IVC Budget and Fiscal Planning Committee
2018-2019 Annual Program Review Budget Development Guidelines

2018-2019 FISCAL PLANNING GOALS:

1. 2018-2019 budget will be balanced – current expenses will not exceed current revenue
2. 2018-2019 budget will be status quo compared to the most recently revised 2017-2018 budget *(accounts 4000, 5000, 6000 and 7000)*. This budget has been uploaded to the Banner Budget Development program under GEN1 Budget Phase.
3. Total FTES projected for 2018-19 **7138** which assumes a **1%** growth factor.

2018-2019 FISCAL PLANNING GUIDELINES FOR PROGRAM REVIEW BUDGET:

1. Program Review status quo budget to be entered/adjusted in Banner for 4000, 5000, 6000 & 7000 accounts and submitted to the area dean/department head. Categorical Programs enter/adjust all accounts.
   a. Any department requesting 'enhanced' dollars, must have entered them in SPOL as part of Program Review and have a justification that is based on:
      i. Program review data.
      ii. Budget and Fiscal Planning Committee Budget Principles Guidelines and Priorities.
2. Projected class schedule for all of 18-19 to be submitted.
3. Faculty selections for all of 18-19 to be finalized.

BUSINESS OFFICE IS RESPONSIBLE FOR:

1. Providing a Personnel Listing of each full-time administrators, faculty and staff being paid out of your budgets after the January 2018 payroll is posted.
2. Working with Instruction and HR Offices to project the budget for all faculty, staff, overload, adjunct, professional experts, stipends, student and extra duty agreements.

DEPARTMENT CHAIRS AND COORDINATORS ARE RESPONSIBLE FOR:

1. **PROPOSED BUDGET** – Verify accuracy and enter/adjust each budget line item in Banner and Enhanced Request in SPOL.
   a. Ongoing Maintenance and/or License Agreements: You should maintain written justification outside of Banner for this item. (for new or enhanced requests, see #2 below); i.e.
      i. reason for agreement
      ii. length of agreement
      iii. renewal dates
   b. Ongoing Travel and Consultant : You should maintain written justification outside of Banner for this item. (for new or enhanced requests, see #2 below)
   c. Ongoing Student Worker You should maintain written justification outside of Banner for this item. (for new or enhanced requests, see #2 below)

2. **ENHANCED ITEMS** - Entering any/all 'enhanced' or additional or new funding line item in the SPOL.

   a. The Task Level is where all justification and budget enhancement is to be done. Go to the Planning Module, to Objective Details, to Task.

   b. Within the Task, describe the activity, the priority, and estimated due date.

   c. Within View Budget, select New, select correct Budget Account, select correct GL Code, and select Next.

   d. Within Enhanced Budget – Forecasted Detail,

      i. Select Commodity Type, identify if item is for classroom use, and identify if line item has a legal/contract requirement.

      ii. Enter quantity and price of line item

      iii. Provide appropriate justification, save, and return to Objective Details

      iv. Justification for all line items should include: a solid rationale AND its relationship to Student Success, SLO, Program and/or Institutional Goals, Program and/or Institutional Effectiveness as applicable.

   e. All New Faculty positions must be entered as an 'enhanced' request

      i. Justify the need for the position

      ii. Include the budget year when the last FT faculty held the position

      iii. Include when the position was 'approved' by the CIO

3. **PERSONNEL VALIDATION** - Validating the Personnel List provided by the Business Office by Feb 2018.

   a. Notify the Business Office and Human Resources of any discrepancies or missing names.

   b. Notify the Business Office and Human Resources of any approved positions that are not currently filled but need to be budgeted.

   c. If you are projecting overtime for classified staff, please work with HR or enter as an enhanced request (see #2 in the above section)