



Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs
Title	Budget Preparation (revisions proposed by ACCJC team)
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**Administrative Procedure
Chapter 6 - BUSINESS AND FISCAL AFFAIRS**

AP 6200

BUDGET PREPARATION

(Legally required)

Introduction

Budget preparation supports institutional goals and is linked to strategic plans and other institutional planning efforts.

A budget calendar that includes presentation of the tentative, final, and amended budgets shall be developed within the District collegial consultation process. The tentative budget shall be presented no later than July 1 [Title 5 Section 58305(a)], and the final budget no later than September 15 [Title 5 Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5 Section 58301]. All dates are subject to change if directed by the California Community Colleges Chancellor's Office.

Two copies of the adopted budget will be submitted to the California Community Colleges Chancellor's Office on or before September 30 [Title 5 Section 58305(d)].

The budget development processes, which initially takes place in the Planning and Budget Committee, includes consultation with appropriate groups and ultimately will be recommended to the Superintendent/President. The Superintendent/President will make a recommendation to the Board.

The state required 311 Report, including budget data, will be submitted to the California Community Colleges Chancellor's Office on a timely basis.

The budget is a financial plan for the operation of the Napa Valley Community College District for the fiscal year, developed in a collaborative manner through established governance processes involving faculty, staff, students, and administrators and in accordance with Board-approved educational goals. It is a public record under the California Public Records Act. Any resident in the district may inspect and comment on the proposed budget. All meetings to **review**, recommend, **amend, or** approve the budget shall be consistent with the Brown Act.

Committee Charge

The Napa Valley College **Board of Trustees Superintendent/President** establishes the Planning and Budget Committee and charges it with the following as related to budget preparation:

Recommending authority on budget matters to the superintendent/president including proposed Tentative, Final, and Amended Budgets; final recommending authority to the Board of Trustees rests with the superintendent/president; final approval authority rests with the Board of Trustees.

Develop and recommend Preliminary, Tentative, Final, and Amended budgets consistent with annual institutional goals and objectives, strategic institutional plans, and the Planning and Budget Philosophy.

Recommend to the college president allocations of resources consistent with the vision, mission, and strategic institutional plans.

Review institutional and area budgets for consistency with the Planning and Budget Philosophy.

Statement of Philosophy

All planning and budget recommendations and decisions shall be consistent with Education Code, the mission and vision of Napa Valley College, accreditation standards, and strategic institutional planning. Budget priorities will drive budget development in accordance with the following philosophy:

The college's budget development process shall support student success.

The college's plans shall drive the budget process; funds shall be allocated to support the priorities stated in the plans. Financial planning considers long-range projections regarding programs, services, costs, and resources.

Through the budget development process, the college frames questions, seeks answers, and annually assesses the effectiveness of the process.

The college's planning and budget process shall involve broad participation by all segments of the college community (see BP2510) and the Board of Trustees.

The college's budget development process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust.

All planning and budget recommendations and decisions shall be consistent with the principles of sound fiscal management defined in Section 58311 of Title 5 of the California Code of Regulations.

Budget Development Functions

To fulfill its charge as related to budget preparation, the Planning and Budget Committee shall perform the functions stated below:

Establish master and annual timelines to meet state mandates for budget adoption.

Develop and annually review Budget Values and Assumptions.

Develop annual budget guidance memo in collaboration with ~~Vice-President of Business and Finance~~ chief financial officer reflecting current conditions.

~~Meet at least annually with the Board of Trustees and Superintendent/President to establish planning and budget priorities.~~

The college's plans shall drive the budget process; funds shall be allocated to support the priorities stated in the plans. Financial planning takes into account long-range projections regarding programs, services, costs, and resources. Resource allocation decisions should be effective, equitable, support institutional priorities, and address identified institutional needs.

To ensure that institutional plans drive the budget process and are implemented effectively, the Planning and Budget Committee will regularly review all existing plans (e.g., Institutional Strategic, Educational Master, Facilities Master, Technology Master, Student Equity). Based on this review, the committee will identify institutional needs and recommend budgetary priorities. For more information regarding the PBC's role in planning, see AP 3250.

Receive annual report of funding allocations and commitments from all revenue sources including non-discretionary base, discretionary base, categorical funding, and above base commitments.

Review and prioritize strategic initiatives and budget requests based on institutional plans from all sources of revenue, including general and categorical funds, based on available funding from discretionary base and above base revenue.

Disseminate the college's projected, tentative, and final budgets; monthly and quarterly financial reports to all constituent groups.

Review and analyze actual expenditures and updated budget information on a quarterly basis.

Review amended budgets including the base budget, discretionary funding, categorical funding, and above-base resources.

Recommend Napa Valley College's Projected, Tentative, and Final budgets to the superintendent/president to take to the Board of Trustees.

Budget Development Procedures

Budget procedures shall be consistent with the college's planning and budget master and annual timelines and process. The Committee co-chairs shall facilitate procedures consistent with the Planning and Budget Policy.

1. Development Phase

The Committee shall establish budget parameters, guidelines, and timelines for budget development.

The committee shall participate in budget training prior to the initiation of annual budget development.

~~The Committee shall meet with the Board of Trustees and Superintendent/President to review budget priorities. The Board may appoint a group of Trustees or its Audit and Finance Committee to represent the Board at this meeting, and confirmed at the meeting with Trustees and the Superintendent/President.~~

Unit plans are consolidated and prioritized within each area, ensuring consistency with college mission and institutional plans, and Vice Presidents from each area shall present prioritized budgets to the PBC.

2. College Community Input Phase

When the Committee has developed each version of the budget (projected/tentative/final/amended) it shall:

Distribute the proposed budget to the following individuals, who shall be invited to forward their group's written recommendations to the Committee: constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty and staff responsible for campus planning and budget units, committee chairs.

Hold a public forum and invite recommendations.

Following the public forum, consider recommendations received and adopt a budget after considering college community input.

3. Recommendation Phase

Once the Committee has developed each version of the budget it shall submit the recommended budget and supporting documents to the Superintendent/President and Board of Trustees.

If the Committee is unable to reach consensus upon the budget, a committee member(s) may submit a written dissenting statement to the Superintendent/President, sending a copy to the Committee; it shall include the name(s) and signature(s) of those dissenting; the group(s) represented; specific recommended changes, justified by a supporting statement.

The Superintendent/President shall submit to the Board of Trustees a recommendation which either endorses adoption of the budget or proposes modifications.

If the Superintendent/President endorses adoption, a written endorsement shall be submitted to the Board of Trustees and sent to the Committee. If the Superintendent/President proposes modifications, a written proposal shall be submitted to the Board of Trustees, noting recommended changes and provide justification in a supporting statement.

The president shall send their proposal to the Committee and copies of their proposal and the budget to the planning and budget areas/units affected; constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty and staff responsible for campus planning and budget units, committee chairs.

4. Decision

The Board of Trustees shall include decisions on the adoption of Projected, Tentative, Final and Amended Budgets as agenda action items at Board meetings. If the Board adopts modifications, it shall communicate in writing any changes and explanations for such changes to the Napa Valley College community.

5. Implementation/Oversight

Regular reporting of the budget reflecting variances in revenues and expenditures shall be reported to the Planning and Budget Committee monthly.

Proposed amended budgets shall be presented to the budget committee prior to presenting it for adoption by the Board of Trustees.

After the adoption of the Final Budget, the Committee shall meet with and make recommendations to the ~~vice-president of business and finance~~ chief financial officer and the Superintendent/President when the college incurs an unanticipated cost or shortfall or proposes previously unbudgeted full-time positions.

Should revenues during the fiscal year exceed those projected, the Committee shall present to the president a prioritized list of recommended additional expenditures.

The president shall provide a written report to the Committee of his/her decisions regarding any unanticipated costs, savings, shortfalls, or revenues consistent with the Planning and Budget Philosophy.

Legal
Education Code Section 70902(b)(5)
Title 5 Sections 58300 et seq.
ACCJC Accreditation Standard III.D