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To: Budget Managers and staff

From: Rosa M. Royce
Chief Compliance and College Budget Officer

Date: March 1, 2022

Subject: 2022-23 Tentative Budget Development

We are happy to announce the budget development process for the 2022-23 fiscal year!

In accordance with the budget review and development processes, and to ensure budgets are reviewed on a regular basis, a comprehensive review of all of the Status Quo Budgets is recommended with the goal of aligning the College's budget with actual expenditures. Following are important items to consider.

Budget Process for the Unrestricted General Fund:

This budget process is for realigning your status quo or operating budget to what your anticipated expenditure needs will be for 2022-23. If the budget is increased in one budget line item under a department (Org), it needs to be decreased in another budget line item under a department (Org). This process will save Budget Managers from having to submit budget transfers, which will expedite your purchases during 2022-23.

Budget Process for Grants and Restricted Programs:

Please work with your assigned Fiscal Specialist as budget line items for Grants and Restricted Programs may be increased or decreased with supporting documentation that reflects the total funded allocation. However, sufficient budget must be provided for all the permanent employee positions. Since the final funding allocation may not be known when the budget is submitted, please provide your best estimate. Fiscal Services will continue working with the Grant and Restricted Program Budget Managers as updated information becomes available.

Questica Budget Software:

The Tentative Budget will be developed using the Questica budget software, which includes:

- The status quo or operating budget for each Organization or Grant/Restricted Program
- Budget approval process
- Features to make increases and decreases to budget line items
- Status Reports: By Fund or by Organization
- Budget and Expenditure Comparative reports for the Unrestricted General Fund including 2019-20, 2020-21, and 2021-22 fiscal years by account to facilitate the budget areas that may need to be realigned with actual expenditures.

For more detailed information and instructions. Please refer to the [Budget Development Questica Process Guide](#), and register to the training sessions by visiting [POD](#).

Status Quo or Operating Budget:

The status quo or operating budget for each Organization or Grant/Restricted Program includes:

- Personnel changes approved by the Board of Trustees through January 12, 2022. Changes after this date through June 30, 2022 will be updated by Fiscal Services and reflected in the 2022-23 Adopted Budget.
- Budgeted amounts for personnel changes, including employee step and longevity increases that will be effective in 2022-23.

Timeline for budget approvals:

| Mt. SAC Budget Development | | Due Dates |
|--|--|---|
| Budget Development Calendar | Questica Budget Approval Stages | |
| Departments Complete Status Quo Review | Unit/Grant Review | 03/18/2022 |
| Deans/Directors Review | Division/Department Budget | 04/01/2022 |
| President/Vice Presidents Review | Area/Team Budget | Due to Fiscal Services 04/22/2022 |

New Resources Allocation:

Due to the COVID-19 Pandemic and enrollment status, the 2022-23 New Resources Allocation process, if viable, will be announced by the President and Vice Presidents later in the year and handled through a separate process.

Rate-Driven Increase Request:

If your department or unit has a need for a budget increase which is mandated and out of the department’s/unit’s control, this type of budget increase is considered a “rate-driven increase”. Some examples of rate-driven increases include increased costs in equipment maintenance agreements, institutional memberships, insurances, and utilities. Please complete the [Rate-Driven Increase Request Form](#) and forward the original approved form with supporting documentation to Rosa Royce **no later than April 30, 2022** to be included in the 2022-23 Tentative Budget.

Restructure/Reorganization/Approval Queues:

If your area is planning to restructure or reorganize budgets for the 2022-23 fiscal year, this will require changes to budget and expenditure approval responsibility, please send your request to Rosa Royce at royce@mtsac.edu or Marisa Ziegenhohn at mziegenhohn@mtsac.edu, **no later than April 30, 2022.**

2022-23 Tentative Budget and Adopted Budget

Fiscal Services will review the budget changes processed through the Questica budget and include appropriate changes in the Tentative Budget, which will be approved by the Board of Trustees on June 22, 2022. These changes will also be included in the Adopted Budget to be approved on or before September 15, 2022. Once the final budget has been adopted by the Board of Trustees, the budgets will be updated in the Questica budget and the Banner system. Effective with the approval of the Adopted Budget, purchase requisitions will be returned to the requisitioner if there is insufficient budget to cover the purchase.

If you have any questions or need assistance, please contact Rosa Royce at royce@mtsac.edu or Marisa Ziegenhohn at mziegenhohn@mtsac.edu. For specific questions on the use of the Questica budget, please contact the following Fiscal Resources staff:

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| Maria Correia | mcorreia1@mtsac.edu |
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Thank you for your cooperation with this new budget process. Your feedback is appreciated!