

GUAM COMMUNITY COLLEGE

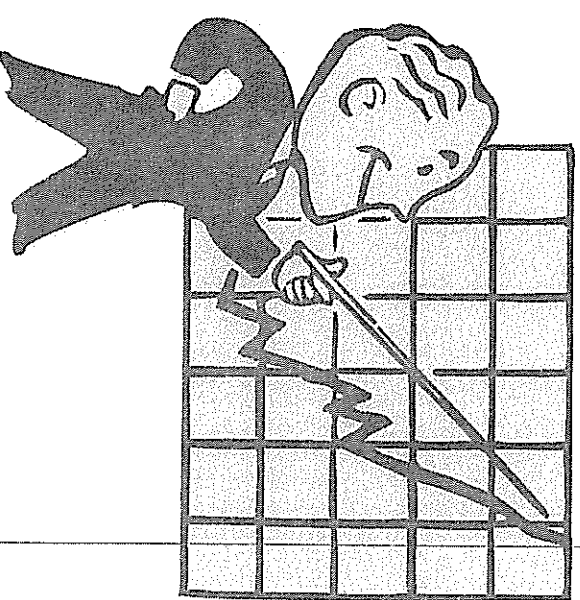
GovGuam Budget Preparation

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 and Cheryl San Nicolas 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

CCC 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.

CCC Budget Guidelines (2)

Budget Priorities

Baseline – 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

GCCC 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



K1715923 www.fotosearch.com

- 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)

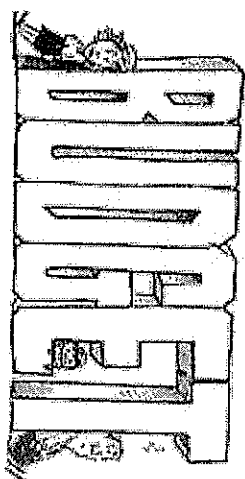


Other Information

- 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.