



Budgeting Policy

Purpose	To establish parameters for the development of the annual budget.
Policy	The process of developing a balanced budget will have a broad base of input from all stakeholders. The budget will be used as a management tool and regular comparisons of actual expenditures to plan will be made. Necessary corrective actions will be taken.
Applies to	VCC Community.
Procedures	<ol style="list-style-type: none">1. The process, including a description of the level of input, will be presented to the Board and the Budget Advisory Group in the fall. The budget process will be informed by the annual program profile process and the preparation of departmental operational plans.2. VCC will evaluate additions to the budget through the preparation of operational plans which are vetted by peer review and the College Wide Budget Committee. Operational plans will take into account the College mission, values, directional statements and overall plan. Areas of new program development and growth are assessed using the criteria in Appendix I.3. VCC's budgeting philosophy is to address any shortfall by (in sequence):<ol style="list-style-type: none">a. searching for additional revenues;b. reducing non-salary expenses;c. reducing non-core activities and salaries;d. applying the criteria in Appendix II for program reduction; ande. reducing on a proportional basis non-core activities.

4. The final budget package will be presented to Operations Council and the Board for approval. Education Council and the Board for approval. Education Council will provide advice on the program additions/deletions and the educational implications of the budget. The budget package will contain planning assumptions, a listing of additions/deletions from the previous year and the rationale for the changes.

Definition: Core: Program and Services essential for student learning.