

# **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 ctLink 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.

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# 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.