

Developmental Budget Instructions

Fiscal Year: 2021-22

<p>Due Date Friday, Feb. 26th by 5pm</p>	<p><u>Development budgets are to be promoted in Questica by each manager to the area VP by 5pm on Friday, February 26th.</u> VP's are to promote area budgets to VPAS by 5pm on Friday, March 5th, VPAS to promote Budgets to Fiscal Services by Friday, March 12th 5pm.</p>																					
<p>Estimated Fiscal Year 2021-22 FTES Target</p>	<p>District revenues are based on the Student Centered Funding Formula (SCFF). For budget development purposes, we are assuming the following allocations (May be adjusted based upon 2020-21 FTES and the metrics of the SCFF. We anticipate changes to the RAM following further discussions with Fiscal Services and the District Budget Committee).</p> <table border="1" data-bbox="602 615 1114 997"> <thead> <tr> <th colspan="3">Resident FTES Targets 2021-22</th> </tr> <tr> <th>Semester</th> <th>FTES 2020-21 (Projected Actual)</th> <th>21-22 FTES Target</th> </tr> </thead> <tbody> <tr> <td>Multi-Year FTES from SP2020</td> <td>22.67</td> <td>22</td> </tr> <tr> <td>Summer 2020</td> <td>556</td> <td>528</td> </tr> <tr> <td>Fall 2020</td> <td>2,102</td> <td>2,194</td> </tr> <tr> <td>Spring 2021</td> <td>1,833</td> <td>1,933</td> </tr> <tr> <td>Total*</td> <td>4,514</td> <td>4,678</td> </tr> </tbody> </table> <p>* This is a tentative target for planning purposes</p>	Resident FTES Targets 2021-22			Semester	FTES 2020-21 (Projected Actual)	21-22 FTES Target	Multi-Year FTES from SP2020	22.67	22	Summer 2020	556	528	Fall 2020	2,102	2,194	Spring 2021	1,833	1,933	Total*	4,514	4,678
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<p>Budgeting for Contract Positions: Salaries, Benefits, Expense & Cell Phone Allowances</p>	<p>All FY 2021-22 contract position salaries, benefits, expense and cell phone allowances are already reflected in Questica. Please note that in order to change the amounts or adjust the position allocations, a Personnel Requisition Form (PRF) will be required.</p> <p>Open positions should be reviewed to ensure start dates are correct. (For example, if an open position will not be filled until December, the start date should reflect this and the position budgeted accordingly.) Changes require a PRF.</p> <p>Fiscal Services updated various benefits rates such as PERS, STRS, and Health and will continue to monitor and make changes in this area as necessary.</p>																					
<p>Part-Time Faculty</p>	<p>Similar to current fiscal year, adjunct position salaries and benefits are already reflected in Questica. The Office of Instruction and Admin Services will work together on finalizing this amount based upon FTES and productivity projections (FTES/FTEF).</p>																					
<p>Budgeting for Hourly Payroll (1400's, 2300's, 2400's) and Operational Expenses (4000's, 5000's, 6000's)</p>	<p>All these lines have been zeroed out in Questica. Please budget the appropriate amount based upon your historical expenses and planned needs. <u>Anticipating a deficit budget, General Fund expenses must be itemized in Questica. All budget increase requests above the prior year budget must be justified in the "Description" column. Justifications must be mandatory for the operation of the program.</u></p> <p>Please use the attached benefit calculator when budgeting for hourly payroll. Please type all benefits to line "3420.00 – Health and Welfare..."</p>																					

New Object Codes	Currently there are no planned Object Code changes for FY2021-22.
Lottery	Programs that currently have allocated restricted lottery funds (Grant #2235) for instructional supplies or library books should anticipate receiving the same amount of restricted Lotto money in 21-22. Admin Services will work with the Deans to make any necessary funding adjustments to ensure some budget flexibility with instructional supply budgets.
Categorical Budgets	CalWorks, DSPS, EOPS will likely receive 1.5% growth to align with COLA. All other categoricals are projected remain the same as 2020-21 amounts. However, for the developmental budget, please budget based upon 20-21 revenues and we'll make adjustments in May following the Governor's May Revise announcement.
Format	All budget submissions should be done within Questica. Please ensure that your corresponding budgets are "promoted" to your area VP by the due date.
Budget Workshops	Admin Services will hold the following budget workshops to assist you in developing your budget: <u>Budget Development Introduction/Refresher Training</u> <u>Wednesday, Feb. 10th, 1:00-2:00pm</u> (https://cccconfer.zoom.us/j/96567126316); <u>Friday, February 19th, 11:00am-12:00pm</u> (https://cccconfer.zoom.us/j/92534731360); <u>Budget Development Individual Help Sessions</u> Individually Schedule through Tina Gimple at tmgimple@craftonhills.edu
2021-22 State Budget Information	https://www.cccco.edu/-/media/CCCCO-Website/College-Finance-and-Facilities/Budget-News/2020-21-Governors-Budget-Final-Versions/final-2021-joint-analysis-governors-budget-1-8-21-a11y.pdf
Helpful Budgeting Docs (Attached)	Financial 2000 Chart of Accounts Oracle Chart of Accounts Benefit Calculator for Hourly Payroll