

Reference Sheet for Budget Request Flow Chart

<u>Step</u>	<u>Description</u>
1.	Program Review – follow process determined by IEC.
2.	As a product of the program review process each department prepares a resource requirement request list.
3.	Budget request(s) developed for the next three fiscal years (years 1, 2, and 3).
4.	Each budget request will be accompanied by a list of data elements that need to be gathered to evaluate the effectiveness of the resources to determine if the desired results are achieved.
5.	Each department will create a unit plan as part of the program review and update it annually.
6.	Unit plans will be linked to the existing strategic plan at the time the plan is created or updated.
7.	Any themes noted in the unit plan that the department wants to be considered for inclusion in the strategic plan are recorded and sent to the strategic planning committee.
8.	Unit plans will include the budget request forms for Year 1, Year 2 and Year 3 that were generated as a result of the program review process.
9.	The strategic plan will be revised annually.
10.	The review of the strategic plan will begin by assessing the status of prior year strategies and the progress made on achieving goals.
11.	Budget requests initiated in the program review and included in the strategic plan will be provided to the strategic planning committee to identify strategic themes that appear as priorities within department plans.
12.	Strategic planning committee will assess progress on achieving prior year strategies and report its conclusions/evaluation.
13.	Strategic planning committee will use conclusions on status of prior year goals and determine which strategies remain relevant and need to be carried over into the next fiscal year.
14.	Annually, a SWOT analysis will be completed to determine if there are changes in the communities that need to be considered as part of the strategic plan update.
15.	Evaluate data that is gathered to determine if what changes in strategies may be appropriate.
16.	Identify any new strategies that should be pursued.
17.	Create a draft of the updated strategic plan and forward through governance process for refinement and approval.
18.	The Tentative Budget is prepared and submitted to the Board of Trustees in June of each month.
19.	Budget assumptions are noted in the Tentative budget. This includes revenue and expenditure assumptions.
20.	The budget includes projections of all permanent fixed expenditures including personnel costs.
21.	Revenue projections are made based on information from enrollment levels, state revenue and local revenue.
22.	As part of the Budget Guidelines section of the budget there will be an assessment on the effectiveness of previous year resource allocations in achieving the identified goals.

23. A written evaluation of the assessment of prior year allocations will be prepared and included in the budget.
24. Conclusions will be made on whether the allocations improved student learning. Those conclusions will be supported by evidence and included in the budget.
25. Department unit plan requests for the current budget year will be prepared and considered for funding as the budget is prepared.
26. A status sheet will be prepared that shows the disposition of each funding request.
27. The Tentative Budget is processed through the governance process and submitted to the board for approval.
28. The Final Budget is submitted for approval by the Board of Trustees no later than September 15 of each year.
29. Budget assumptions for revenues and expenditures will be finalized.
30. Department budgets are distributed.
31. Unit plan funding requests that were allocated resources will be identified in the budget along with allocations made to achieve the strategic plan priorities.
32. The Final Budget will include comments within the Budget Guidelines section of the budget on the effectiveness of allocations in improving student learning.
33. The Final Budget is the concluding step in the resource request process and the program review cycle restarts the assessment process for each program.