainability Taskforce

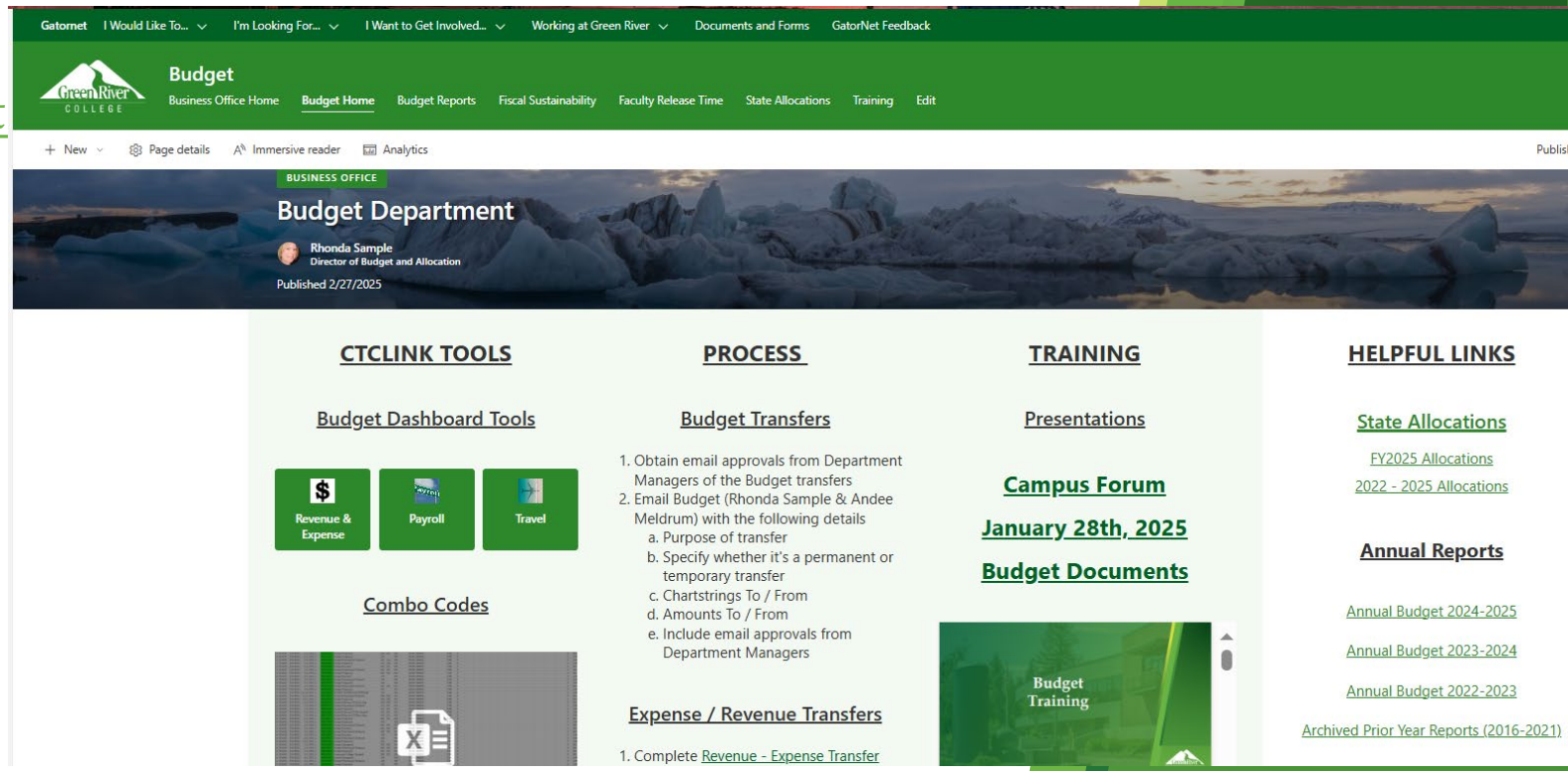
The task force will work to enhance budget oversight, identify on-going cost-savings, and evaluate future budget actions, ensuring Green River College's fiscal sustainability to support long-term viability, fulfill our educational mission, and promote student success.

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Budget Resources

Budget Gatornet (https://greenriveredu.sharepoint.com/sites/GN-Budget/)

- Budget Dashboard
- Annual Budget Reports
- Quarterly & Annual Board Reports
- Annual State Allocations
- Fiscal Sustainability



Budget Training

Budget Training

Green River COLLEGE

Budget Training Topics

- Budget Definition
- CtcLink
- Combo Codes
- Initiatives
- Tools
- Dashboards
- Reorganizations
- Transfers

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Budget - Definition

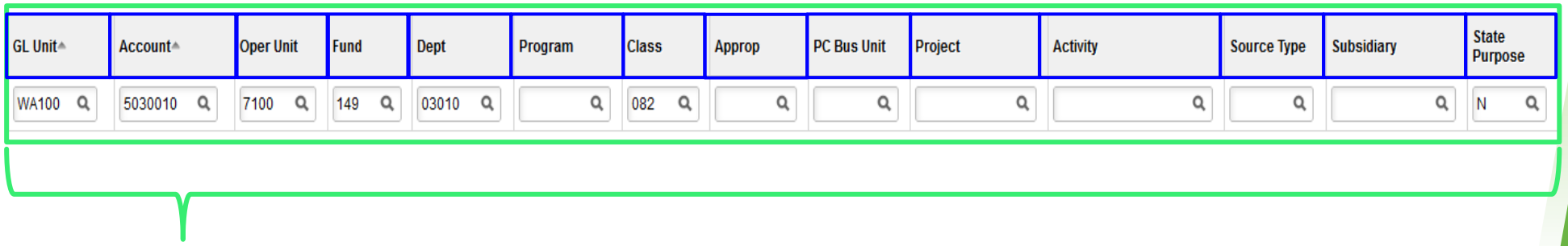
- A spending plan that considers estimated current and future income and expenses for a specified future period, usually a year
- Green River planning period is based on a July 1st through June 30th fiscal year
- Helps ensure successful management of funding to key deliverable and strategic goals

Green River COLLEGE

ctcLink – Chartfield & Chartstring

Chartfield

The individual component or fields that when combined make up the Chartstring



GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Chartstring

A set of Chartfields "strung" together to represent the proper categorization of a financial transaction

By combining appropriate Chartfields, we create a valid Chartstring for every transaction in ctcLink

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ctcLink - Chartfield Components

Chartfield	Description
General Ledger Unit (GL Unit)	• "Book of Record" which holds all financial transaction details • Unique to each ctcLink college • ***WA100 used for Green River***

Account	• Classifies the nature of a financial transaction
	• ***Required field in ctcLink***
	• Represents transactions pertaining to:
	  • Assets
	  • Liabilities (debt)
	  • Fund Equity
	  • Revenues
	  • Expenses

Operating Unit	• ***7100 used for Green River***
Fund	• ***Primary*** structure unit for college fund accounting
Class	• Identifies a unique appropriation budget key • In Legacy, referred to as a "Budget Number" or "Account Code"
Department	• Where labor and non-labor are accounted for in ctcLink • **Department managers** are responsible for approving transactions and making budget decisions

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Green River COLLEGE

ctcLink - Important Reminders

- Appropriation only required with certain Funds (001, 057, 060, 08A, 147, 24J, 489)

Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field
5030010	7100	24J	231	15226	011

- Project Costing (PC) Business Unit (WA100) needed with Fund 145
- Capital, Contracts, & Grants all require Project & Activity ID's

Business Unit	Ledger Group	Account	Operating Unit	Fund Code	Appropriation Index	Department	Class Field	PC Business Unit	Project	Activity
WA100	DETAIL_KK	5030010	7100	145		70201	143	WA100	0000008713	ADM24

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ctcLink - Valid Chartstring Examples

GL Unit: WA100

Oper Unit: 7100

Fund:
145 – Grants and Contracts
146 – Local Contracts
149 – Operating Fees

Class:
061 – Student Services
083 – General Support Services
253 – Computer Services
254 – Central Stores
264 – Student Activities

GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	Approp	PC Bus Unit	Project	Activity	Source Type	Subsidiary	State Purpose
WA100	5030010	7100	149	03010		082							N

Account: (Expenses begins with a "5")
5030012 – Janitorial Supplies
5030013 – Office Supplies
5030023 – Postage and Parcel
5080004 - Travel

Department:
05000 – Facilities
06020 – Network/Telecom
06061 – Computer Replacement
06065 – Software Support
14200 – Trades
25020 – Motor Pool-Safety

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When will I need a valid Chartstring?

Purchasing - Requisitions	Creating a requisition, Chartstring required on the Distribution tab
Purchasing - PCards	During reconciliation, cardholders can update distributions for each expense
Travel and Expense	Creating travel authorizations, multiple expense types can be created, and the Chartfields can be updated in each row

All financial transactions in ctcLink are represented by a Chartstring

Green River COLLEGE

Combo Codes

- A 9-digit number that is created by a unique chartfield combination used in HCM to process Payroll transactions
- Converts the chartfields into one digital identification code
- Used for HR & Payroll processing
  - Job Record
  - Labor Expenditures
- PEN Forms require the Combo Code along with the chartfield

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Budget Initiatives

- Fund 146 & 148 (Self-Support) Improvements to Expenditure & Revenue Planning
- HR Process Improvements
- Pen Form & Request To Hire Automation

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Budget Tools

- Budget Dashboards
  - Revenue & Expense
  - Payroll
  - Travel
- Combo Code List
- Department Manager List
- FMS Legacy Conversion Crosswalk

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Budget Dashboard

- What is this tool?
  - Reporting Interface
  - Pulls data from ctcLink to populate reports
- Where did it come from?
  - Shared with us from Edmonds College, may have originated from Spokane College
  - GRC IT remapped the contents to GRC data
- Where is it stored?
  - Data & Reports stored securely on Green River's servers
- How often is it updated?
  - Refreshed Nightly
- How do I get to the tool?
  - Links provided to Budget Dashboard Tools on Budget Gatornet Site

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Reorganizations

- Coordinate with Budget
- Obtain Planned Employee Labor Details
- Vacant/Removed Positions
- Complete HR Reorganization Form
- Approvals Required:
  - Department Manager
  - Vice President

Green River COLLEGE

Budget Transfers

- Send Email to Budget
- Include:
  - Purpose of the Transfer
  - Indicate Permanent or Temporary
  - Chartstring Details To/From
  - Amounts To/From
  - Department Manager Approvals

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Questions???

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