



DATE: February 18, 2022  
TO: Budget Managers  
FROM: Eric D. Smith, Associate Superintendent/Vice President, Finance and Administration  
SUBJECT: 2022-2023 Unrestricted General Fund Budget Development

Attached you will find the annual budget development guide and worksheets to develop the 2022-2023 unrestricted general fund preliminary budget. At this time, we do not anticipate a budget shortfall. Therefore, departments are requested to develop a static budget rather than submit department reductions. Please read the attached guide for further background regarding the 2022-2023 budget development process.

Required Action:

- As you review and revise budgets please keep in mind the Allan Hancock College Goals and Strategies and your department's resource needs identified in your program review or annual update. [Educational Master Plan](#)
- As needed, reallocate budgets within Banner FOAPs to meet the needs of your department and to reduce the number of budget transfers throughout the year.
- Budget augmentation requests must be **requested separately** using the appropriate augmentation forms and not on the attached worksheets. Budget augmentation forms are available on the myHancock portal in the Administrative Services and Budget home page or at the following link: [Augmentation Forms](#). Budget augmentation forms are to be submitted during the course of budget development; they are not intended to be used throughout the calendar year.
- Academic Affairs and Student Services departments: Please complete the worksheets and review additional instructions from your vice president's office regarding deadlines and routing.
- All other departments: Upon completing the worksheets please sign and return to Administrative Services by the deadline below.

The worksheets and augmentation forms must be received in Administrative Services on or before **March 31, 2022**. If you have any questions or need assistance, please contact me at ext. 3221 or Shelly Allen at ext. 3226. Thank you.

Attachments



**UNRESTRICTED GENERAL FUND**  
**BUDGET DEVELOPMENT GUIDE**  
**INTRODUCTION**

The 2022-2023 Budget Development Guide has been developed to assist you in organizing and planning your budget.

The Budget Council was formed as an expression of Allan Hancock College's commitment to shared governance. It is the Council's responsibility to recommend approaches for the management of financial resources and reserves in such a manner as to support the institution's goals. Further, it is the responsibility of the Council to interpret, recommend, and communicate policies, guidelines and procedures for the budget development process and assure broad staff participation. In support of this process, the following goals are established:

**GOALS**

1. Projected revenues will equal or exceed projected expenditures.
2. Appropriations for Contingency may be equal to the Government Finance Officers Association recommendation of seventeen percent (17%) but will not be less than the board of trustees recommended minimum general fund reserve level of ten percent (10%) of Total Expenditures and Other Outgo in the Adopted Budget.
3. Any proposed increase of on-going expenditures for the budget year will be funded from on-going income increases or from on-going expenditure reductions of the prior year.
4. Expenditure budgets will reflect institutional long-range planning, on-going program review, and multi-year spending obligations.

## BUDGET DEVELOPMENT FACTORS AND INSTRUCTIONS

The initial review of the 2022-2023 unrestricted general fund budget is presented as a status quo budget. Specific adjustments may be requested as further information becomes available and the state budget works its way through the adoption process. It may be necessary to review all categories and areas of expenditure in the event that revenue projections do not materialize.

### BUDGET DEVELOPMENT INSTRUCTIONS

A carefully planned budget is based on past spending patterns and anticipated variations. **Please review expenditure patterns in 2021-2022 in order to reduce the need for budget transfers next year.**

Budget managers should consider:

- ◆ Was there any unusual expenditure in 2021-2022 that is not needed in 2022-2023?
- ◆ Will there be any new or unusual expenditure for 2022-2023?
- ◆ Are all expenditures necessary to maintain the program at its 2021-2022 level of service?

Additional factors that may affect your budget development process:

- ◆ Indicate if any FOAP codes are no longer necessary and may be closed
- ◆ Add or delete account code categories and reallocate budgets as necessary. Use the Note section to add new account codes.
- ◆ All 2022 summer session expenditures must be included in the 2022-2023 budget

The budget development worksheets are provided with the following information/instructions:

- ◆ Columns 1- 4: 2021-2022 current budget, year-to-date expenditure activity, commitments and available balance
- ◆ Column 5: 2022-2023 proposed budget (copy of the 2021-2022 current budget less any one-time augmentations/transfers)
- ◆ Column 6: 2022-2023 budget change - enter changes to the proposed budget in this column as follows:

FUND: 110001 - Unrestricted Fund ORG: AGA - Campus Graphics  PROGRAM: 677100 Campus Graphics ACCOUNT:	2021 - 2022				2022-2023	
	Budget	Year-to-Date	Commitment	Balance	Proposed Budget	Change
452000 Office/Operational Supplies	3,709	0	1,500	2,209	3,709	(\$ 100)
454000 Non Instr Printing	500	89	0	411	500	\$ 100

If no entry is made in the change column or if the worksheet is not returned then the 2022-2023 budget will be the amount in the proposed budget column. **Net of all changes must equal zero. Please do not include augmentation requests in this column.**

Assumptions for 2022-2023 staffing and supply budgets:

- ◆ Salaried/permanent faculty and staff will be budgeted with step, column, longevity, and negotiated increases and **have not** been included in the budget development worksheets.
- ◆ Effective July 1, 2022 temporary classified hourly and student worker budget will be increased by 50 percent over the prior fiscal year for those departments that were not previously restored for the 2020-21 reductions.
- ◆ Budgets **may not** be transferred out of account code 434000 (instructional printing) or 454000 (non-instructional printing) to other account codes. As part of the year-end process, Administrative Services staff will evaluate actual printing expenditures and reallocate print budgets as needed.
- ◆ Instructional material fee budgets (account code 431100) **have** been included in the budget development worksheets. However, as part of the year-end process, Administrative Services staff will complete a review of this object code, in conjunction with the corresponding revenue, to determine the budget level for next year. Please do not make any edits to budgets in account code 431100.
- ◆ Part-time academic staff will be budgeted for in a centralized Academic Affairs budget and **have not** been included in the budget development worksheets. Please work directly with the office of the Associate Superintendent/Vice President, Academic Affairs regarding adding or deleting class sections.
- ◆ Request for furniture, fixtures and equipment must be vetted through both Facilities and Budget Council and must meet the criteria below:
  1. Requested items must be included in department's program review and/or annual update; or
  2. Requested items must be identified as part of a project contained in the district's five-year construction plan; or
  3. Requested ergonomic equipment is needed to reasonably accommodate an employee with a temporary or permanent disability.
  4. To be considered for one-time FF&E funding please submit a memo to the Associate Superintendent/Vice President, Administration and Finance detailing the item(s) requested, amount, and if the item(s) was included in the department's program review and/or annual update.

Once budget development worksheets are complete sign the documents and forward to the appropriate dean, director, and/or cabinet officer. The dean, director, and/or cabinet officer will approve the worksheets, indicating the recommended funding level, and forward them to Administrative Services by **March 31, 2022**.