# Developmental Budget Instructions
**Fiscal Year:** 2020-21

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| **Due Date** | **Development budgets are to be promoted in Questica by each manager to the area VP by 5pm on Friday, February 28th.** VP's are to promote area budgets to VPAS by 5pm on Friday, March 6th, VPAS to promote Budgets to Fiscal Services by Friday, March 13th 5pm. |
| **Estimated Fiscal Year 2019-20 FTES Target** | District revenues are based on the new Student Centered Funding Formula (SCFF). For budget development purposes, we are assuming the following allocations (May be adjusted based upon 2019-20 FTES and the metrics of the SCFF. We anticipate changes to the RAM following further discussions with Fiscal Services and the District Budget Committee). |
| **Budgeting for Contract Positions: Salaries, Benefits, Expense & Cell Phone Allowances** | All FY 2020-21 contract position salaries, benefits, expense and cell phone allowances are already reflected in Questica. Please note that in order to change the amounts, a Personnel Requisition Form (PRF) will be required.<br><br>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.)<br><br>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. |
| **Part-Time Faculty** | 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). |

Table within "Estimated Fiscal Year 2019-20 FTES Target" row:

| Resident FTES Targets 2020-21 | | |
|---|---|---|
| Semester | FTES 2019-20 (Projected Actual) | 20-21 FTES Target - +1.5% Growth |
| Multi-Year FTES from SP2020 | 29 | 25 |
| Summer 2020 | 500 | 550 |
| Fall 2020 | 2,286 | 2,300 |
| Spring 2021 | 2,033 | 2,047 |
| Total* | 4,848 | 4,922 |

**\* This is a tentative target for planning purposes**

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| **Budgeting for Hourly Payroll (1400's, 2300's, 2400's) and Operational Expenses (4000's, 5000's, 6000's)** | All these lines have been zeroed out in Questica. Please look at your budgets for the current year and determine the appropriate amount for 20-21 based upon your historical expenses and planned needs. Considering our anticipated General Fund budget deficit, General Fund expenses must be itemized in Questica. **All budget increase requests above the prior year budget must be mandatory for the operation of the program, in PPR, and justified in the "Description" column.**<br><br>Please use the attached benefit calculator when budgeting for hourly payroll. Please type all benefits to line "3420.00 – Health and Welfare..." |
| **New Object Codes** | Currently there are no planned Object Code changes for FY2020-21. |
| **Lottery** | Programs that currently have allocated restricted lottery funds for instructional supplies or library books (Grant #2235) should anticipate receiving the same amount of restricted Lotto money in 20-21. Admin Services will be working with the Deans to make any necessary funding adjustments to ensure some budget flexibility with instructional supply budgets. |
| **Categorical Budgets** | Categoricals change somewhat before the budget is finalized. For next year, it looks like categorical budgets will slightly increase by the percent for COLA (around 2.29%). However, for the developmental budget, please budget based upon 19-20 revenues and we'll make adjustments as we get closer to tentative budget and more information becomes available. |
| **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:<br>**Introductory Budget Development Training, followed by an open workshop:**<br>Thursday, Feb. 6th, 1:00-2:00pm (CNTL 135); 2:00pm-4:00pm (open workshop, CNTL 119)<br>Friday, February 14th, 1:00-2:00pm (CNTL 119); 2:00pm-4:00pm (open workshop, CNTL 134)<br>**Budget Development Individual Help Sessions**<br>Individually Schedule through Tina Gimple at tmgimple@craftonhills.edu, x3211 |
| **2020-21 Budgeting Strategies to Improve Budget Management** | Consider consolidating similar type codes(Oracle = task #'s)--this will help when running reports in Oracle to view budgetary balances throughout the year. |
| **Helpful Budgeting Docs (Attached)** | Financial 2000 Chart of Accounts<br>Oracle Chart of Accounts<br>Benefit Calculator for Hourly Payroll |