
Budget Policy

POLICY STATEMENT

The President of the College will be responsible for the development of the budget in accordance with Arizona Revised Statutes.

PROCEDURE

7.1.0 Administrative Procedures for Budget

7.1.1 Budget Design

The budget is a formal statement expressing the educational program of an institution in dollars for each fiscal period. This statement shows estimates of both revenues and expenditures. Approval of the budget by the proper authorities in accordance with the provisions of the Arizona Revised Statutes constitutes authorization to incur the expenditures and to collect the revenues estimated therein.

Designated Administrator - As used in this section, the term is defined as all administrators with district-wide responsibility and/or as identified by the Vice President for Administrative and Financial Services. Each year the Vice President for Administrative and Financial Services will provide the Purchasing Office with a list of designated administrators.

The budget for each unit originates with the division chair or with designated administrators who work in collaboration with personnel in their area. The proposed budgets are then submitted to their respective vice president. The vice presidents consolidate these requests and submit their approved budgets to the President.

When the budget has been adjusted and approved by the President, it is submitted to the Governing Board for adoption, and finally to the State Board of Directors for Community Colleges for their approval.

Once the budget is officially adopted, it must be followed as a guide for expenditures.

7.1.2 Budget Control Regulations

Budget control regulations include, but are not limited, to the following:

1. General fund monies may be expended for activities which would normally use auxiliary fund monies.
2. Normally not more than 60% of operational budget allocations shall be expended prior to the end of the first semester without prior Presidential approval. It is expected that a significant percentage of capital funds will be expended at the start of the academic year to address educational needs as budgeted.
3. Free balances of allocated personal service and benefit funds are institutional rather than assigned charge center funds.
4. No full-time faculty or staff member is to be appointed or hired without the prior approval of the President. The appointment of part-time instructors is exempt from this requirement.
5. The President is the only person authorized to commit contingency funds.
6. Vice Presidents, designated administrators and division chairs are not authorized to expend funds in excess of those approved and allocated to each charge center in their area of responsibility.
7. Out-of-state travel must be approved by the designated administrator and appropriate Vice President before recommendation to the President for action.
8. Supplemental, non-general fund monies received may release funds in the general fund. These released funds then become institutional and must have Presidential approval prior to expenditure.
9. All orders involving leases with option to purchase shall be approved by the President. The Governing Board shall approve such orders exceeding a total value of \$25,000.
10. Only absolutely necessary orders shall be processed after April 15 of the fiscal year. All such orders shall have Presidential approval.
11. Exception to any of the above regulations must have the written authorization of the President.

POLICY HISTORY

Adopted 6/9/1987

Renumbered from 5.1 to 7.1 on 9/27/2016

Renumbered from 7.1 to 7.01 on 05/04/2018
