



# GUAM COMMUNITY COLLEGE

**GovGuam Budget  
Preparation  
For  
FY 2014**

# Topics to Discuss

- Budget timeline
  - Departments
  - GovGuam
  - GCC
- Budget Guidelines
  - Department Budget: DCs, Program Managers
  - Budget alignment with accreditation requirements; Goals, Performance Indicators and Proposed Outcomes. Three(3) of each must be submitted.
  - Other information



# GovGuam Budget Timeline

- 11/15

- BBMR provides budget instruction to all GovGuam agencies.

- 02/15

- Agencies submit final budget request to BBMR/Governor.

- 06/01

- BBMR submits the recommended budget for the entire GovGuam to the legislature.

- 08/31

- The legislature reviews, conducts public hearings, and passes the budget bill.

- 09/30

- The Governor signs the budget bill into law.

# GCC Budget Timeline

- What is our timeframe?

**12/3/12 5pm**

- Department Budgets, goals, due to Deans or AVP for Academic Affairs departments.
- Budgets for non-academic departments due to Business Office

**12/12/12**

- Submission of budgets by Deans to Business Office (submit all budgets to Vivian Cruz, [vivian.cruz@guamcc.edu](mailto:vivian.cruz@guamcc.edu) and Cheryl San Nicolas [cheryl.sannicolas@guamcc.edu](mailto:cheryl.sannicolas@guamcc.edu))

**12/13-1/4/13**

- Budget compilation process by Business Office

**Jan 2013** -Budget reviewed by Resources, Planning and Facilities and College Governing Council Committee

**Feb 2013** - Presentation of Budget and Approval by the BOT

**Feb. 15, 2013** – Deadline for Budget Submission to BBMR & Legislature

# GCC Budget Guidelines

- Program Performance Base Budget

- Requirements

- Goals (3)
- Performance Indicators (3)
- Proposed Outcomes (3)

- Budget classifications

- Travel, contractual, supplies, equipment, IT equip., capital outlay, miscellaneous.

# GCC Budget Guidelines (2)

## Budget Priorities

Baseload – departments baseline needed to operate.

- Please consider what your department is currently receiving and identify the baseline funds to operate and funding needed to provide for contractual services.
- The base budget will be reflective of the programs and responsibilities of each department.

- **NO Growth Budget** submittal for FY 2014

- Increases – ONLY in salary benefits, utility and insurance

# GCC Budget Guidelines (3)

- HR Office

- **Personnel Services Budget** : Salaries, benefits, promotion, detail/acting pay, night differential/hazardous, and personal leave paid out.
- **Current** Staffing Pattern: Costs of salaries and benefits for all active employees.
- **Proposed** Staffing Pattern: Crucial positions that are reviewed and agreed across the institution.

- MIS Office

- Lab supplies and equipment
- Annual service/maintenance contracts
- Replacement of IT equipment using Technology Fee

# GCC Budget Guidelines (4)

- Facilities/Maintenance

- power, water, telephone, xerox services, long distance calls/fax, custodial, security services.

- Materials Management

- Insurance coverage

- Requests

- Computer

- PC - \$1,407 (low end) and \$2,000. (high end)
- Laptop - \$1,635
- Mac – Actual cost
- Other (UPS, software) \$400

- Supplies and materials – Increments of \$500



# Budget Guidelines (5)

## DCs/Managers - Departmental Budget

- **Narrative data** (for Performance Budgeting & Accreditation)
  - Goals (3 each)
  - Performance indicators (3 each)
  - Proposed outcomes (3 each)
- **Non-Personnel Services**
  - **Satellite programs**
  - Travel expenses
  - Contractual services
  - Supplies & materials
  - Equipment (less than \$5000)
  - Capital outlay (more than \$5000 per item)

# Other Information

- Daily reports are accessed thru. Service

- Budget Queries

- Shows YTD expenses, encumbrances, and *available balance*.

- Encumbrance Queries

- Shows PO(s) that are *still encumbered*. Allows you to drill down on PO's on your department.
- PO(s) that are no longer needed (6 months or older)



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# Other Information

- Technology Fee
  - 50% is set aside in a special fund for computer labs, software, and other related upgrades.
  - This fund is managed by MIS
  - MIS will develop a plan to systematically replace or upgrade all computer labs.

# Budget Transfer Guidelines

- Across funds
  - It is **not** allowed.
- Across divisions
  - Requires authorizations from the division heads.
- Personnel Services vs. Non-Personnel Services
  - **No** transfer is allowed without the approval of the Vice President for Finance and Administration.
- Contractual Services / Capital Outlay
  - Transfer in or out requires **major** justification for **both** the new and the replacement items.



- Thank you.
- Please remember the timelines for your budget due dates.