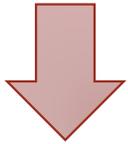**Chaffey College**

Business Services
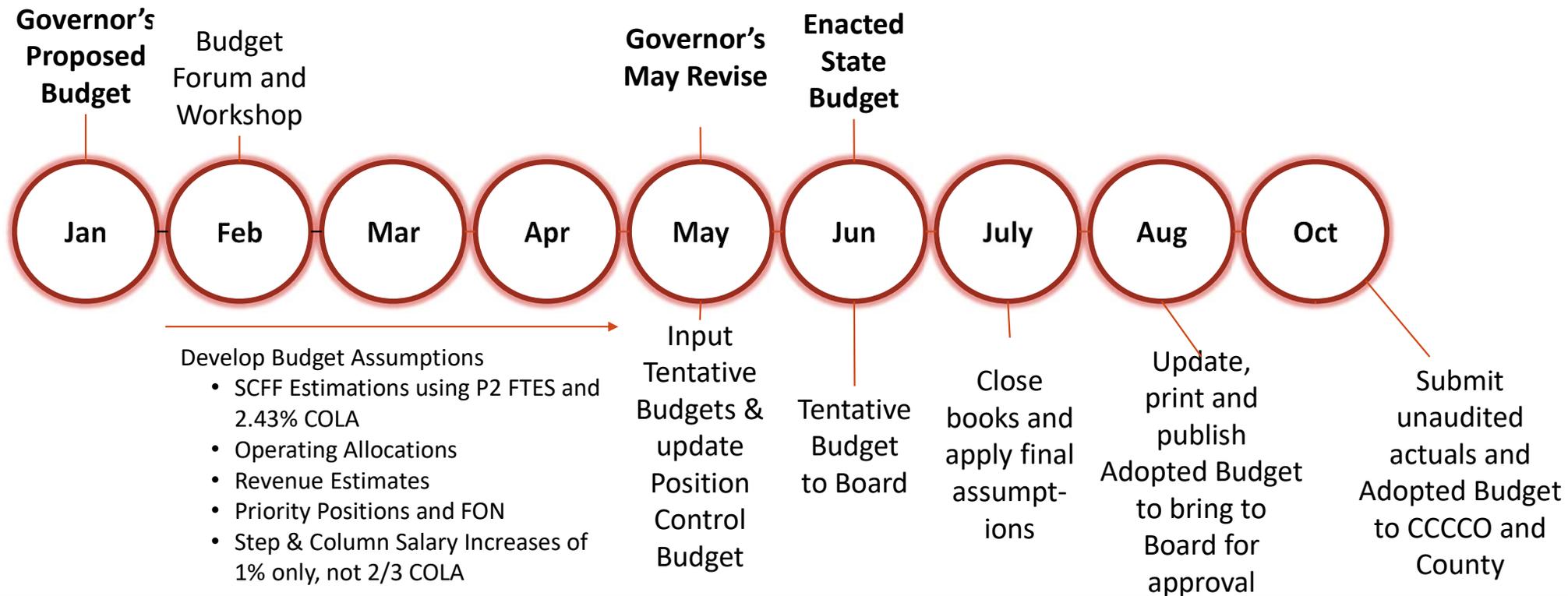
Budget Development Workshop

FEBRUARY 26, 2025

Today's Presentation

- Chaffey College Budget Overview

- 2025-26 Chaffey College Budget Projections

- Budget Development Tools & Processes

Budget Timeline

Governor's Proposed Budget

Budget Forum and Workshop

Governor's May Revise

Enacted State Budget

| Jan | Feb | Mar | Apr | May | Jun | July | Aug | Oct |

Develop Budget Assumptions
- SCFF Estimations using P2 FTES and 2.43% COLA
- Operating Allocations
- Revenue Estimates
- Priority Positions and FON
- Step & Column Salary Increases of 1% only, not 2/3 COLA

Input Tentative Budgets & update Position Control Budget

Tentative Budget to Board

Close books and apply final assumpt-ions

Update, print and publish Adopted Budget to bring to Board for approval

Submit unaudited actuals and Adopted Budget to CCCCO and County

Chaffey College Budget Overview

What is a Budget? A budget is a financial plan of estimated or intended expenditures for a given period, along with proposals for financing them. A budget in which revenues and expenditures are equal is a balanced budget – total projected revenues equal total projected expenditures.

Why do we need a Budget? Title 5, Section 58305 requires that each district's board approve a tentative budget no later than July 1 of each fiscal year and a final budget no later than September 15th.

What is the District's budget type? The District uses an **incremental base budget** type. It assumes that each year is relatively the same and that any new activity is an add-on. It is the most efficient way to budget and usually has a large centralized component.

Chaffey College Budget Overview

Board Policy **6200 Budget Preparation** – provides specific criteria for Chaffey College's budget development process.

Board Policy **6250 Budget Management** – provides general information related to budget management and budget revisions

See Budget Development Calendar

Institutional Planning

Educational Master Plan

<u>Chaffey Goals</u>

◦ Chaffey College will be an equity-driven college that fosters success for all students

◦ Chaffey College will ensure learning and timely completion of students' educational goals

◦ Chaffey College will develop and maintain programs and services that maximize students' opportunities and reflect community needs

Institutional Planning

Chaffey Goals

◦ Chaffey College will optimize the use of technological tools to advance institutional efficiency and student learning

◦ Chaffey College will efficiently and effectively manage systems, processes, and resources to maximize capacity

◦ Chaffey College will responsively adapt to changes in students' academic and career needs

◦ Chaffey College will prioritize and align professional learning for all employees to support the achievement of Chaffey Goals

BUDGET PROJECTIONS
2025-26 Unrestricted General Fund

Chaffey College

UNRESTRICTED GENERAL FUND	2024-2025 ADOPTED BUDGET	2025-2026 ESTIMATED BUDGET
Revenue	169,303,305	169,303,305
Income Adjustments		-
Total Revenue	**169,303,305**	**169,303,305**
Expenses	171,827,285	171,827,285
Cost Adjustments		-
Total Expenses	**171,827,285**	**171,827,285**
Surplus/(Deficit)	**(2,523,980)**	**(2,523,980)**
Reserves/Ending Bal	**49,708,161**	**47,184,181**
	28.93%	27.46%

Limited Applied Assumptions:
- No change in SCFF estimation (Computation B)

- Negotiated Contracts, utilities and election costs to be determined

Budget Development Tools

- **Handbook**
  - ✓ Vision, Mission, Institutional Goals, and Board Policies
  - ✓ Principles and Responsibilities
  - ✓ *2025-26 Unrestricted Budget Calendar*
  - ✓ Summer School Calendar
  - ✓ Budget Development Process
    - ✓ Planning
    - ✓ Forms
  - ✓ *2025-26 Restricted Budget Calendar*
  - ✓ District Budgeted Costs
  - ✓ District Revenue Sources
  - ✓ State Apportionment Allocation/Funding
  - ✓ Glossary
- **Budget Reports**
  - ✓ Budget Manager & Approvers list on SharePoint
  - ✓ Chart of Accounts on SharePoint
  - ✓ Budget Reports (will be available in OneDrive this year)

All these resources are available on SharePoint and in the Budget Managers' OneDrive folders.

Object Code for Software

- **54430 Instructional Software (less than $5,000)**

  Example: one time purchase of software downloaded onto computer used for instruction with a total cost less than $5,000
  - ⑩ Was 54430 Instructional Software

- **54450 Non-Instructional Software (less than $5,000)**
  - Examples: one time purchase of software downloaded onto computer with a total cost less than $5,000
  - ⑩ Was 54450 Non-Instructional Software

- **55815 Taxes, Licenses, & Fees - Environmental Fees, Etc.**

- **55816 Software Licenses and License Renewals (12 months or less)**

- **55817 Software Licenses and License Renewals (more than 12 months)**
  - 55815 example: County Clerk Recording Fees, Filing Fees, etc.
  - 55816 example: software license renewal fee and initial purchase of software for agreements 12 months or less
  - 55817 example: software license renewal fee and initial purchase of software for agreements more than 12 months
    - ⑩ Was 55815 Taxes, Licenses, & Fees - Software Licenses, Environmental Fees, Etc.

NEW IN 2024-2025 eff 7-1-24

New Object Codes for Promotional Items & Non Instructional Student Supplies

Object codes that <u>should be</u> used:

- 54510 Non-Instructional Student Supplies –
  - Example: student supplies including pens, notepads, and other program related purchases for students.
  - This is student supplies as items purchased to be given to students for allowable program costs, not outreach events.
- 55825 Promotional Items –
  - Example: ads in periodicals, customized promotional items to advertise college and/or programs, etc.
  - Promotional items are defined as giveaways or swag at outreach events.

Object codes that <u>should no longer be</u> used for the above:

- 54500 Non-Instructional Supplies –
  - Example: paper, writing material, chairs, paper goods, etc.
  - This object code is for supplies for the departments, not student supplies or giveaways to be given to students.
- 55840 Other Services –
  - Example: customized orders (non-advertising), catering, install equipment, etc.
  - Updated examples to clarify customized orders for non-advertising purchases.

NEW IN 2024-2025 eff 2-1-25

New Object Code for Gift Cards

Gift cards are considered an unallowable expenditure

Why?
- Gift Cards are considered cash
- Cannot exceed Financial Aid Student need

Exception: Restricted grants when the funding documents specifically allow this type of purchase.

Procedure: Contact your Grant Fiscal Monitor

Object code that <u>should be</u> used:
- 57550 Gift Cards –
  - Example: financial support from restricted grant for grocery card.
    - Was 57510 Student Fin'l Aid

NEW IN 2025-2026 eff 7-1-25

Budget Development Process

COMMONLY USED EXPENSE OBJECT CODES

	SUPPLIES	

54200   Books, magazines, subscriptions etc.
example: newspapers, newsletters, etc.

54450   Non-Instructional Software
example: one time purchase of software downloaded onto computer with a total cost less than $5,000

54235   Videos, CD-ROMs, VHS, DVD (non-software)
example: discs received in the mail from vendor, etc.

54455   Non-Instructional Computer Supplies (less than $500)
example: toner, computer monitor, etc.

54300   Instructional Supplies (less than $500)
example: paper, beakers, art supplies, etc.

54500   Non-Instructional Supplies (less than $500)
example: paper, writing material, chairs, paper goods, etc.

54430   Instructional Software
example: one time purchase of software downloaded onto computer used for instruction with a total cost less than $5,000
etc.

54510   Non-Instructional Student Supplies (less than $500)
example: supplies purchased for students participating in college programs including pens, notepades, and other program relatd purchases for students.

New

54435   Instructional Computer Supplies (less than $500)
example: toner for instructional use printers, etc.

54700   Food supplies
example: prepackaged items from grocery store, Costco, etc.

	EQUIPMENT	

56410   New Equipment ($500 - $4,999)
example: employee workstation, golf cart, etc.
(includes both Instructional and Non-Instructional Use)

56442   Computer Equipment - Instructional - Capitalized
example: computers for instructional use, etc.

56415   New Equipment - Capitalized ($5,000 & Over)
example: police vehicle, etc.

56450   Computer Equipment - Non-Instructional ($500 - $4,999)
example: computer for employee, etc.

56440   Computer Equipment - Instructional ($500 - $4,999)
example: computers for instructional use, etc.

56452   Computer Equipment - Non-Instructional - Capitalized ($5,000 & Over)
example: computer for employee, etc.

Budget Development Process

COMMONLY USED EXPENSE OBJECT CODES

SERVICES

55110 **Personal Services**
example: consulting, guest speaker, DJ services, research, photography, etc.

55209 **Travel & Conference - Unrestricted Faculty Only**
example: registration fees, lodging, meals, etc.

55210 **Travel & Conference**
example: registration fees, lodging, meals, etc.

55220 **Mileage Reimbursement**

example: campus to campus during same work day, etc.

55230 **Training**
example: vendor trains group of employees, webinars, etc.

55310 **Dues & Memberships**
example: annual membership dues to organization, etc.

55550 **Laundry & Cleaning (Linens)**
example: use of linens for district event, etc.

55610 **Rentals & Leases**
example: facility rentals, rental of Citizens Business Bank Arena, equipment rentals, etc.

55620 **Maintenance & Repairs**
example: repair of equipment performed by outside vendor, etc.

55630 **Transportation**
example: Charter buses for college tours, etc.

55815 **Taxes, Licenses, Fees, Environmental Fees, etc.**
example: County Clerk Recording Fees, Filing Fees, etc.

55816 **Software Licenses and License Renewals (less than 12 months)**
example: Software license renewals fee and initial purchase of software for agreements less than 12 months

55817 **Software Licenses and License Renewals (more than 12 months)**

example: Software license renewals fee and initial purchase of software for agreements more than 12 months

55820 **Advertising**
example: ads in periodical

55825 **Promotional Items**
example: customized promotional items to advertise college and/or programs ◀ New

55840 **Other Services**
example: customized orders (non-advertising), catering, install equipment, etc. ◀ Revised

55860 **Outside Services - Printing, Bookbinding, etc.**
example: Litho print jobs performed by outside vendor, etc.

55870 **Student Costs**
example: registration/entry fees, lodging, meals, etc.

2025-26 Budget Development Calendar

Friday, March 21	Senior budget managers' deadline to submit budget confirmations and/or changes to Budgeting & Fiscal Services
Friday, April 4	Budgeting & Fiscal Services office returns second run of budget to senior budget managers for review
Friday, April 11	Senior budget managers' deadline to submit any corrections and/or additional changes to the second run of the budget to Budgeting & Fiscal Services
Mid May	2025-2026 May Revision to Governor's Budget released
Friday, May 23	Budgeting & Fiscal Services completes tentative budget draft
Thursday, June 26	Governing Board reviews and approves tentative budget
Friday, June 27	Tentative budget due to the County of San Bernardino
Late June	2025-2026 State Budget released
Thursday, August 28	Proposed adopted budget presented to Governing Board for approval

Budget Planning 2025-26

Why is planning during budget development important?

- **Budget funds where they are expected to be spent to facilitate timely processing**

- **No 2025-2026 budget transfers are processed between July 1 & September 1 (during tentative budget)**

- **Any transfers between major expenditure classifications are presented to the Board quarterly for approval (Board Policy 6250 & Title 5, section 58307)**

Budget transfer and expenditure transfer forms can be found on SharePoint: Budgeting Services\Public\Forms

Budget Planning 2025-26

- **Review Permanent Staff**
  - Report any changes to Human Resources & Budgeting & Fiscal Services

- **Review site/location**
  - Better informed decisions when expenses coded correctly

- **2025-26 Requisitions can be entered but cannot be completed until after the Board approves the budget on June 26**

  - Date 7/1/2025

  - With no budget numbers or approvers

  - Will be notified when tentative budget is available; then requisitions can be finished

Budget Development Process

Chaffey College

---

1. BASE ALLOCATIONS – Begin with 2024-25 Adopted Budget

Discretionary Budgets Re-allocation

FLEXIBILITY TO RE-ALLOCATE (permanent budget transfer):

- Supplies: 54XXX
- Services: 55XXX
- Equipment 56XXX
- Apprentices, Short-Term Worker, and Student Assistant: 523XX, 524XX

EXCEPTIONS!!

Instructional materials fees budgets – Transferring from 54200, 54235, 54300, 54430 and 54435 to other budgets may be limited.   All instructional materials fees paid by students must be spent on instructional materials

Dean's Travel & Conference budgets – $300 per faculty budgeted for adopted; cannot be transferred from 55209 to other expense accounts

Budget Development Process

1. BASE ALLOCATIONS – Begin with 2024-25 Adopted Budget

Permanent Salaries

Permanent Salaries – Budgeting & Fiscal Services and Human Resources are working on permanent employee position budgets. First budget run does not reflect any changes from the current year.

Instructional Budget Plan – The Associate Superintendent of Instruction and Institutional Effectiveness is working with the Deans to develop an instructional budget plan for 2024-2025, which includes full-time faculty and adjunct faculty salaries. First run of the budget does not reflect any changes from current year.

Budget Development Process

2. Budget Changes – Augmentations or Reductions

➡️ **Augmentations** – None at this time
- ◦ However, critical needs will be reviewed and evaluated by the Executive Team

➡️ **Cost Reductions** – To be determined
- ◦ The District remains committed to continue efforts towards aligning expenses with revenue with consideration to contractual obligations, District associations & mandates from outside entities

Sample Budget Comparison Report

Budget Manger: 460   Mathmatics & Science

GL Account	Description	2021-2022 Actuals	2022-2023 Adopted Budget	2022-2023 Adj. Budget	2022-2023 Actuals	2024 Budget	Justification Notes	1st Run Budget Change Request	Revised Budget	2nd Run Budget Change Request	Tentative Budget
Mathematics and Statistics											
10-0000-1701-51110-100	Academic Contract Instruction : Main	1,998,640.12	1,742,228	1,742,228	1,098,316.79	1,742,228			1,742,228		1,742,228
10-0000-1701-51210-100	Academic Contract Non-Instruct : Main	83,322.60	54,831	54,831	35,208.39	54,831			54,831		54,831
10-0000-1701-51310-100	Academic Part Time Adjunct : Main	722,997.30	-	438,970	455,003.96	-			-		-
10-0000-1701-51350-100	Academic Instructional Subs : Main	387.00	-	311	310.52	-			-		-
10-0000-1701-54300-100	Instr Supplies : Main	1,181.03	1,500	1,500	-	1,500			1,500		1,500
10-0000-1701-55220-100	Mileage : Main	-	100	100	-	100			100		100
10-0000-1701-51110-250	Academic Contract Instruction : Chino Campus	192,425.40	200,866	200,866	126,601.44	200,866			200,866		200,866
10-0000-1701-51310-250	Academic Part Time Adjunct : Chino Campus	10,841.25	-	15,558	15,557.50	-			-		-
10-0000-1701-51110-300	Academic Contract Instruction : Fontana Center	125,817.50	96,543	96,543	65,159.93	96,543			96,543		96,543
10-0000-1701-51310-300	Academic Part Time Adjunct : Fontana Center	5,754.00	-	19,880	20,808.20	-			-		-
		3,141,366.20	2,096,068	2,570,787	1,816,966.73	2,096,068		-	2,096,068	-	2,096,068

FUND - SOURCE - DEPT - OBJECT - SITE
  10   0000   1701   5XXXX   100

Academic 51110, 51210, 51310, 51350
Classified 52110, 52210

These salary accounts will be updated for Adopted and you
can NOT move any of those funds.

This is an excel spreadsheet this year, do NOT
enter data in the Revised & Tentative budget
column. They have formulas placed in them.

Budget Development Forms Submission

VERIFICATION
Confirms that accounts on reports are correct

CHANGE REQUEST
To request redistribution of discretionary funds within program budgets, making permanent changes to budget

REDUCTIONS REQUEST
Other budget reductions

DEADLINE: MARCH 21

DEADLINE: MARCH 21

Budget Development Forms Submission

Electronic Form Submission:

1. Complete forms and obtain the verification signatures from the budget manager and senior budget manager

2. E-mail to Trisha.Albertsen@chaffey.edu **and** Lisa.Bruchet@chaffey.edu

   (please keep the original document(s) for your records)

   Deadline to submit forms to Budgeting & Fiscal Services

   March 21, 2025

Forms are available to senior budget managers in OneDrive and are also on SharePoint.
Budgeting Services\Public\2025-2026 Budget Development\Budget development forms

Budget Development Form Examples

VERIFICATION

CHAFFEY ▲ COLLEGE
Budget Development Verification Form
2025-2026

Date: _____   Budget Manager: _____

Dept. Name: _____   Dept. #: _____

I.   Hourly Employee Accounts

   Accounts reflect correct appropriation(s).
   _____   Yes
   _____   No (please list the accounts numbers that do not appear to be at the prior year's base)

   _____   _____
   _____   _____
   _____   _____

II.   Discretionary Accounts (4XXX, 5XXX and 6XXX)

   Accounts reflect correct appropriation(s).
   _____   Yes
   _____   No (see attached Change Request Form)

Verification Signatures

Budget Manager: _____   Date: _____

Senior Budget Manager: _____   Date: _____

Budgeting & Fiscal Services Use Only:
Approved: _____   Date: _____   Verified: _____

If both sections I and II are YES, then sign the form and you're done with the form.

If section I is NO, please add the account number that doesn't appear to be at the prior year's amount/base.

If section II Is NO, please complete the Change Request Form.

Budget Development Form Examples

CHANGE REQUEST

CHAFFEY COLLEGE
Budget Development
Change Request
Form 2025-2026

Date:_____   Budget Manager:_____
Dept. Name:_____   Dept. #:_____

Use this form to request a redistribution of discretionary funds within program budgets during the development process. This form is to be utilized prior to the adoption of the annual budget ONLY.

From
Account Number   Amount   To
                                            Account Number

Reason:

Verification Signatures

Budget Manager: _____   Date: _____
Senior Budget Manager: _____   Date: _____

Budgeting & Fiscal Services Use Only:
Approved: _____ Date: _____ Verified: _____

This form is NOT needed unless you…

Marked NO in section II on the Verification form.

Budget Development Form Examples

This form is *optional*, reason to give funding back:

- A program has been discontinued and there is still funding there.

- You've looked at your expenses and have had multi years of unused budget.

Purchasing Year-End Deadlines

Chaffey College

DEADLINE	DESCRIPTION OF PURCHASE AND FUNDING
Monday, January 27	**RAC-approved Procurement** • Last day for requisitions to be entered and approved using RAC funds. • Items or services must be received or completed by June 30, 2025. • RAC approves and funds specific items, based on each program's PSR - no substitutions are permitted.
Friday, February 28	**Procurement requiring bids – All Funding Sources** • Last day to enter requisitions for procurements that require a bid. • Requisitions for goods and services that require a public bid (exceeding $114,800) • Requisitions for public works that require informal or formal public bids (exceeding $75,000) • Sole Source Procurements
Friday, March 28	**Procurement NOT requiring bids - Unrestricted General Fund Source** • Last day to request Purchasing Change Request for BPOs, POs, and service agreements. • Last day to enter requisitions for goods, services, and public works that DO NOT require a public bid: - All field agreements and public works $75,000 or less - All goods and services, including Summer Session 2025 supplies, under $114,800 - All Requisitions must provide supporting documentation

Friday, April 18	**Procurement NOT requiring bids - Restricted General Fund Source and all other funding sources** • Last day to request Purchasing Change Request for BPOs, POs, and service agreements. • Last day to enter requisitions for goods, services, and public works that DO NOT require a public bid: - All field agreements and public works $75,000 or less - All goods and services, including Summer Session 2025 supplies, under $114,800 - All Requisitions must provide supporting documentation
Friday, April 25	**Procurement for Commencement - Celebratory Activities/Events Only** • Last day to enter requisitions for goods and services for festive activities and events related to commencement.
Friday, May 23	**Procurement using open BPOs and District Store Accounts (i.e., Warehouse supplies)** • Last day to order goods using an open BPO. BPOs may not be used to buy goods after this date. • Last day to order supplies available at the Warehouse *Exception: Agreements and BPOs for services, Campus Store, and Office Depot.*
Friday, June 06	**Procurement through Campus Stores and Office Depot.** • Last day to procure goods through Campus Store and Office Depot. • Encumbrance must be in place by: — March 28 for unrestricted funds — April 18 for restricted funds
	REQUISITIONS ENTERED OR APPROVED AFTER THE SPECIFIED DEADLINE MAY NOT BE PROCESSED.

Purchasing Year-End Reminders

PROCUREMENT TIPS/REMINDERS

BUDGET AVAILABILITY - review accounts for budget availability before processing requisitions and, if needed, submit all necessary change notices and budget transfer requests at least **one week before** the purchasing deadline to ensure sufficient processing time.

COMPUTER EQUIPMENT & SOFTWARE PURCHASES - allow at least **one week before** each deadline to obtain ITS approval.

FURNITURE PURCHASES - allow at least **eight to ten weeks lead time** for the delivery and installation.
Note: *You must contact Maintenance & Operations and Information Technology Services to coordinate all furniture moves and installations in advance.*

REPAIRS OR MINOR CONSTRUCTION WORK - *require a recommendation from Maintenance & Operations (M&O).* Submit a work order to M&O for approval and scheduling in addition to an approved requisition in Colleague and SciQuest, as applicable.

EXCEPTION REQUEST

An exception request is for procurement <u>emergencies and unexpected circumstances</u> that occur after the deadline.

<u>Request Process</u>

The requestor will need to provide the following:
❑ An email with a written justification for the exception and approval from the Dean/Director <u>and</u> Associate Superintendent of the department/program.
❑ Additional funding for expedited shipment, as needed.

Next, please forward the email to the Director of Purchasing Services, and to the Executive Director of Business Services for review and final exception approval.

Note: Approval from the Dean/Director and Associate Superintendent of the department/program does not guarantee an approved exception.

Exception for emergencies and unexpected circumstances must be received by May 30, 2025.

Purchasing Year-End Reminders

PROCUREMENT TIPS/REMINDERS

PO/BPO/CONTRACT - all procurement for goods and services requires an approved requisition entered in Colleague.

CONTRACTS - all service agreements, typically depending on the dollar amount and term of services require an approved SciQuest* request form. Examples include guest lecturers, consulting services, construction, and renovations (public works).

*SciQuest is used for contract management.

APPROVAL GUIDANCE

REQUISITION – please remind your budget approver(s) to approve your requisition and SciQuest request (as applicable) before the deadline.

BUDGET MANAGER/APPROVER - please approve your requisitions ASAP, before the purchasing deadline.

NO REQUESTS FOR EXCEPTIONS WILL BE CONSIDERED AFTER FRIDAY, MAY 30, 2025.

Purchasing Year-End Reminders Cyber Security Requirements

Before entering a requisition, you are required to provide the following:

A. Pre-Purchasing Software Security Questionnaire: This questionnaire must be submitted to help assess the initial security posture of the software.
   1. Complete the questionnaire (to be completed by staff or faculty familiar with the software)
   2. Email the completed questionnaire to the ITS Information Security Manager.
   3. After approval, enter a requisition and attach the questionnaire in Colleague.

The questionnaire is located at Information Technology Services - Pre-Purchasing Software Questionnaire - All Documents or Purchasing - Cyber Security - All Documents

B. VPAT (Voluntary Product Accessibility Template): Vendors must provide this template to ensure compliance with accessibility requirements. You can find more details here: VPAT or https://www.section508.gov/sell/acr/.

   1. Obtain the accessibility conformance report from the vendor.
   2. Email the accessibility conformance report to the ITS Information Security Manager.
   3. Attach the accessibility conformance report to the requisition in Colleague.

C. HECVAT (Higher Education Community Vendor Assessment Toolkit): This toolkit is specifically designed for higher education, and is available here: HECVAT Toolkit or https://library.educause.edu/resources/2020/4/higher-education-community-vendor-assessment-toolkit.

   1. Request the HECVAT full version report from the vendor.
   2. Email the completed report to the ITS Information Security Manager.

D. SOC 2 Type II Report: *A SOC 2 Type II audit report is* **optional** *if the vendor already has it in place of a HECVAT.* This report ensures the vendor meets our regulatory and security requirements.

   More information on SOC 2 Type II can be found here: SOC 2 Report or https://www.itgovernance.co.uk/soc-reporting.

Direct questions regarding the software cyber security requirements to ITS Information Security Manager, Kaleo Kelikani.

Purchasing Year-End FAQs

What is the deadline for Amendments and Purchasing Change Requests?
Unrestricted General Funds is March 28 <u>and</u> Restricted General Fund is April 18.

How do I request an order for my department?
Log in to Colleague to create and submit a requisition (REQM). Any pertinent documents must be attached to the requisition within Colleague.

Am I authorized to sign a vendor contract on behalf of the District?
No. Only the District officials designated by the Governing Board and Superintendent/President are authorized to sign legally binding contracts on behalf of the District. **In general, no staff, faculty member, or dean has the authority to obligate the District in any contractual manner or sign an agreement.**

Can I make changes to a procurement request after it has been approved?
Yes, changes may be made before the purchasing deadline. Contact your Procurement Specialist POC immediately if any modifications are needed.

What should I do if my procurement request is delayed or will not arrive before June 30, 2025?
Contact the Procurement Specialist POC immediately to discuss any delays or challenges before the deadline. They can guide potential solutions or alternative approaches to meet year-end requirements.

Restricted and Other Budgets

Restricted Budgets

- Grants, Allocations, Categorical Programs

Unrestricted Budgets with Restricted Uses

- These include unrestricted budgets that may have a source code other than "0000" or are restricted by their department number, such as Contract Education, Student Technology, etc.

Summer School – April 1 Purchasing Deadline

- 8-week calendar with two additional 6-week sessions within

Restricted and Other Budgets

Restricted, Categorical, Grant & Other Funds Budgets

Friday, April 12	District restricted budget monitors send 2024-2025 draft to grant managers to begin reviewing using March 31 information
Friday, April 26	Restricted budget managers send back to grant monitors
Monday, April 29 – Friday, May 10	District restricted budget monitors make any changes to salaries, benefits and/or other items
Monday, May 13	Budgeting & Fiscal Services completes entry of restricted budgets
Friday, June 7	Budgeting & Fiscal Services completes tentative restricted budget draft
Thursday, June 27	Governing Board reviews and approves tentative restricted budget
Monday, July 29	Adopted restricted budget changes due to Budgeting & Fiscal Services, if changes needed from tentative budget
Friday, August 7	Budgeting & Fiscal Services completes entering adopted restricted budgets
Friday, August 12	Adopted restricted budget draft completed
Thursday, August 22	Governing Board reviews and approves proposed adopted restricted budgets

QUESTIONS