

CPTC Procedure: Budget Planning

Coastal Pines Technical College's (CPTC) budget planning is an on-going process that is broken down in this procedure into two steps, state level and college level planning. All technical colleges' budgeting processes begin at the state level with the majority of processes being very similar or the same. Therefore, CPTC's budget planning process begins with the state level.

State Level Budget Planning

The State Board of the Technical College System of Georgia (State Board) is the governing board for Georgia technical colleges. The Technical College System of Georgia (TCSG), under the authority of the State Board, is the budgetary agency for CPTC. Funds for its member colleges are appropriated to TCSG from the state budget adopted by the State Legislature and signed by the Governor. During the Fall of each year, the Commissioner of the TCSG submits a proposed budget to the State Board for approval. Upon approval, the TCSG proposed budget is submitted to the Governor's Office. The Governor's Office of Planning and Budget prepares the proposed annual state budget and submits it to the State Legislature for approval. Upon receipt of the final, approved state budget, the State Board notifies the technical colleges of their allocated budgets.

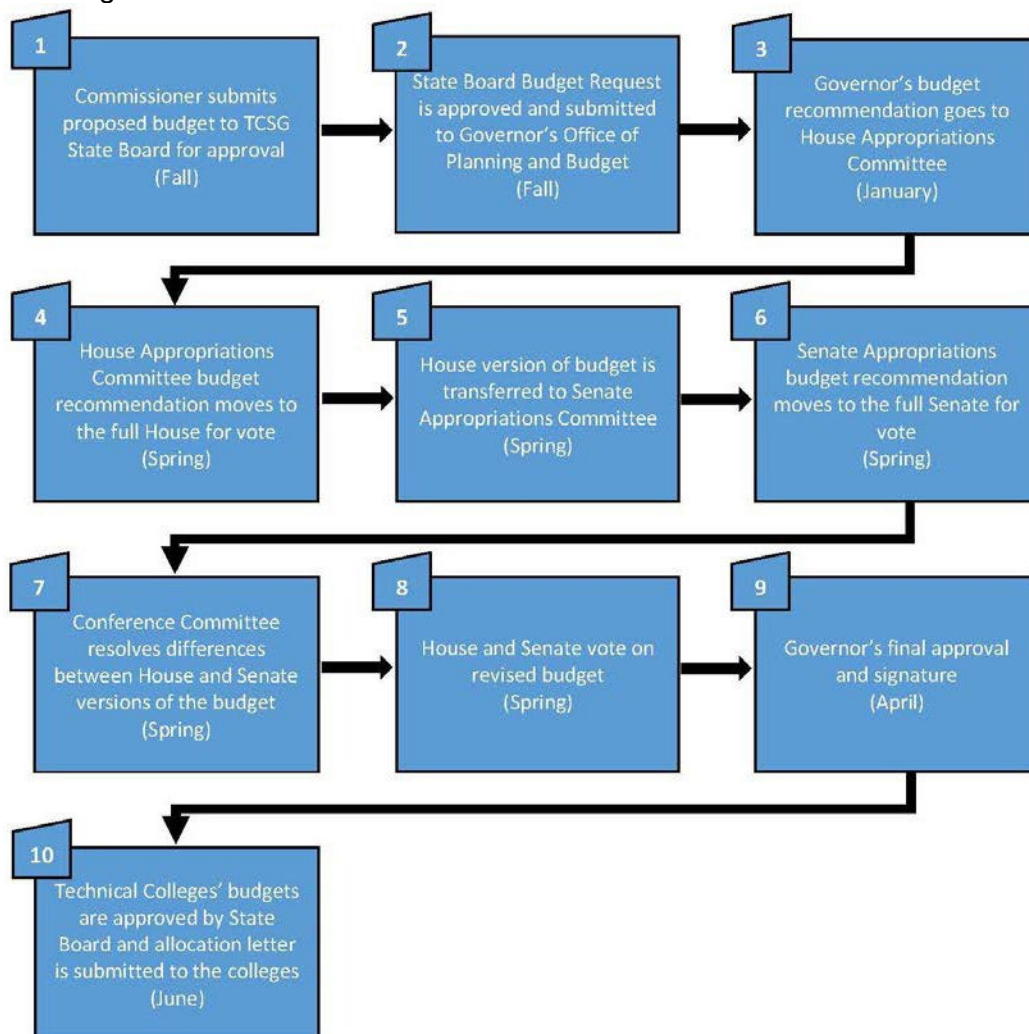


Figure 1 - State Level Budget Process Flowchart

The college-wide annual operating budget is comprised of state funds, federal funds, and locally generated funds. The budget includes continuation funds for divisions to ensure the effective delivery of services, as well as funds for contingencies. Federal grant funds are received for the Adult Education program and the Carl Perkins federal grant. CPTC may also receive allocations of bond funds which are designated specifically for Minor Repairs and Renovations and the Replacement of Obsolete Equipment. Bond funds and federal grants are administered according to guidelines established by state and federal agencies. Specific budget expenditures are identified for these funds by various sources and by various processes.

Funding other than that provided through TCSG (both federal and state) is obtained through locally generated sources, such as tuition and fees, book sales, business and industry classes, continuing education classes, application fees and other fees. The State Board annually estimates locally generated tuition and fee amounts (Step 10 of Figure 1), and revenue forecasts are based on projected enrollment. In some instances, other funding is available through contracts and direct grants. The annual budget approved by the State Board is an initial estimated budget, and the College adjusts the budget as actual tuition and fees are received throughout the year.

College Level Budget Planning

The mission and strategic plan of CPTC serve as a basis for the development of the annual budget of the College.

The overall budget is broken down into major areas: Operating Budget, Minor Repair and Renovation (MR&R), Replacement of Obsolete Equipment (Equipment Refresh), Perkins, Adult Education, Capital Outlay, End-of-Year Funding and Special Initiatives Allocations. In addition to input from the faculty and staff, the budget takes into consideration and is developed from the following sources:

- Advisory Committees' recommendations
- Annual plans developed by divisions and academic programs
- College and academic program accreditation requirements
- College research data
- CPTC Strategic Plan
- CPTC Facilities Master Plan
- Division/Program expenditures for the previous fiscal year
- Enrollment trend data
- Formal and informal needs assessments
- Quality Enhancement Plan (when applicable)
- Special initiatives
- Technical College System of Georgia (TCSG) allocations
- TCSG Performance Benchmark data
- Tuition and fees, bookstore and economic development revenue projections

Planning for the annual college-wide operational budget is initiated during the spring term prior to the upcoming fiscal year. The College's budgeting process is a collaborative, continuous, and cyclical process that is preceded by sound planning and provides a strong basis for budget decisions and resource allocations. The budget process is embedded in the institution's annual planning process and is an integral part of institutional improvement. The budget operates on a fiscal year (July 1 through June 30) and the annual planning process operates on an academic year (August 1 through July 31).

A web-based annual planning and budgeting database software, Stingray SPIRIT (**S**trategic **P**lanning, **I**mprovements, **R**esults, and **I**mplementation through **T**eamwork) is utilized for documenting planning processes and mission achievement. The initial step in planning the annual budget is the preparing (updating Plan Keeper information and relevant strategic plan changes) of SPIRIT for input of annual plan and budget data for the next fiscal year.

Operating Budget

The annual operating budget is the projection of income and expenses needed to fulfill the College's mission. Expenses may include utility costs, supplies, equipment, and payroll.

Each College division meets and evaluates its operational needs and goals for the next fiscal year and the budgetary needs required to complete the goals. Following the divisional meetings, designated Plan Keepers enter the data into SPIRIT and meet with supervisors and vice presidents to review divisional budget requests.

The Vice President for Administrative Services collects data and estimates projected state and local revenues then presents to the Cabinet projections of the total funds available for the upcoming year. If needed, the President establishes a budget hearing with each Cabinet member who presents his or her respective budget request for consideration.

Following budget hearings and upon the President's preliminary approval of requested funds, the Vice President for Administrative Services develops a proposed college-wide operating budget which is comprised of the estimated state allocation, forecasted local revenue from credit and non-credit programs, federal grant programs, and special fund budgets allocated by the Technical College System of Georgia. The Vice President for Administrative Services then presents the proposed budget to the Cabinet.

Upon receipt of the budget allocation letter from TCSG, Administrative Services inputs the College budget in PeopleSoft, the College's financial system. The Vice President for Administrative Services then distributes the initial budget to the Cabinet and presents it to the Local Board of Directors for review.

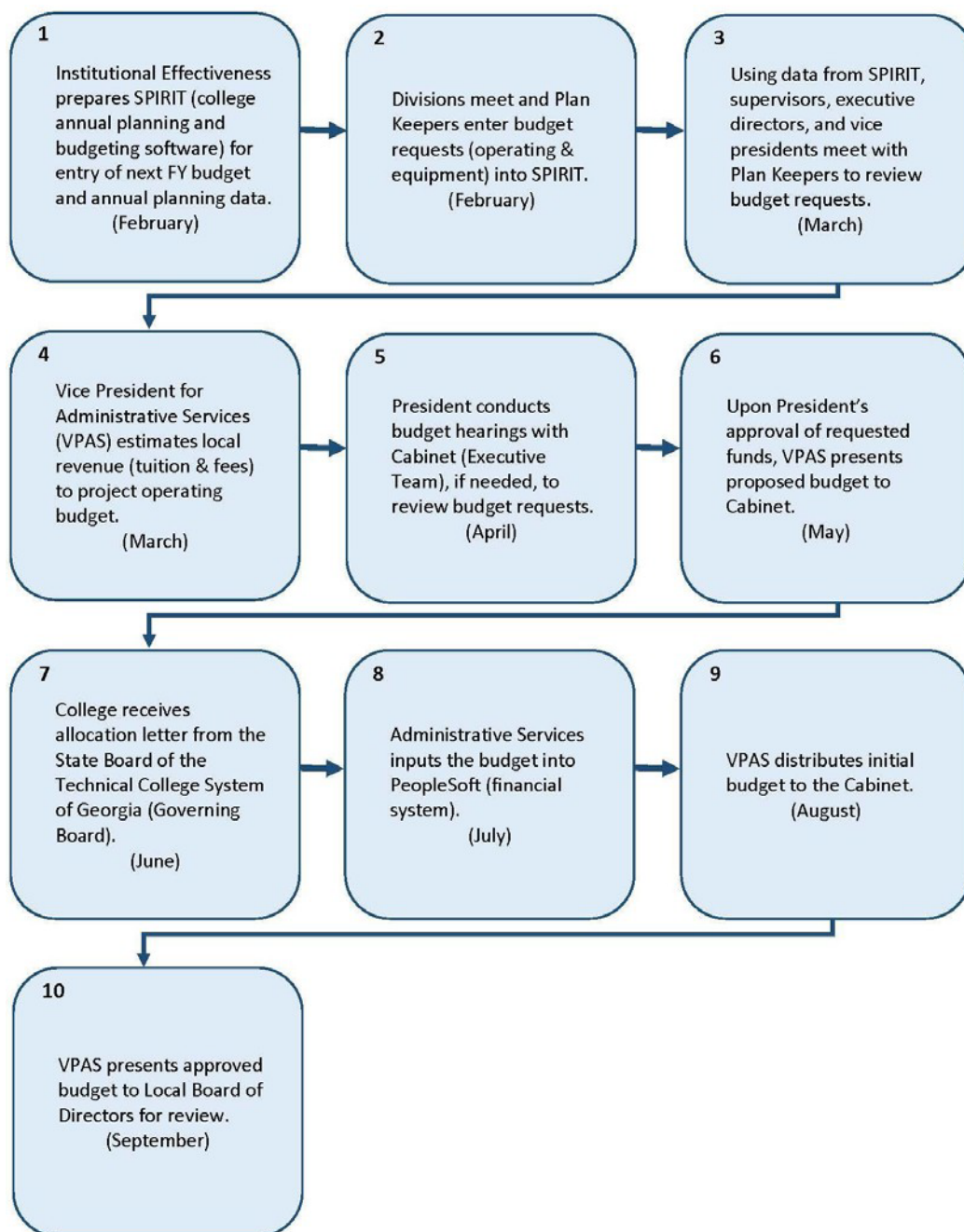


Figure 2 - College Level Operating Budget Process Flowchart

Minor Repair and Renovation (MR&R) Budget

Minor Repair and Renovation Funds (bond funds) are allocated annually to the College. The Executive Director of Facilities is responsible for collecting all campus improvement recommendations. Budget information and campus improvement recommendations, provided in the Facilities Master Plan and from college-wide e-mail requests, are presented to the CPTC Facilities Committee. The committee reviews and prioritizes the improvement recommendations and presents them to the Executive Director of Facilities. Only improvement recommendations that meet bond fund restrictions are considered for MR&R funding.

The prioritized list of recommended MR&R expenditures for the year is presented to the President of the College for discussion and final approval.

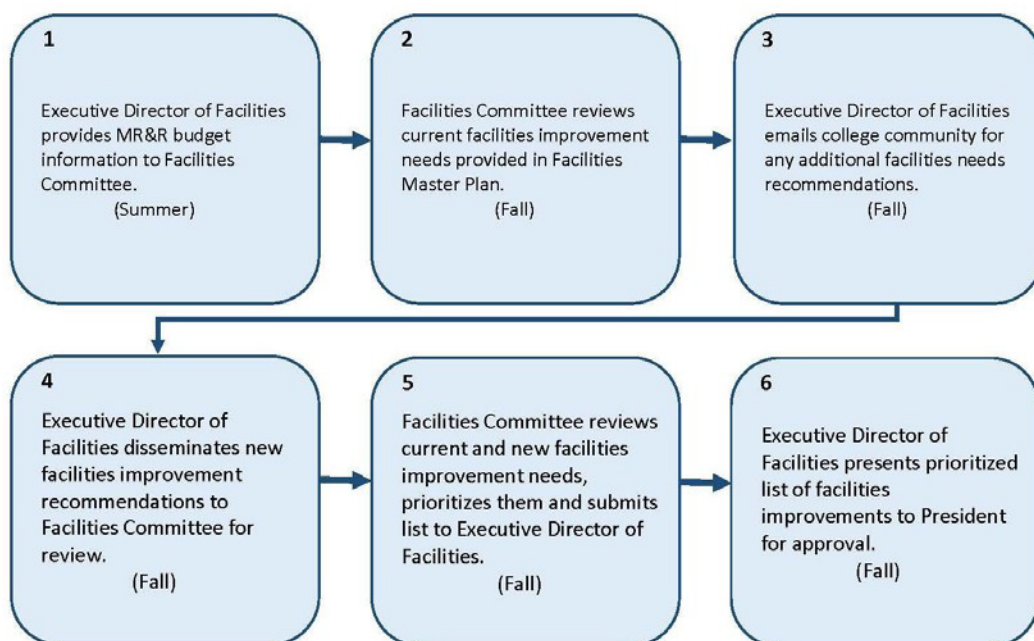


Figure 3 – MR&R Budget Process Flowchart

Replacement of Obsolete Equipment Budget

Funds for Replacement of Obsolete Equipment (bond and/or state funds) are allocated annually to the College. Once equipment requests have been entered in SPIRIT by the faculty, the Vice President for Academic Affairs meets with the Deans for Academic Affairs and other appropriate staff to prioritize the requests. Faculty members receive notification of their allocated funds.

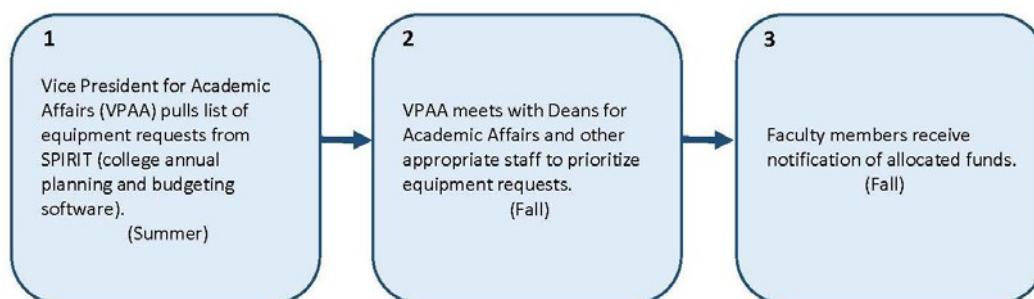


Figure 4 – Replacement of Obsolete Equipment Budget Process Flowchart

Perkins Budget

Each year the Technical College System of Georgia provides federal Perkins Funding to the Technical Colleges. The Institutional Effectiveness (IE) Office coordinates the budget development process for the expenditure of Coastal Pines Technical College's Perkins allocation. Perkins funding is allowed for specific objectives as outlined in TCSG and federal regulations to support activities that are generally associated with the operation of instructional programs and student support services. Perkins budget items may include personnel, equipment, books and supplies, instructional materials, professional development, contracts/consultants, printing, and travel costs.

In the spring of each year, the IE Office presents the Perkins Budget proposal to the President and Cabinet for approval, and to the Local Board of Directors for review. The budget is submitted to the Technical College System of Georgia for approval. TCSG provides an award letter to the President, the IE Office, and the Administrative Services Office. Budget amendments may be requested and approved by TCSG throughout the fiscal year.

CPTC has a Perkins Committee to assist the College in implementing the Perkins Plan and periodically reviewing the annual Perkins budget and amendments.

Perkins Budget Process

Upon receipt of the allocation notice from TCSG, the Vice President for Institutional Effectiveness (VPIE) coordinates with the Vice President for Administrative Services (VPAS) or his/her designee to determine salary and benefit costs for personnel paid through Perkins. Remaining funds are allocated for other acceptable items in the Perkins guidelines.

The VPIE meets with the Deans for Academic Affairs, and the Counseling and Special Services Director to prioritize items to include in the next fiscal year budget and determine if the items are allowable by Perkins federal guidelines. Prior to submission of the Perkins request to TCSG, the IE Office reviews the prioritized Perkins budget request with the Vice President for Academic Affairs (VPAA) and the Vice President for Student Affairs (VPSA) and makes any changes needed.

The proposed Perkins budget is submitted to the President and Cabinet for approval. The VPIE then submits the proposed Perkins budget to the Local Board of Directors for review prior to submission to TCSG.

The IE Office finalizes the proposed budget and electronically submits it to TCSG. During TCSG's review process, the IE Office may be asked to update, remove, or add budget items based on state initiatives and/or federal Perkins mandates. TCSG notifies the President, VPIE, and VPAS of CPTC's approved Perkins budget.

Perkins Purchasing Process

The VPIE notifies CPTC personnel of their approved Perkins budget items and the process for expending the line item. CPTC personnel notified of Perkins allocations prepare budget requisitions and route directly to the IE Office for approval. Perkins expenditures may only occur for the line items approved by TCSG in the annual budget and/or subsequent amendments.

Upon receipt, review, and approval of budget request, the IE Office codes the requisition appropriately for Administrative Services staff, and then routes to the appropriate supervisor for approval. The President grants final approval on all Perkins requisitions prior to submission to Administrative Services.

Upon request, Administrative Services provides the IE office with a copy of purchase order, invoice and payment. Monthly budget reports, including salary/fringe benefit costs for each employee are provided to the IE Office by Administrative Services to enable the IE Office to conduct monthly reconciliations to ensure that funds are spent according to federal regulations and balanced in a timely manner with Administrative Services.

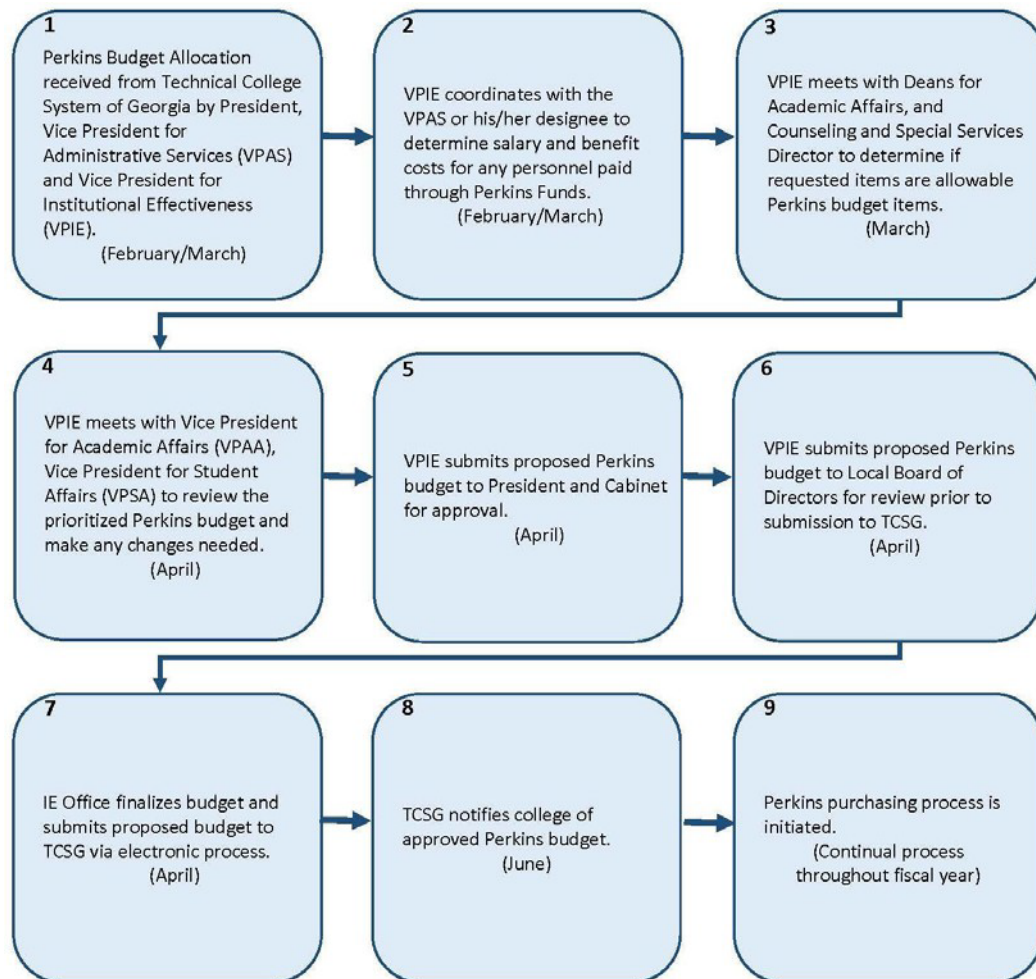


Figure 5 – Perkins Budget Process Flowchart

Adult Education Budget

Funds for the Adult Education program, federal and state funds, are allocated annually to the College by TCSG. Funding is distributed to Adult Education programs at each college based on census of need and history of grantees data. More specifically, a combination of census of need to cover the entire state combined with a performance based allocation on history of enrollment, contact hours, and level completions determines each colleges' allocation each year. An open competition for adult education funding is conducted every three years by TCSG. Criteria established by TCSG for funding during a competition year may vary.

Capital Outlay Budget

Coastal Pines Technical College requests the construction of new facilities through the Technical College System of Georgia's Capital Outlay Program. With input from the Cabinet (Executive Team), the President oversees the development of these projects.

End-of-Year Funding and Special Initiatives Allocations

The President meets throughout the year, as needed, with Cabinet members to discuss special allocations for additional initiatives based upon funding availability.

The Vice President for Administrative Services prepares the college-wide annual operating budget using the sources cited. The President of CPTC approves the college-wide annual operating budget. The VPAS and Administrative Services Manager regularly review budgets during the fiscal year. The Administrative Services Manager distributes monthly budget comparison reports electronically to the President and Cabinet level supervisor-of each division. Detailed expenditure reports are provided upon request. Budget allocations are subject to review and adjustments may occur during the fiscal year due to various reasons such as changes in academic programs and enrollment increases or decreases. As adjustments become necessary, all available funding sources are considered.

Responsibility

The Vice President for Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: June 23, 2014

Reviewed: November 14, 2023