2018-19 Work Plan

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The Budget Office comprises of the Budget Analyst and the Manager, Financial Information. The team reports directly to the Vice President of Finance and Administrative Services (FAS) and provides analysis for the Executive Team and the College.

**Student Learning/ Student Progression and Completion**
- Ensure Alignment of resources for instructional and institutional effectiveness
  - Provide data analysis to assist in decision-making process
  - Maintain a regular line of communication with VP Instruction and VP Student Affairs

**Facilities**
- Ensure funding for campus facility improvement efforts, future scheduled maintenance plans, and Measure J projects

**Leadership and Engagement**
- Support the institution with the vacancy of the VP FAS.
- Create an environment of shared ideas and understanding through transparency of processes
  - Open Forums
  - Monthly, Quarterly and Annual communications related to processes
  - Ensure internal processes are understood and link directly to accreditation fiscal standards
- Training and Education:
  - On Board Budget Training for new Managers and Support Staff
  - Ongoing budget training throughout the fiscal year to address budget development and maintenance
  - Create manual/guides for budget management and Banner budget modules

**Budget**
- Budget Forums to occur in Fall and Spring
- Develop Budget Office Website
- Integrate budget development process with Program Review/Work Plan
- One-on-One budget discussion (upon request)

**Data Tracking and Accountability**
- Work toward ensuring all budget managers/staff are effectively using Banner system
- Educate on the proper coding of all expenses(Labor/Non Labor) to ensure data is captured appropriately
- Monthly review of budget/status
- Quarterly communication of budget status and clean up
- Work with Human Resources for personnel documents to update budgets for positions

**Reporting**
- Ensure that all managers/staff are utilizing the district monthly budget status reports effectively
- Provide reports upon request for maintenance and management of program budgets

**Committees**
- Budget Committee
- Strategic Directions
- Program Review