

# Budget Planning System Training



## System Overview and Budget Planning

March 2016

## Agenda

- Budget Planning Annual Cycle
- Strategic & Operational Requests
- Budget Principles
- Budget Planning System

# Budget Process: Fiscal Year

- **Spring**
  - Review and Recommendations
  - Final Executive Team decisions
  - Board Approval & College Budget Update
- **Summer**
  - Finalize budget and update the systems
- **Fall**
  - Academic year begins – put budget plan into action
- **Winter**
  - Review status and plan for the rest of the current year
  - Strategic Requests for the next year
  - Operational Budget Planning for next year
  - Budget Planning System Training

## Use Standard Processes

- Powerful, lean tool
  - Implement standard work for repeatable processes
- Plan, Do, Check, Act
  - As the standard is improved, the new process becomes the baseline
- Ask Questions
  - The Budget Office is open



# What's “Operational”?

- **Strategic** Budget Requests
  - aSAP: Abbreviated Strategic Action Plan
- **Operational** Budget Requests
  - Budget Planning System
- Clear Criteria is hard to define
  - Discussions underway around the college
  - Ask SPBC or Budget Office for clarification

## Apply for Funding

### What is the appropriate funding source?

There are three types of funds to apply for at the College:

1. aSAP
2. Operational
3. Innovation

Here's how you would decide on which funding source is appropriate for your idea.

#### 1. Your project should go through the aSAP process if:

- Your request is for permanent positions (faculty, classified, or exempt). You need to go through the aSAP process, even if the work being done is operational.
- Your request is over \$50,000. You should go through the aSAP process because this is a substantial investment and the background required by the application process is valuable.
- Your request is for something that is a change in process or a new idea that will benefit your department and aligns with the goals and objectives of the strategic plan.

#### Your project should go through the Operational Budget Process if:

- Your request is for something that might fit the LODO definition, "Lights on, doors open." You need an increase for a key operational function of your department that keeps our college operating. Examples include:
  1. An increase in the cost of something required (like armored car service).
  2. A state or federal mandate that is increasing processing time or required reporting to remain compliant.
  3. Upgrades or maintenance to software or equipment.

## Operational Budget Process

The process for requesting operating funds each year is completed through the Budget Planning System. This is a web-based application that is used every year during the budget planning process. This year, the BPS will be available as of March 1, 2016 and departments will be able to enter their operating budget requests.

Trainings will be available March 2, 2016 at 2-3 p.m., Rm 1102 and March 7, 2016 at 2:30-3:30 p.m., Rm 1402 - RSVP to [dvinberg@shoreline.edu](mailto:dvinberg@shoreline.edu). Please choose a date that works for you, the same training is offered on two days. If you took the training last year there is no need to repeat the training. There have been no significant changes to the system.

### Operating Requests

Departments should enter their requests into the BPS in the department adjust or department request column. Each request should have an explanation for the change. There are tabs across the top for staff, other expenses, and revenue (if applicable).

These requests will then be reviewed by the department Dean and VP/EVP/ED and then reviewed during the decision process.

### Revenue changes

If your department wants to change or implement a new fee associated with a class or other student expense (i.e. Parent Child Center), then you need to adjust the revenue tab in the BPS to the updated expected revenue for the fiscal year.

Please provide details by class and/or fee code as to the changes and the fee amounts for each class or item. These details should be emailed to Dawn Vinberg by April 15, 2016 and should include applicable course information, fee amounts, rationale, and any other information to help explain the fee changes or increases.



## FY 2016-17 Budget Principles

- Ensure mission fulfillment
- Align with our Strategic Plan
- Budget to FTES targets
- Good stewardship of resources
- Reserves
- Innovation
- Long-term planning

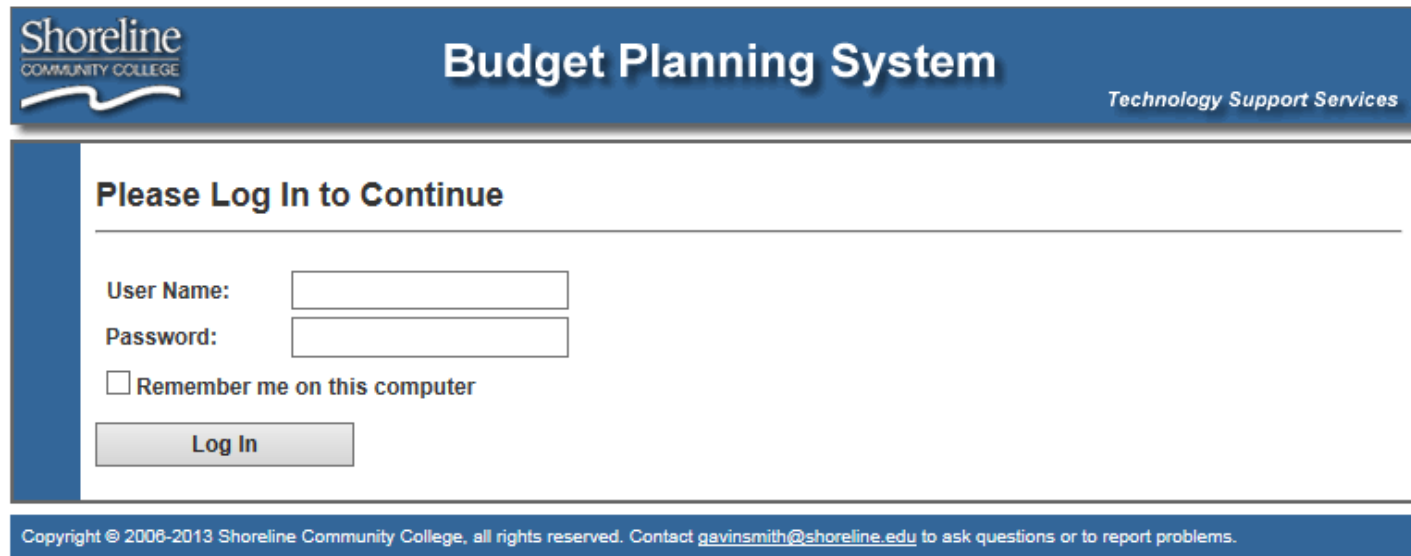


# Budget Planning System

- This application is a request tool
- Budget to actual, real expenses
- Budget clean-up
- Fees / Revenue
- Perm budget only
  - Temporary Requests in notes section

## SCC Budget Planning System

- [www.shoreline.edu/bps](http://www.shoreline.edu/bps)
- <http://www.shoreline.edu/BudgetPlanningSystem/>



The screenshot shows the login interface for the Shoreline Community College Budget Planning System. At the top, there is a blue header bar with the Shoreline Community College logo on the left, the text "Budget Planning System" in the center, and "Technology Support Services" on the right. Below the header, the main content area has a white background with a blue vertical bar on the left. The text "Please Log In to Continue" is displayed at the top of the main area. Below this, there are two input fields for "User Name:" and "Password:". A checkbox labeled "Remember me on this computer" is positioned below the password field. A "Log In" button is located at the bottom of the login section. At the very bottom of the page, a blue footer bar contains the copyright notice: "Copyright © 2006-2013 Shoreline Community College, all rights reserved. Contact [gavinsmith@shoreline.edu](mailto:gavinsmith@shoreline.edu) to ask questions or to report problems."

Shoreline  
COMMUNITY COLLEGE

**Budget Planning System**

*Technology Support Services*

**Please Log In to Continue**

User Name:

Password:

☐ Remember me on this computer

**Log In**

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- Use your standard computer log in and password

# Budget 264-2U33



## Budget

Shoreline Community College  
Technology Support Services

### Update Your Budget Areas

Logged in as Dawn Vinberg. If this is not you, please [Log Out](#)

Select a Budget Area: 264/2U33 - STUDENT TUTORING PRG

Make Changes

View Planning Sheet

Delegate Rights Wizard

Need help?

Salaries and Wages Employee Benefits Other Expenditures Operating Revenues

Note the tabs!

Fund	Obj	Sub Obj	Job Class Title	Description	App Trm	Pay Trm	Pct Full	Last Yr Budget	Dept Adjust	Dept Reqt	Admin Adjust	Admin Reqt	VP Adjust	VP Reqt	Final Adjust	Final Reqt
522	AD	01	Hourly	Various	12	12	68.77	30,553	0	30,553	0	30,553	0	30,553	14,515	45,068
522	AM	01	Student Hourly	Various	12	12	171.90	33,820	0	33,820	0	33,820	0	33,820	-6,603	27,217
								64,373	0	64,373	0	64,373	0	64,373	7,912	72,285

Add New Salaries and Wages Entry

Enter your request

#### Explanation of Changes:

6/2 entered budget plan, as per 6/2 email from T.Costa, in the final rqst column.

Explain your request

#### Change History :

On 06/02/2014 Ann Martin-Cummins changed budget entries

# Save Changes



## Budget Planning System

Shoreline Community College  
Technology Support Services

### Update Your Budget Areas

Logged in as **Dawn Vinberg**. If this is not you, please [Log Out](#)

Select a Budget Area: 264/2U33 - STUDENT TUTORING PRG ▼

Make Changes

View Planning Sheet

Delegate Rights Wizard

Need help?

Salaries and Wages

Employee Benefits

Other Expenditures

Operating Revenues

Check all 4 tabs

Logged in as **Dawn Vinberg**. If this is not you, please

NG PRG ▼

Save Changes

Cancel Changes

Save/Cancel before closing

Need help?

Expenditures | Operating Revenues

Save  
your  
changes

# Planning Sheet



## Budget Planning System

Shoreline Community College  
Technology Support Services

### Update Your Budget Areas

Logged in as **Dawn Vinberg**. If this is not you, please [Log Out](#)

Select a Budget Area:  ▼

**Make Changes**

**View Planning Sheet**

**Delegate Rights Wizard**

**Need help?**

**Salaries and Wages**

**Employee Benefits**

**Other Expenditures**

**Operating Revenues**

**View it here!**

# Planning Sheet

Print it for reference

Planning Sheet - Internet Explorer

http://www.shoreline.edu/BudgetPlanningSystem/PlanningSheet.aspx?id=602

File Edit View Favorites Tools Help

Convert Select

Google

Search

More >>



Dawn Vinberg



## Planning Sheet for 264-2U33 (STUDENT TUTORING PRG)

Print This Page

Close This Page

### Salaries and Wages

Fnd	Obj	Sub Obj	Job Class Title	Description	Ap Tm	Py Tm	Pct Full	Last Yr Budget	Dept Adjust	Dept Reqt	Admin Adjust	Admin Reqt	VP Adjust	VP Reqt	Final Adjust	Final Reqt
522	AD	01	Hourly	Various	12	12	68.77	30,553	0	30,553	0	30,553	0	30,553	14,515	45,068
522	AM	01	Student Hour	Various	12	12	171.90	33,820	0	33,820	0	33,820	0	33,820	-6,603	27,217
								64,373	0	64,373	0	64,373	0	64,373	7,912	72,285

### Employee Benefits

Fnd	Obj	Sub Obj	Description	Last Yr Budget	Dept Adjust	Dept Reqt	Admin Adjust	Admin Reqt	VP Adjust	VP Reqt	Final Adjust	Final Reqt
522	BA		OASI	2,455	0	2,455	0	2,455	0	2,455	1,088	3,543
522	BB		Retirement & Pension	89	0	89	0	89	0	89	42	131
522	BC		Med Aid & Ind Ins	1,172	0	1,172	0	1,172	0	1,172	75	1,247
522	BD		Health Life & Disab	907	340	1,247	340	1,247	340	1,247	932	1,839
522	BF		Unemployment Comp	483	0	483	0	483	0	483	59	542
				5,106	340	5,446	340	5,446	340	5,446	2,196	7,302

### Other Expenditures

Fnd	Obj	Sub Obj	Description	Last Yr Budget	Dept Adjust	Dept Reqt	Admin Adjust	Admin Reqt	VP Adjust	VP Reqt	Final Adjust	Final Reqt
522	E			521	0	521	0	521	0	521	-108	413
				521	0	521	0	521	0	521	-108	413

# Delegate Rights



## Budget Planning System

Shoreline Community College  
Technology Support Services

### Update Your Budget Areas

Logged in as Dawn Vinberg. If this is not you, please [Log Out](#)

Select a Budget Area: 264/2U33 - STUDENT TUTORING PRG ▼

Make Changes

View Planning Sheet

Delegate Rights Wizard

Need help?

Salaries and Wages

Employee Benefits

Other Expenditures

Operating Revenues

Delegate Users



## Budget Planning System

Shoreline Community College  
Technology Support Services

### Delegate Your Budget Editing Rights

Logged in as Dawn Vinberg. If this is not you, please [Log Out](#)

#### Step 1: Select person

This wizard allows you to delegate some or all of your budget editing rights to another user. To begin, select a name.

Select a person to delegate to:

Choose from  
drop-down

Next >

Cancel

Help

## You've Saved, Now routes to VP Role

- Work in Progress
- Vice Presidents and Executive Directors review
- Please communicate with your VP/ED
- Once approved, the VP/ED will communicate the decisions to the department
- Budget Office here to help!



# Next Steps

## Due Dates

**March 1<sup>st</sup>** System Live  
**March 31<sup>st</sup>** First Column

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**April** Review  
**May** Board Update  
College Update

=====

**Summer**