



To: All Department Budget Managers

From: Linda M. Baldwin
Associate Vice President, Fiscal Services

Date: March 1, 2010

Subject: **2010-11 Tentative Budget Development**

Enclosed you will find a copy of the new ***“Guide to Mt. San Antonio College’s Budget Review and Development Process,”*** which was developed by the Budget Committee during the 2008-09 fiscal year and completed prior to the end of the Fall 2009 semester. This guide is intended to give you a “big picture” view of how the planning and budget development processes are integrated and how they continue on an ongoing basis, which is demonstrated visually on the flow chart included in this packet (**Located on Page 9**). Please review the Guide in order to assist budget managers in understanding the annual Budget Review and Development Process. The Budget Committee welcomes any feedback and/or recommendations on how this guide may better serve your needs.

Attached are two copies of your Status Quo Budget Sheets for the **2010-11 Tentative Budget**. The 2010-11 Tentative Budget will be presented to the Board of Trustees for approval on **June 16, 2010**. The personnel budgets have been updated to reflect known personnel changes through January 31, 2010. Changes that occur after this date will be reflected in the 2010-11 Adopted Budget. The budgeted amount for personnel also includes employee step and longevity increases that will be effective in 2010-11. Requested ongoing rate driven increases, which have been received so far during this 2009-10 fiscal year, have also been updated.

Please **do not** include any new one-time or ongoing budget requests on the Status Quo Budget Sheets. The Budget Committee is currently in the process of reviewing the College’s current financial status and will make a recommendation to the President regarding the availability of any new one-time and/or ongoing funds that may be available for allocation for the 2010-11 fiscal year, which is highly unlikely due to the current State Budget crisis and the affect it is having on Mt. SAC. If it is determined that funds are available, information will be distributed at a later time, along with a New Resources Allocations Request form.

Please complete the following steps to assist us with the preparation of the **2010-11 Tentative Budget**:

1. Departments and/or units should review the **“Status Quo Budget 2010-11”** column, which reflects the “ongoing” budget allocation at the present time. Please review your expenditure plans for 2010-11 and adjust your budgets according by transferring budget between accounts. You may review current year actuals by using the online Banner Form **FGIBDST**.
2. Reflect all budget changes based on your anticipated expenditure plans for 2010-11 in the **“Budget Changes 2010-11”** column.
3. Adjust the **“Revised Status Quo Budget 2010-11”** column to reflect the total amount that will be included in the Tentative Budget.

Please follow the specified approval routing and timelines:

1. Once your review and changes have been completed, sign, date, and forward one *original* copy of the Status Quo Budget Sheet(s) to the appropriate Division Dean or Director no later than **Friday, March 12, 2010**.
2. The **Division Dean or Director** should review, sign, and date the Status Quo Budget Sheet(s) and forward to the appropriate Vice President or President no later than **Friday, March 26, 2010**.
3. The **Vice President** should review, sign, and date the Status Quo Budget Sheet(s) and forward to Lanny Arifin, in Fiscal Services, no later than **Monday, April 12, 2010**.

Thank you for your assistance with the budget process and we appreciate your cooperation in meeting the above deadlines. If you have any questions or need assistance, please contact me at ext. 5517 or Rosa Royce at ext. 5530.