

Manager Budget Training

March 2025



Agenda

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

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.

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

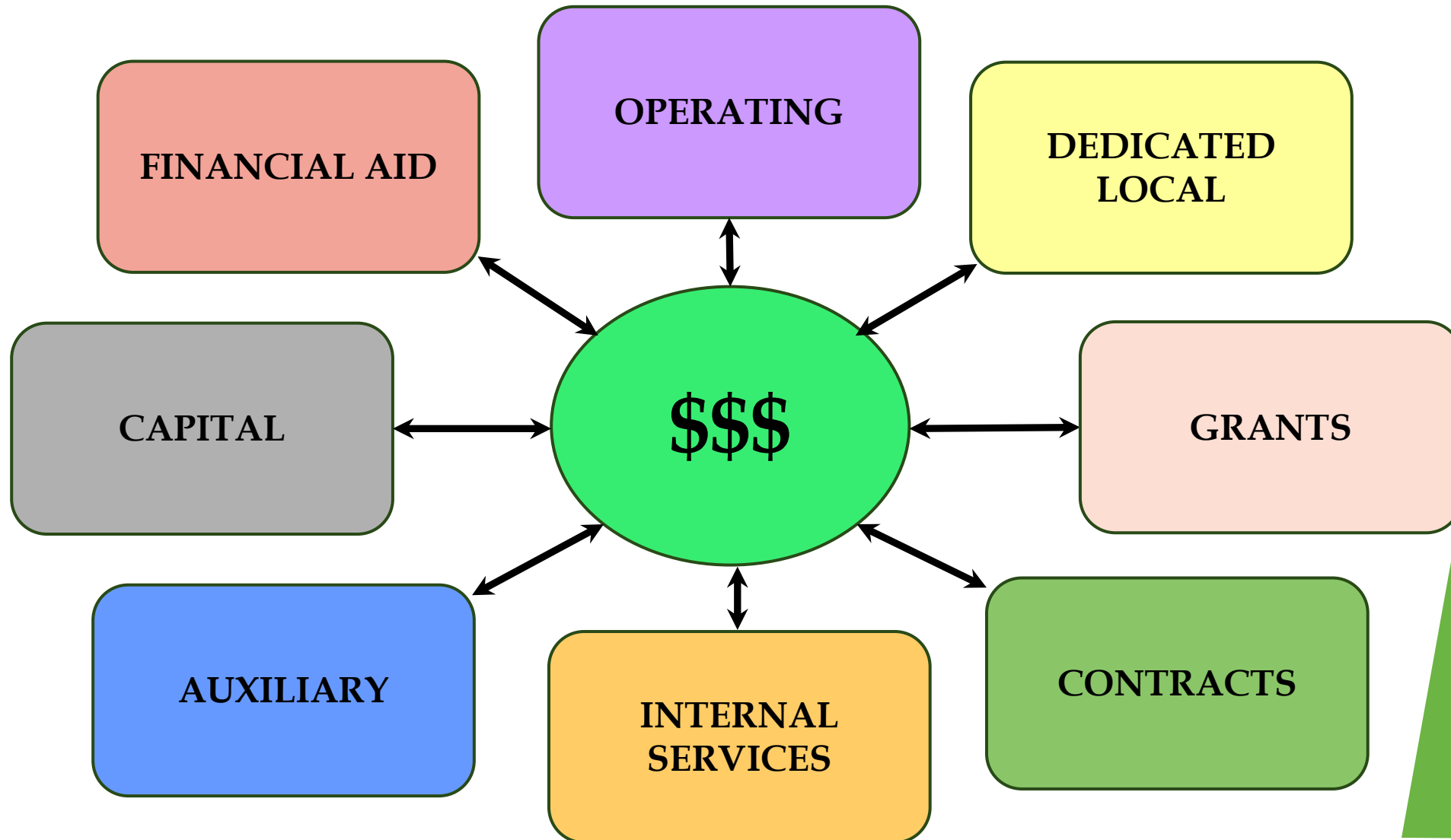
Class: Primary activity of the funds/department

Department: College department or area

Other: (Grant & Capital)

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

Source of Budget Funds



Budget Funds - Operating

<u>Restricted State Allocations</u>	<u>Unrestricted Funds</u>
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)	

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

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.

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.

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

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

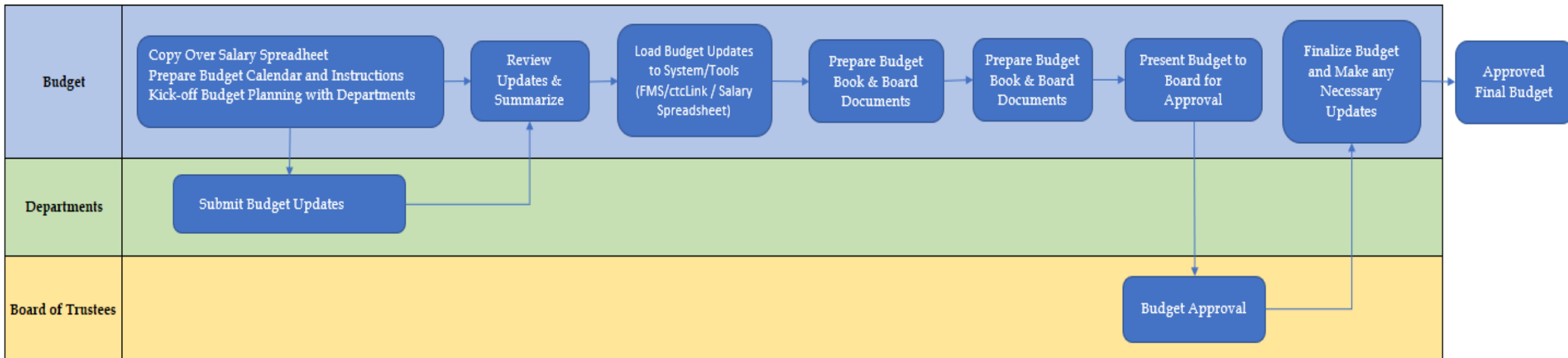
Accounts for the revenue from the 3½% portion of tuition designated for aid to students.

- Student aid approved by board

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

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.

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

The screenshot shows the Green River College Budget Gatornet SharePoint site. The top navigation bar includes links for Gatornet, I Would Like To..., I'm Looking For..., I Want to Get Involved..., Working at Green River, Documents and Forms, and GatorNet Feedback. The main header features the Green River College logo and the title 'Budget'. Below this, a secondary navigation bar lists 'Business Office Home', 'Budget Home', 'Budget Reports', 'Fiscal Sustainability', 'Faculty Release Time', 'State Allocations', 'Training', and 'Edit'. The main content area has a banner for the 'BUSINESS OFFICE' with the title 'Budget Department' and a photo of Rhonda Sample, Director of Budget and Allocation, published on 2/27/2025. The site is organized into four columns: 'CTCLINK TOOLS' (containing 'Budget Dashboard Tools' with links for Revenue & Expense, Payroll, and Travel, and 'Combo Codes' with a spreadsheet icon), 'PROCESS' (containing 'Budget Transfers' with a list of steps and 'Expense / Revenue Transfers' with a list of steps), 'TRAINING' (containing 'Presentations' with links for 'Campus Forum January 28th, 2025' and 'Budget Documents'), and 'HELPFUL LINKS' (containing links for 'State Allocations' (FY2025, 2022-2025), 'Annual Reports' (2024-2025, 2023-2024, 2022-2023, and Archived Prior Year Reports (2016-2021)), and a 'Budget Training' video thumbnail).