



*2020-2021*

***OPERATING BUDGETS***

**Budgeting Process,  
Forms & Instructions**



## CONTENTS

	<u>Page</u>
<b>2020-2021 Operating Budget (Fund 1)</b>	
Description of the Budget Process .....	3
Schedule .....	4
<b>2020-2021 Continuation Budget Requests .....</b>	<b>5</b>
Checklist.....	6
Steps to Prepare .....	7
Department Continuation Budget Template... ..	9
Notes to Adjustments Form.....	10
<b>2020-2021 Capital Outlay Budget Requests and Space Alterations .....</b>	<b>11</b>
Instructions .....	12
Steps to Prepare.....	13
Operating Capital Outlay Request Form .....	14
Request Space Alteration.....	15

<b>2020-2021 President’s Budget Committee.....</b>	<b>16</b>
Information for Discussion Items.....	17
Schedule & Agenda Outline.....	18

**Appendices**

A. Benefit Computations.....	19
B. Salary & Benefit Computation by GLC Template.....	20
C. Glossary.....	21
D. “Pots of Money” – Funds Description.....	23
E. Budget Flow Chart.....	26
F. Legislative Session Flow Chart.....	27

# 2020-2021 OPERATING BUDGET (FUND 1)



## **DESCRIPTION OF THE BUDGET PROCESS**

The budget process is a bottom-up structure involving a substantial number of faculty and staff. The Resource and Planning Council (RPC) is the umbrella organization for strategic planning and institutional effectiveness at Santa Fe College. The RPC, formed in January 2005, is broad-based in membership and is the principal planning organization at the college. The RPC is composed of representatives from various areas of the college. The RPC's charge is to be an effective channel for the education of faculty, staff, and students regarding the college's strategic plan and specifically the strategies and tactics ready for action in the upcoming year to move the college towards achievement of the strategic plan. This includes discussion, input and sharing of information regarding the allocation/reallocation of college resources for achievement of the strategic plan. This charge is important in light of the college's commitment to "shared governance". The RPC continues the work of revitalizing and improving upon the college's planning process to ensure that the college is responsive to community needs and continues to provide programs useful for our students. The operating budget preparation is a four-phased process.

### **Phase 1:**

Phase 1 begins in the Fall semester with meetings of the Resource and Planning Council (RPC). After viewing presentations from key college individuals who provide an overview of the critical issues and trends facing the college and their own constituencies, the RPC prepares recommendations for budget assumptions and allocations for developing the operating budget as well as strategies and tactics ready for action to move the college towards achievement of the strategic plan. By March/April the RPC submits its report to the President's Budget Committee. The report is thoroughly discussed and approved by the President's Budget Committee. The reports as approved by the President's Budget Committee is used throughout the budget preparation process.

### **Phase 2:**

1. Preparation of departmental Continuation Budgets (Redirection between departments and reallocation between general ledger codes).
2. Requests for increases to base budgets to cover items that are not currently budgeted and are necessary for continued operation (i.e. increased costs to continue) as well as unfunded division/department operational objectives.
3. Allocation/reallocation of resources to fund strategies and tactics ready for action to move the college towards achievement of the strategic plan.
4. Listing and prioritizing Operating Capital Outlay budget requests for the next fiscal year to include requests for alteration, renovation or refurbishing of existing space.

### **Phase 3:**

1. The Chief Financial Officer presents information regarding total operating funds available to the President's Budget Committee.
2. The President's Budget Committee allocates/reallocates funds in accordance with the strategic plan and operational initiatives and priorities.

3. The President and the Chief Financial Officer present the proposed budget to the Board of Trustees for approval.

**Phase 4:**

The final phase of the budget process is distribution of the budget to individual departments and monitoring and modification, as necessary.



## **2020-2021 OPERATING BUDGET (FUND 1)** **SCHEDULE**

### **Phase 1:**

January - Information gathering and presentations to Resource and Planning Council (RPC),  
Division/Department Objectives  
April and Budget Requests. RPC forwards recommendations to President's Budget Committee.

*January 14 Legislative session begins.*

March 9- Planning Units prepare budget requests (changes in base budgets, unfunded requests, capital  
outlay, & requests for alteration, renovation or refurbishing of existing space)  
April 27

April 15 President's Staff review of RPC Recommendations and information.

*March 13 Legislative session ends.*

### **Phase 2:**

March 9 - Meet with groups of budget authorities to discuss 2020-2021 departmental base budgets and  
review 2020-2021 budget and planning process.  
March 20

March 16 - Departmental continuation budgets reviewed, and changes submitted to division Vice Presidents.  
*Division Vice Presidents will designate individual departmental due dates to facilitate timely  
March 20 budget submission.*

**March 27 Verify Revised Base Budget and notify Andy Barnes with any changes. See Continuation  
Budget Worksheet Instructions.**

**April 6 Departmental Continuation Budgets with changes needed, approved by the division Vice  
President, due to the Office for Finance by 10:00 a.m.**

**April 6 Division Unit Budget Reductions/Realignments (if applicable) and Unfunded Requests,  
submitted by the division Vice President, due to the Office for Finance by 10:00 a.m.**

**April 6 Capital Outlay and Alteration, Renovation, or Refurbishing of Existing Space requests  
approved by the division Vice President due to the Office for Finance by 10:00 a.m.**

April 13 Discussion of RPC recommended Operating Revenue & Expenditure Assumptions & Projections,  
Strategic Plan & other information. Discussion of College wide Budget requests for unfunded Unit  
Requests (associated with Strategic Plan, Division Operation Initiatives, or Cost to Continue)  
requiring additional or reallocation of funding by President's Budget Committee.

April 27 Continuation budgets and plans presented to President's Budget Committee for approval.

### **Phase 3:**

May 11 Budget Presentation to President's Budget Committee

May 19 Trustees workshop

June 3 Collegewide Budget Presentation

June 16 Final budget approved by Board of Trustees for transmittal to the Division of Florida Colleges.

June 17-30 FY2020-2021 departmental budgets allocated and entered on-line.

**Phase 4:**  
July 1, 2019- Budgets monitored and modified as necessary.  
June 30, 2020

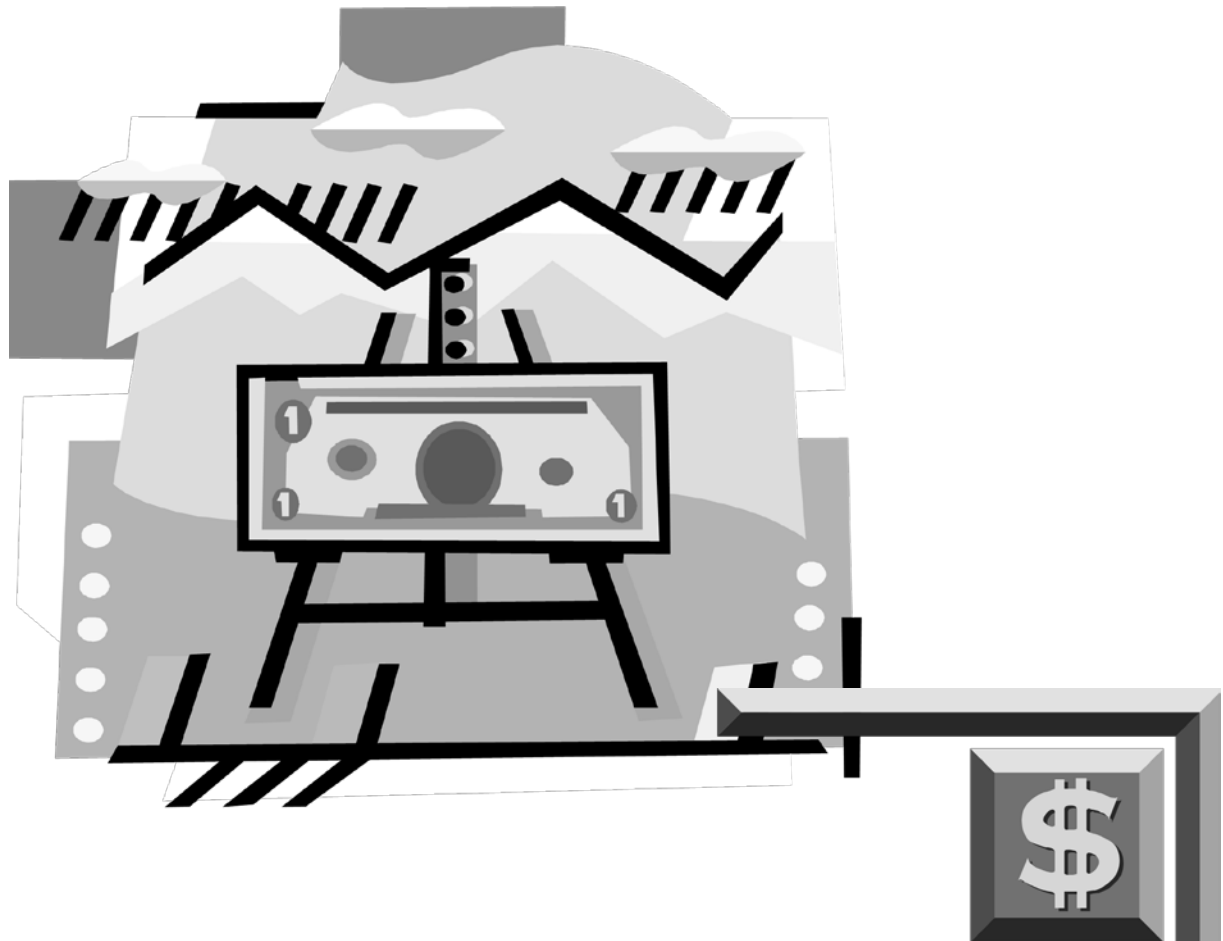
# 2020-2021 CONTINUATION BUDGET REQUEST

## INSTRUCTIONS & FORMS

**Due to Division Vice President:**

---

**Due to Office for Finance: April 6, 2020 by 10:00a.m.**





## Check List for Successful Submission of Departmental Continuation Budgets

- ❑ Verify the first column on your 2020-2021 Continuation budget entitled *2019-2020 Final Budget /2020-2021 Base Budget* with the last column in your 2019-2020 Final Budget entitled *2019-2020 Final Base Budget* (last year's Final Budget Sheet) for each department.
- ❑ Review changes made in the Institutional Base Adjustment column as outlined in Step 2 of the Steps to Prepare 2020-2021 Continuation Budget.
- ❑ Review Full-Time Budgeted Positions report for each department. This report is found under Department Reports on My Accounts in eStaff.
- ❑ Agree with 2020-2021 Revised Base Budget. **If there are discrepancies e-mail Andy Barnes by April 6, 2020.**
- ❑ Make any transfers necessary from a department to a different department in the Transfer to/from Another Department Column.
- ❑ Make all other adjustments needed within the Departments GLC's in the Adjustments to GLC's w/in Department Column. **All adjustments in this column should net to zero.**
- ❑ Complete the Notes to Adjustment form if necessary.
- ❑ Calculate the Continuation Budget (2020-2021 Revised Base Budget +/- Transfer to Another Department +/- Adjustments to GLC's w/in Department).
- ❑ Verify that the Grand Total 2020-2021 Continuation Budget **for all departments equals or is less than** the 2020-2021 Revised Base Budget for all departments.
- ❑ **Submit** to Vice President by \_\_\_\_\_ the following for **each department**:
  - Departmental Continuation Budget
  - Notes to Adjustments Sheet
- ❑ Vice Presidents must only submit continuation budget sheets where changes are needed. Please return departmental listing identifying departments with changes and without changes.
- ❑ Due to Office for Finance by **April 6, 2020. You're Finished!**

**STEPS TO PREPARE 2020-2021 CONTINUATION BUDGET**



Each budget authority has been provided with *continuation budget worksheet(s)* for all Fund 1 departments under his/her supervision. My Accounts in Estaff provides on-line department reports for Full-Time Budgeted positions and cumulative Budget and Expense History. Continuation budgets should be prepared using this information.

*You can use the embedded Excel blank departmental budget form in this document on Page 9 or use the Excel File (2020-2021 Operating Budget Form Workbook) that contains all the Forms needed (we have found the Excel file to be easier to use).*

**Important:** Be sure to key in the first two columns *exactly* as they appear on the hard copy Continuation Budget worksheet provided by the Office for Finance.

**Step 1) Verify the column entitled 2019-2020 Final Budget/2020-2021 Base to the last column on the department's 2019-2020 Final Budget sheet.**

The figures in the 2019-2020 Final Budget 2020-2021 Base column of the 2020-2021 departmental continuation budgets represent the starting point as of July 1, 2019 and will **not** reflect transfers you might have made during the 2019-2020 budget year. The amounts in this column should be the same as those received in the 2019-2020 Final Budgets (last column in Final Budget sheet). Please verify that the amounts agree with your final budgets for the prior year.

**Step 2) Review Institutional Base Adjustments.**

**Changes shown in this column reflect:**

- a) **reduction of non-recurring salary, current and/or capital expense budget received in 2019-2020**
- b) **permanent budget transfers requested during 2019-2020**
- c) **full-time position budget adjustments due to personnel changes**
- d) **Vice President requests for adjustments**

**Step 3) Review 2020-2021 Revised Base Budget.**

Most important, check the on-line department report entitled Full-Time Budgeted Positions to ensure that each full-time employee is included and correctly budgeted. The FY 2019-2020 Full-Time Budgeted Position Report shows current salary and benefits for each *full-time* employee included in the revised base.

NOTE: Each full-time employee has a position number (Pos.#) associated with his or her job. The position number identifies the character of the job for each position on the Payroll/Personnel computer system. This number should be used whenever there is a change to or a request for a full-time position. All approved vacant positions also have an identifying position number.

**\*\*\*Questions** regarding these three columns or any discrepancies should be reported to Andy Barnes by e-mail. If corrections are needed, they will be made and a new worksheet(s) issued. **THESE COLUMNS MUST BE VERIFIED BY April 6, 2020. DO NOT CHANGE THE**

**BASE COLUMNS (I.E. 2019-2020 Final Budget 2020-2021 Base, Institutional Base Adjustments, and 2020-2021 Revised Base Budget) ON THIS WORKSHEET YOURSELF.**

*When your 2020-2021 Revised Base Budget is verified:*

**Step 4) Make Transfers to/from another Department(s).**

Use this column to show budget transfers in/out of each GLC among departments. For example, you may want to increase the amount you start the year out with in travel budget in your SPD department. Show the reduction of budget in your regular department and the increase in travel budget in your SPD department. *Note: These transfers should net out to zero.*

**Step 5) Make Adjustments to GLC's w/in Department.**

Use this column to reallocate the department's budget between GLC's. Adjustments to 500 GL Codes must be made at the line item level. Budgets in GL Code 521 and 560 should be some multiple of the current rate for part-time instruction per semester credit hour. The only adjustments allowed to Full-Time GL Codes (510, 520, 530, and 540) through the continuation budget process, is to reallocate the distribution (percentage) of a position between departments. Please make sure to note in the explanation column on the Notes to Adjustment form the percentage change so that the adjustment can be easily traced.

Although current expense budgets will be entered into the accounting system at the highest (600) level, they must be submitted to the state at the line item level. Please assist us in preparing the required state format by "spreading" your 600, current expense budget, at the line item level. For assistance with this please review the on-line Six Year Budget and Expense department report *Note: These adjustments MUST net out to zero.*

**Step 6) Detail changes using Notes to Adjustments sheet last column of worksheet (Page 10).**

All changes made in the Transfer to/from Another Department column (Step 4) and/or Adjustments to GLC's w/in Department column (Step 5) must be itemized using the Notes to Adjustment sheet. This sheet is also available in the Excel Workbook File (2020-2021 Operating Budget Form Workbook). *This sheet must be submitted with each Department Continuation Budget if changes were made in either column noted above.*

**Step 7) Derive the 2020-2021 Continuation Budget.**

Add the 2020-2021 Revised Base Budget plus or minus (+/-) Transfer to/from Another Department plus or minus (+/-) Adjustments to GLC's w/in Department to derive the 2020-2021 Continuation Budget in the last column. *Note: This column will automatically calculate if no changes were made to the formula.*

If **no** budget adjustments have been made in the Transfer to/from another Department Column, the Continuation Budget Grand Total (bottom line, last column) should equal the 2020-2021 Revised Base Budget Grand Total (bottom line, middle column).

If budget adjustments have been made in the Transfers to/from another Department, the sum of the Continuation Budget Grand Total (bottom line, last column) for the involved departments

should equal or be less than the 2020-2021 Revised Base Budget Grand Total (bottom line, middle column) for **ALL** of the departments involved.

		<b>SF College 2020-2021 Operating Budget (Fund 1) Departmental Budget (Continuation)</b>					
		<b>2019-2020</b>	<b>Institutional</b>	<b>2020-2021</b>	<b>Transfer</b>	<b>Adjustments</b>	<b>2020-2021</b>
		<b>Final Budget</b>	<b>Base</b>	<b>Revised Base</b>	<b>to/from another</b>	<b>to GLC's</b>	<b>Continuation</b>
<b>Budget Category</b>		<b>2020-2021 Base</b>	<b>Adjustments</b>	<b>Budget</b>	<b>Department</b>	<b>w/in Department</b>	<b>Budget</b>
<b>GL Code</b>	<b>Dept. Name</b>						
<b>Personnel</b>	<b>Dept. Number</b>						
F/T Admin	510	0	0	0	0	0	0
F/T Faculty	520	0	0	0	0	0	0
Overload/Supp	521	0	0	0	0	0	0
Substitute FT	522	0	0	0	0	0	0
F/T Tech/Prof	530	0	0	0	0	0	0
Overload/Supp	531	0	0	0	0	0	0
F/T Career Svc	540	0	0	0	0	0	0
Overtime/Supp	541	0	0	0	0	0	0
<b>FT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Part-time - Inst.	560	0	0	0	0	0	0
Substitute PT	561	0	0	0	0	0	0
Part-time - Prof	565	0	0	0	0	0	0
OPS	570	0	0	0	0	0	0
Students	580	0	0	0	0	0	0
<b>PT Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Benefits	590	0	0	0	0	0	0
<b>500 Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Current Expense</b>							
Travel	605	0	0	0	0	0	0
Freight/Post	610	0	0	0	0	0	0
Comm'cations	615	0	0	0	0	0	0
Printing	620	0	0	0	0	0	0
Repair/Mntnc	625	0	0	0	0	0	0
Rentals	630	0	0	0	0	0	0
Insurance	635	0	0	0	0	0	0
Utilities	640	0	0	0	0	0	0
Other Service	645	0	0	0	0	0	0
Prfss'l Fees	650	0	0	0	0	0	0
Ed/Off M&S	655	0	0	0	0	0	0
Software	657	0	0	0	0	0	0
M&C M&S	660	0	0	0	0	0	0
Other M&S	665	0	0	0	0	0	0
Subscrptn	670	0	0	0	0	0	0
	699	0	0	0	0	0	0
<b>Total 600</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	700	0	0	0	0	0	0
<b>GRAND TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**2020-2021 CAPITAL OUTLAY BUDGET  
REQUESTS  
(FURNITURE AND EQUIPMENT)  
And  
REQUEST FOR ALTERATION, RENOVATION OR  
REFURBISHING OF EXISTING SPACE**

**INSTRUCTIONS & FORMS**

**Due to Division Vice President:**

---

**Due to Office for Finance: *April 6, 2020 by 10:00a.m.***







## Instructions for 2020-2021 Capital Outlay Furniture and Equipment Requests and Requests for Alternation, Renovation or Refurbishing of Existing Space

### Definitions:

#### **Minor Equipment- GL Code 70500**

Any furniture or equipment costing less than (<) \$1,000, a useful life of greater than one year, and a cost greater than \$200, would be considered minor equipment. Examples include a \$225 scanner or \$600 printer. The equipment will not be on the college's inventory system unless the budget signature authority requests that a decal be placed on the equipment for tracking purposes.

#### **Major Equipment- GL Code 706XX or 710XX**

##### ***Non-Inventoriable Furniture & Equipment – GL Code 706XX***

Any furniture or equipment costing equal to or greater than (=>)\$1,000 and less than (<) \$5,000 per *functional* item. These items may be tagged and added to the college's inventory system.

##### ***Inventoriable Furniture & Equipment – GL Code 710XX***

Any furniture or equipment costing equal to or greater than (=>)\$5,000 per *functional* item. These items will be tagged and added to the college's inventory system.

**\*Functional Item-** *Furniture or equipment, which is a complete, working, and useable unit regardless of how many parts are ordered. For example a "functional" shelving unit includes the shelves, frame, nuts & bolts, etc. even though the items may be ordered separately.*

### **PC REPLACEMENT**

The college has a college-wide replacement program for Personal Computers (PC's). Each PC currently owned by the college has a schedule as to its replacement. Therefore, DO NOT REQUEST COMPUTERS AS PART OF YOUR CAPITAL OUTLAY REQUESTS.

### **MONITORING OF APPROVED CAPITAL OUTLAY THROUGHOUT FISCAL YEAR**

The purchasing department is provided a list of approved Major Equipment Capital Outlay and monitors requests throughout the year. ALL requisitions for major equipment items NOT on the approved list will require divisional Vice President approval for processing. Not all capital requests are funded and any deviation from the approved list must be reviewed in an effort to allow Vice Presidents to fund top priorities within each division.

### **REQUESTS FOR CHANGES TO EXISTING SPACE**

In an effort to assure the College has collected all ideas and requests for changes to existing space this form has been added to the operating budget process. Requests must be approved by budget signature authorities and division Vice Presidents.

## Steps to prepare Operating Capital Outlay Request 2020-2021:



*Note: You can use the embedded Excel tables in this document or use the Excel File (2020-2021 Operating Budget Form Workbook) that contains all the Forms needed (we have found the Excel file to be easier).*

**Step 1)** Complete 2020-2021 Operating Capital Outlay Request form (Page 14) for all equipment needs for continuing programs if this is requested by your Vice President.

**Step 2)** Fill-in the department name and number at the top of the form for the department the request is for.

**Step 3)** Row 1 - enter the **Total** budget requested (double-click on the table to input data or use the Excel Workbook provided with all Forms) for 2020-2021 **Replacement** of Minor Equipment (GLC 705-See Definition) in the Total Cost column of the Minor Equipment table. *(It is not necessary to list each item for this category of capital outlay)*

**Step 4)** Row 2 - enter the **Total** budget requested (double-click on the table to input data or use the Excel Workbook provided with all Forms) for 2020-2021 **New** Minor Equipment (GLC 705-See Definition) in the Total Cost column of the Minor Equipment table. *(It is not necessary to list each item for this category of capital outlay)*

**Step 5)** Calculate the total cost of Rows 1 & 2 (Total Minor Equipment) to derive the Total Cost requested of Minor Equipment. *This will automatically calculate as long as the formula is not changed.*

**Step 6)** Rows 3-12- enter in the major equipment table (double-click on the table to input data or use the Excel Workbook provided with all Forms) (GLC 706 or 710-See definition) needed for the department through June 30, 2021. For each item please make sure to complete each column in the row by specifying if it is a New (N) or Replacement (R) item, the quantity of the item requested (Qty), the estimated cost per item *(Total Cost of the item will automatically calculate as long as the formula has not been altered)*, and a brief justification for the item.

**Step 7)** Row 13-Calculate the Total Major Equipment cost. *It will automatically calculate as long as formulas are not changed in the input table.* This amount should be the sum of the Total Cost column rows 3-12.

**Step 8)** **Prioritize** all Capital Outlay requests for **major equipment** (GLC 706 or 710) in the Priority # column. It is important that you only use each number once so that your priorities are understood.

**Step 9)** Budget signature authority signs the bottom of request form signifying their approval.

**Step 10)** Division Vice President submits summary file of all requests for Capital Outlay.

## 2020-2021 Operating Capital Outlay Request Form (Fund 1)

Department Name: \_\_\_\_\_ Department Number: \_\_\_\_\_

### Minor Equipment-GLC 70500 (Items costing less than \$1,000)

	Item	Total Cost
1	Minor Equipment-Replacement	\$ -
2	Minor Equipment-New	\$ -
	<b>TOTAL Minor Equipment</b>	<b>\$ -</b>

### Major Equipment-GLC 706XX or 710XX (Items costing \$1,000 or greater)

*-Remember no computer requests will be considered*

	Item	New[N] or Replace ment[R]	Qty	Est. Cost per Item	Total Cost (QtyXCost per Item)	Priority #	Justification
3				\$ -	\$ -		
4				\$ -	\$ -		
5				\$ -	\$ -		
6				\$ -	\$ -		
7				\$ -	\$ -		
8				\$ -	\$ -		
9				\$ -	\$ -		
10				\$ -	\$ -		
11				\$ -	\$ -		
12				\$ -	\$ -		
13	<b>TOTAL Major Equipment</b>				<b>\$ -</b>		

Budget Signature Authority: \_\_\_\_\_

Please sign



## Request for Alteration, Renovation or Refurbishing of Existing Space

Department Name

---

Budget Signatory

---

Department Number

---

Alteration Location

---

Description of Work and Justification: Identify building, room number(s), existing and proposed room functions and the number of position title of occupants in project area. Room size must conform with SREF. Attach a sketch if it better describes the work to be done. Include estimated project budget if known.

Budget Signature Authority: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_

# **2020-2021 PRESIDENT'S BUDGET COMMITTEE**

## **Information & Schedule/Agenda Outline**

**See Schedule on Page 18 for dates**



**President's Budget Committee**



Each member of the President's budget committee should be prepared to discuss and present, according to the President's staff meeting schedule (See page 18), budget requests from their respective areas for the following types of needs:

- *Cost to Continue*
- *Unfunded Division/Department Operational Objectives*
- *Tactics and Strategies for achievement of the Strategic Plan*

**All such requests must be presented through the Vice President to the President's Budget Committee.**

### **Definitions**

**Cost to Continue:** Budget requests for items and associated costs that are not currently covered in a department's continuation budget, but are necessary for the continuation of a program at its present level. These items should be for increases that ***are not under the control*** of the department and ***cannot be covered*** within the department's continuation budget.

*Examples of these items would be unfunded state mandates, postage rate increases, insurance rate increases, etc.*

These items are approved and allocated prior to any other allocations.

**Unfunded Division/Department Operational Objectives:** Budget requests that are not currently funded on a recurring basis and a priority for funding has been set by the division/department. *For example, funding for professional development to create a new program.*

**Strategic Plan:** Based on recommendations from the Resource and Planning Council items will be presented for funding plans of each tactic and strategy ready to implement in the upcoming year for achievement of the strategic plan.

## **Schedule and Agenda Outline President's Staff Meetings As President's Budget Committee**



## 2020-2021 Budget Preparation

Meeting #	Agenda Items	Date	Time
1	Budget Preparation Schedule	Via email	
2	Discussion of any program/service area realignment that will impact budget planning for 20/21 operating budget year Discussion of fund obligations (i.e. grant commitments) that impact budget planning for 20/21 budget year Begin review of funds available projection for 20/21	March 23* <i>Tentative</i>	9:00
	<i>Board Workshop – Preliminary Budget update</i>	<i>April 21</i>	1:30
3	Discussion of employee benefits-if needed Discussion of Enrollment Projections Discussion of Non-State Revenue Changes for 20/21 Discussion of Student Activities & Auxiliary Funds to maximize resource allocation Discussion of Planning Unit Budget Reductions/Realignment	March 23*	9:00
4	Requests (Associated with College Strategic Plan, Division Operation Initiatives, or Cost to Continue)	April 20*	9:00-11:00
5	<i>Presentation of RPC recommended 20/21 Operating Revenue &amp; Expenditure Assumptions &amp; Projections, Strategic Plan &amp; other information – Dr. Lisa Armour/Andy Barnes</i>	April 20*	9:00-11:00
6	Review and approve continuation/base budget (with reallocations/reductions) Review funds available/tentative allocation and/or realignment Review and finalize funded budget requests for unfunded unit requests Review Capital Outlay & Facility requests; tentative allocation Review proposed budgets for Plant Funds Review proposed budgets for Auxiliary Funds	April 27	9:00-12:00
7	Final review and approval of 2020-2021 operating funds available/allocated Review and approval of Capital Outlay & Facility requests Final review of Student Activities, Auxiliary, & Plant Fund budgets	May 11*	9:00-12:00

\* Within regularly scheduled President's Staff meeting

\*\* Within regularly scheduled Cabinet meeting

<b>Finalization</b>		
Final Review with President	May 15	9 am
Trustee Budget Workshop	May 19	2:00-3:30 Tentative
President's Budget Presentation to College	June 3	2:00 Tentative
Board Approval at regular meeting	June 16	4:00
Budget due to Division of Florida Colleges	June 28	

**Appendix A**  
**BENEFIT COMPUTATIONS**  
**FY 2020-2021**



The computations for calculating the benefits for a full-time employee are:

Florida Retirement	10.00%	8.26%
Social Security	6.20%	
Medicare	<u>1.45%</u>	
Total	15.91%	

Life Insurance

Use Salary & Benefit Computation Template- *Appendix B*

Health Insurance

- a.) Current full-time employee, the estimated health insurance is shown on the on-line Full-Time Budgeted Positions report.
- b.) New employee the estimate for health insurance should be \$8,531 which covers the most requested option.

Social Security and Medicare should be applied to other professional part-time (GLC 565). Medicare should be applied for part-time instructors (GLC 560 & 561). Some part-time also require Florida Retirement (once they reach 2080 cumulative hours).

*Note: You can use the Salary & Benefit Computation template in Appendix B (Page 20) to calculate benefits associated with any salary GLC. If you are moving salary budget between GLC's within a department or between departments use this template so that the correct benefits are moved if necessary.*



## Appendix B

### Salary & Benefit Computation by GLC

\*Double Click on Table below to key in salary amounts or use the sheet (Appendix B) in the Excel Workbook file (2020-2021 Form Workbook) provided.

<b>Salary and Benefits Calculator</b>							
<b>FY 2020-2021</b>							
<i>**Enter salary amount on appropriate line and worksheet will calculate related benefits.</i>							
<b>For Full-Time Employees (I.E. GLC's 510,511,512,520,530,540)</b>							
<u>Salary</u>	<u>FICA/MED</u>	<u>Retirement</u>	<u>Health</u>	<u>Life</u>	<u>Total Benefits</u>	<u>Total Salary &amp; Benefits</u>	
\$ -	\$ -	\$ -	\$ 8,531	\$ -	\$ 8,531	\$	8,531
<b>For Employees GLC's 521,522,531,541</b>							
<u>Salary</u>	<u>FICA/MED</u>	<u>Retirement</u>	<u>Health</u>	<u>Life</u>	<u>Total Benefits</u>	<u>Total Salary &amp; Benefits</u>	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
<b>For Part-time Employees GLC's 560,561</b>							
<u>Salary</u>	<u>FICA/MED</u>	<u>Retirement</u>	<u>Health</u>	<u>Life</u>	<u>Total Benefits</u>	<u>Total Salary &amp; Benefits</u>	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
<b>For Part-time Employees GLC's 565,570</b>							
<u>Salary</u>	<u>FICA/MED</u>	<u>Retirement</u>	<u>Health</u>	<u>Life</u>	<u>Total Benefits</u>	<u>Total Salary &amp; Benefits</u>	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-

FICA/Medicare 7.65%  
 Retirement Regular Class 10.00% Estimated  
 Health Plan \$ 8,531 using PPO Plan, not HMO (assumes 5% increase)

Health Calculation Estimate:	
3,415	[\$683 (current monthly premium) * 5 months (Jul-Nov)]
5,116	[((\$683 * 1.07) * 7 months (Dec-Jun)]
<b>\$ 8,531</b>	

## **Appendix C GLOSSARY**

**Base Budget:**

**2019-2020 Final Budget 2020-2021 Base:** The amount of budget/funds approved for this department as of July 1, 2020.

**Institutional Base Adjustments:** Amounts that include any permanent transfers made by the department throughout the year, permanent budget reductions that occurred in 2019-2020, benefit adjustments and any other permanent adjustment.

**2020-2021 Revised Base Budget:** 2019-2020 Final Budget 2020-2021 Base plus or minus the Institutional Base Adjustments column. This is the beginning number from which all changes for FY 2020-2021 will be made.

**Transfer to/from Another Department:** Transfers out /in to/from another department that the budget signature authority is requesting for next fiscal year (2020-2021). Note: The “bottom line” for the sum of all base budgets within a **division** should remain the same.

**Adjustments to GLC’s w/in Department:** Transfers within the department between GLC categories that the budget signature authority is requesting for next fiscal year (2020-2021).

**Departmental 2020-2021 Continuation Budget:** The new budget amount requested for a particular department for next fiscal year.

**Capital Outlay** (furniture and equipment): Items with a useful life greater than 1 year.

**Continuation Budget:** The amount of money that the college budgeted last year by department that is required to maintain the same level of service in the coming fiscal year. Basically the amount of money budgeted this year by the college will be the beginning amount of money budgeted next year by the college BUT it may be redirected or moved within departments or GLC’s.

**Equipment:**

**Minor Equipment- GL Code 70500**

Any furniture or equipment costing less than (<) \$1,000, with a useful life of greater than one year, and a cost greater than \$200, would be considered minor equipment. Examples include a \$225 scanner or \$600 printer. The equipment will not be on the college’s inventory system

unless the budget signature authority requests that a decal be placed on the equipment for tracking purposes.

**Major Equipment – GL Code 706xx or 710xx**

***Furniture & Equipment – GL Code 706XX***

Any furniture or equipment costing equal to or greater than ( $\Rightarrow$ )\$1,000 and less than ( $<$ ) \$5,000 per *functional* item. These items if purchased may be tagged and added to the college’s inventory system.

***Furniture & Equipment – GL Code 710XX***

Any furniture or equipment costing equal to or greater than ( $\Rightarrow$ )\$5,000 per *functional* item. These items if purchased will be tagged and added to the college’s inventory system.

***Glossary Continued***

**Fund 1:** Also known as the *Current Unrestricted Fund* or *Operating Fund* (See also “Pots of Money” Appendix D Page 23). This fund is used to accomplish the primary and supporting objectives of the college. **Sources of funds** include state appropriations, student tuition and fees, interest income, and transfers in. **Uses of funds** include direct instruction, academic support, student services, institutional support, physical plant operation for salary and benefits, travel, materials and supplies and furniture and equipment. **Special “rules”:** The only restrictions on the resources of this fund are those imposed by law, regulation or the objectives of the college. *Purchases may not be made that are of a personal nature. These would include individual memberships, clothing, and food (certain exceptions apply).*

**General Ledger Codes (GLC):** Used to identify the type of transaction or account.

**500 – Expenditures for personnel costs – salary and benefits**

**600 – Expenditures for current expense – the day-to-day operating expenses of the college;** e.g. travel, educational and office supplies, TempForce, repairs and maintenance, service contracts, utilities, etc.

**700 – Expenditures for capital outlay – furniture and equipment**

**Non-Recurring:** Non-recurring costs are completed in the course of a fiscal year and do not occur in the next fiscal year. These are sometimes referred to as *one-time* costs.

**PC Replacement:**

The college has a college-wide replacement program for Personal Computers (PC’s). Each PC currently owned by the college has a schedule as to its replacement.

**Recurring:** Recurring costs are the result of decisions that create financial obligations for the college into future years. Examples are:

- ◆ Establishing a new program that is expected to continue in the next fiscal year;
- ◆ Any adjustment to salary, either by hiring new personnel or increasing the salaries of existing personnel;

- ◆ The costs of maintenance contracts or supplies associated with new equipment even though the initial purchase of the equipment is a *non*-recurring cost.

**Staff and Program Development (SPD):** Costs that are specifically to assist with either staff development and/or program development. State Board of Education rule 6A-14.029 states that “Each college shall adopt policies on staff and program development...and shall identify...funding” to support these activities. Separate departments are used to track these expenditures so that the college can collect and report this information as needed.

- Staff Development (Expenditures in departments starting with 148XXXXXX) is the improvement of staff performance through activities that update or upgrade competence for current or planned positions. (Staff includes **all** college employees)
- Program Development (Expenditures in departments starting with 147XXXXXX) is the evaluation and improvement of existing programs as well as the designing of new programs. It is a program initiative or improvement, not the maintenance or expansion of the program. Program development may occur in any of the community college functions (i.e. direct instruction, public service, academic support, student support, institutional support, or physical plant operations and maintenance)

**NOTE:** *SPD departments are a subset of your entire department budget and you are free to move this budget during the fiscal year as long as it stays within the same budget category (i.e. 500 to 500 or 600 to 600).*



## Appendix D

*FUNDS*  
*a.k.a*  
*“Pots Of Money”*

**FUND** - an accounting entity...consisting of assets, liabilities, and a fund balance.

**OR** - a classification of sources of funds according to limitations placed on them as to their proper uses.

### **Rules & Regulations:**

- **FS 1000 K-20 Education Code**
- **FS 1001.02 (9) Student Activity and Service Fee**
- **FS 112.061 Travel expenses of public officers, employees and authorized persons**
- **FS 274 Tangible Personal Property Owned by Local Governments**
- **Florida State Board of Education Administrative Rules 6A-14**
- **State Accounting Manual for Florida’s College System**
- **Santa Fe College Board Rules**

**Fund 1** – a.k.a. *Current Unrestricted Fund or Operating Fund* – This fund is used to accomplish the primary and supporting objectives of the college.

**Sources of funds:** State Appropriations, Student Tuition and Fees, Interest Income, Transfers In

**Uses:** Direct Instruction, Academic Support, Student Services, Institutional Support, Physical Plant Operation for Salary and Benefits, Travel, Materials and supplies and Furniture and Equipment.

**Special “rules”:** The only restrictions on the resources of this fund are those imposed by law, regulation or the objectives of the college. *Purchases may not be made that are of a personal nature. These*

would include individual memberships, clothing, and food (certain exceptions apply).

### ***“Pots Of Money” Continued***

**Fund 2** – a.k.a. *Current Restricted Fund* – these are current funds restricted by **outside** agencies for the primary and supporting objectives of the college.

- Sources of funds:** Grants, Contracts, Student Activity Fees, and Donations.
- Uses:** Special Educational, and General Salaries and Benefits, Travel, Materials and Supplies, and Furniture and Equipment in accordance with the funding source restrictions.
- Special “rules”:** *These funds are restricted by **outside** agencies for current expenditures. The local Board of Trustees may not create restricted funds.*

**Fund 3** – a.k.a. *Auxiliary Fund* – this fund is for non-instructional services for sale to students, faculty, staff and which are intended to be SELF-SUPPORTING.

- Sources of funds:** Bookstore, Food Service which includes vending.
- Uses:** Scholarship Transfers Out, Facilities maintenance, repair and remodeling and equipment purchases for bookstore and food service areas
- Special “rules”:** *A key point is that these funds are self-supporting and must include all costs of the department including personnel.*

**Fund 4** – a.k.a. *Loan Fund* – this fund accounts for loans made to students including the college’s short term tuition and fee loans, Federal Perkins and Nursing loans, and the National Direct Student Loans

- Sources of funds:** Parking Fines, Contributions, Interest Earnings, Transfers In from the Auxiliary Fund (Fund 3).
- Uses:** Loans to Students

**Fund 5** – a.k.a. *Scholarship Fund* – this fund accounts for award to students which are not in payment for services rendered to the college and will not require repayment. This includes



awards made to students as a result of selection by the institution or from an entitlement program.

**Sources of funds:** Federal and State Student Grants, Student Financial Aid Fees, Donations and Transfers In from Fund 3.

**Uses:** Student Financial Aid

***“Pots Of Money” Continued***

**Fund 6** – a.k.a. Agency Fund – this fund accounts for resources held by the college as custodian or fiscal agent for others.

**Sources of funds:** Clubs and Organizations, Fiscal Agent Agreements

**Uses:** Activities and Services

**PLANT FUNDS:**

**Fund 7** – a.k.a. Unexpended Plant Fund – this fund accounts for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property.

**Sources of funds:** State Appropriations (PECO, CO&DS), Bond Issues, Capital Improvement Fees, Transfers In and Other Local such as Student Activity Fees.

**Uses:** New Building Construction, Renovation, Remodeling, Equipment, Major Repairs, Land Acquisition.

**Fund 8** – a.k.a. Debt Service Fund – this fund accounts for the long-term debt of the college.

**Sources of funds:** License Tag Fees and Transfers In

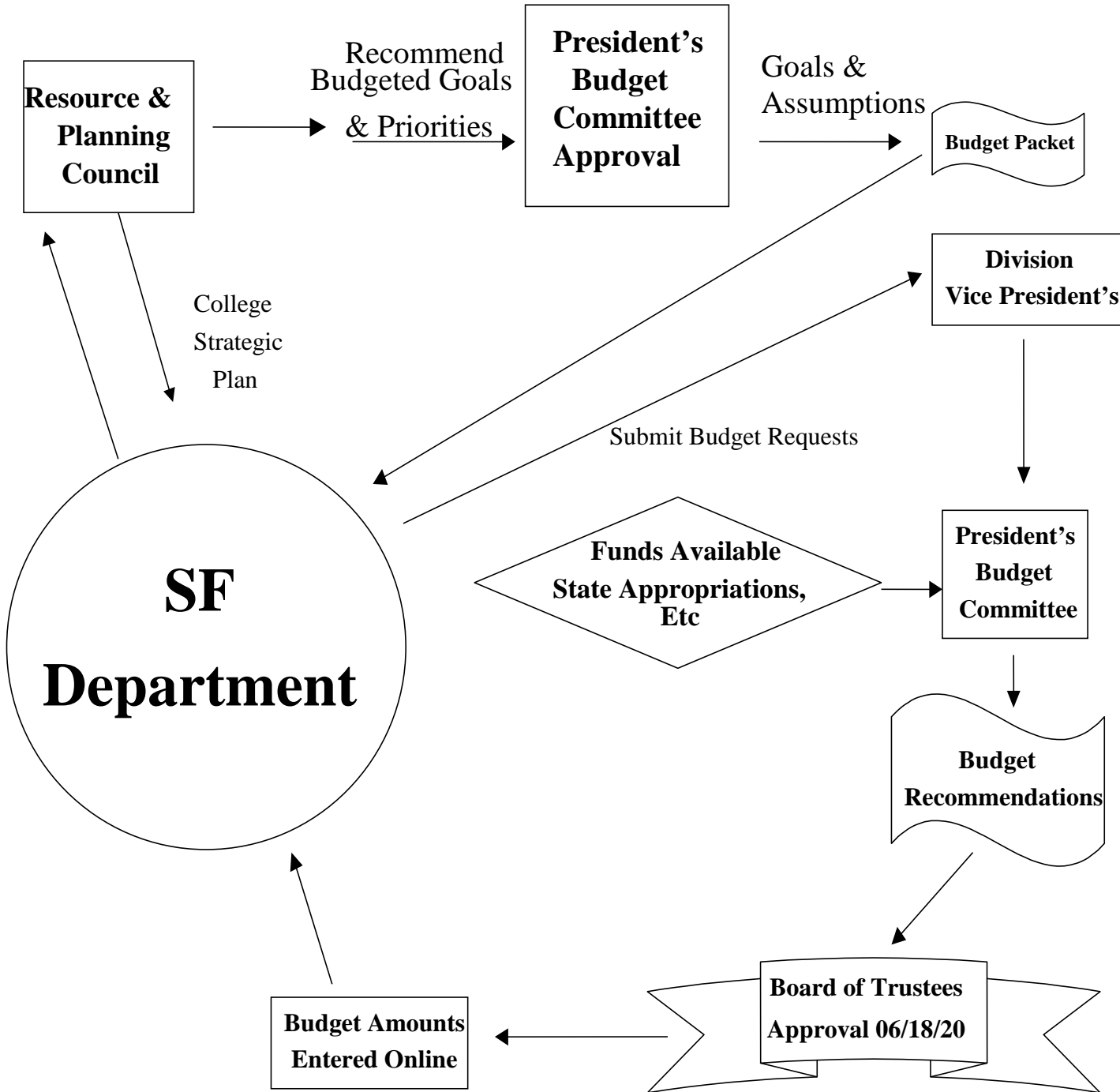
**Uses:** Payment of Principal and Interest on Bonds

**Fund 9** – a.k.a. Investment in Plant Fund - this fund accounts for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, furniture, machinery and equipment, books and films.

**Additions to Plant Assets**

**Deletions of Plant Assets**

# Appendix E



Appendix F  
**Legislative Session**  
**01/14/20- 03/13/20**

