

# FY2022 **OPERATING** BUDGET PROCESS-Due June 1, 2021

**To:** All Budget Managers and Supervisors  
**From:** Tammy Betancourt, Vice President, Finance and CFO  
**Subject:** FY2022 Operating Budget Request/Change Submission Instructions  
**Date:** April 26, 2021

Due to anticipated enrollment declines and a reduction in state funding, additional funds available to support increases in FY22 expenditures beyond providing funding for projected salary and benefit increases, utilities, and contracted costs such as HVAC maintenance, is virtually non-existent. Therefore, **we must attempt to reduce spending** in your departments to provide a **balanced** FY21 College Operating Budget; please budget accordingly.

## **Instructions for Submission of FY22 **Operating** Budget Requests:**

***As you are preparing your budget requests, please keep in mind they should be reflective of the results shared in your department assessment report, as well as the FY22 Strategic Matrix currently being developed and any master plans that impact your department.***

- 1) For your convenience, the necessary budget form is attached. It can also be found on DACC's web site under: Employee Resources>Forms>Operating Budget Request Form.
- 2) This is in an Excel workbook format with a sheet/tab for the "Schedule B - List of Requested Budget Changes". If you need additional forms you can copy the existing form in Excel by right clicking the tab you want to copy, select "Move or Copy", click the "create a copy" box and click "ok".
- 3) Only complete the form if there is a request or permanent line item budget transfer. Follow specific instructions at the top of the form.
- 4) Use a separate Schedule B for each Department.
  - a. Your FY21 **Original** Budget will roll over and become your FY22 Working Budget. Please note that if you made transfers during the year the "Budget" on WebAdvisor reflects these transfers and is not your **Original** Budget.
  - b. Changes between object codes (i.e., Travel, Supplies, etc.) that are for the upcoming year only and **not permanent**, can be done during the fiscal year by completing a "Budget Revision/Transfer Request" form and do not need to be done through this process. Only permanent object code changes should be done on Schedule B.
  - c. Current fiscal year budget and actual spending information is available to you on WebAdvisor. If you need assistance on accessing WebAdvisor, please contact Debbie Knight.
  - d. Any line item increases should be offset by a reduction in other lines or include a justification for the increase.
  - e. Payroll and benefits will be handled by the Business Office - you do not need to budget for changes in these line items.
  - f. Please do NOT include replacement computer or printer requests.
- 5) **There are new fields to reference the Strategic Matrix, a Departmental Assessment Plan, a Master Plan or Accreditation requirements. Please complete any and all that are applicable.**

**Due Date:** Return completed forms to Sherri Grubbs by the end of the day Tuesday, **June 1, 2021.**

**Thank you** for your assistance and cooperation, your input is valued and greatly appreciated.