

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Budgets and Budget Amendments	<u>Number</u> 508
Related Policy:	Budgets and Budget Amendments – 6Hx20-5.011	<u>Page</u> Page 1 of 2

I. Purpose

To provide a framework for the systematic and participatory development of the annual budget and to provide procedures to amend the budget.

II. Procedure

A. Budget Development

- a. In the fall, the Pensacola State College District Board of Trustees will hold a planning meeting to discuss direction and goals of the College. Based upon these goals and objectives, budget managers request the budget for the next year in the spring.
- b. Budget managers generally receive a calendar of budget dates that spans from January through June so that they are kept abreast of important events and dates in the budget cycle.
- c. The budget is publicly discussed at the annual District Board of Trustees budget workshop which is prior to the Trustee meeting when the budget is approved.
- d. Once the budget is approved by the District Board of Trustees, the budget is forwarded by June 30 for review by the Chancellor, a designee of the commissioner of education, in accordance with State Board of Education Rule 6A-14.0716.

B. Posting of Original Budget

- a. Original budgets for the unrestricted current fund are generally done electronically within the College's administrative system. The budgeting module provides for budget manager inquiry and allows for various reports to be generated for information sharing during budget development. The documentation for the approval of the original budget is in the Trustee minutes. In addition, a copy of the budget signed by the College president is maintained by the Vice President of Business Affairs.
- b. Grant and special appropriations budgets are entered via budget amendments. The president's and other signatures on the grant application are deemed to be approval for the budget that is submitted with the grant application. Grant budget amendments require the approval of the grants accountant and grant manager in

addition to the Vice President of Business Affairs. Special appropriation budgets require the signature of the Vice President of Business Affairs.

C. Budget Amendment Rules

- a. Budget managers have the authority to move expenses from one spend category to another except on grants where the budget is determined by the award documents. These budget amendments are entirely contained within the College's administrative system and are reviewed and approved by the Vice President of Business Affairs or designee.
- b. Budget amendments that have an impact on fund balance require the approval of the Vice President for Business Affairs.
- c. Amendments of the salary budget are done electronically thru the college's administrative system with reports serving as backup support for the changed personnel budget. These reports or manual personnel amendments based on staffing changes are approved by the Vice President of Business.

Responsible Official: Vice President, Business Affairs	
President's Signature: 	Date: 08/31/2021