



Budget Process Flowchart

Divisions identify Budget Requests in Division Plans

Divisional Plans with budget request forms are submitted to Dean/VP by September 2019

Budget Office compiles the division under \$5K budget request for each VP and the Presidents and forwards the requests to them December 2019

Budget Office transfers funds to each VP and the Presidents department to support budget request less than \$5k July 2020

Each VP and the President reviews their under \$5k budget request list and awards funding, as needed

Each VP and the President notifies the departments funded and sends a list to budget office so funds can be transferred to the funded department. July-August 2020

Budget Request is \geq \$5,000

Division attends Division Plan/ Budget Proposal Training August 2019

Division completes Budget Proposal Narrative

Divisional Plan with budget request form and budget proposal narrative(s) are submitted to Dean/VP. September 2019

Sr. Leadership reviews and forwards budget proposals to the College Business Services. October 2019

Budget proposal packets are delivered to FRC members for review. October 2019

FRC meets to reviews budget proposals, October 2019
Score sheets are given to FRC Members for scoring/ranking

Completed Score Sheets are returned to College Business Services, November 2019

College Business Services forwards ranked lists to each FRC Member along with funds available for the next fiscal year November /December 2019

FRC provides Recommended Funding Allocation to Sr Leadership for final approval December 2019- January 2020

Final funding decision is shared with Leadership Council
January 2020

Budget Office sends out award notifications
April 2020