



*MEMORANDUM*

**TO:** All Howard College/SWCID Departments

**FROM:** Brenda Claxton

**DATE:** March 6, 2017

BC

**SUBJECT:** Instructions for Preparation of 2017/18 Budget Requests

**Departmental Budgeting Procedures:**

Your Cabinet member is responsible for recommending the overall budget for each department under his/her supervision. It is, however, very important that division Deans, Directors and Coordinators as well as all of the staff in each department provide input so that the best overall budget can be developed. Based on current legislative discussion, please be cognizant of the fact we are once again faced with a very tight budget for 2017/18. It is highly recommended that each and every employee in every department be given the opportunity to suggest ways in which we could achieve savings either in the overall college budget and/or in their respective department(s). Consideration should be given to totally ceasing or significantly changing a current practice or procedure in order to implement a new and innovative cost savings approach while still maintaining the quality of services. Please provide an appropriate level of supporting detailed information for expenditure requests. Any requests without appropriate detail may be subject to more significant cuts than those with appropriately detailed supporting information.

**Instructions for Completing Howard College/SWCID Budget Requests:**

We are going to use the Excel spreadsheet format as was used for the 2016/17 budget. The instructions and Excel template are available on the HC Website via Employees / Budget. You may receive additional instructions from your respective administrator.

As in the past, we are also requesting that each budget line item have an appropriate level of supporting detail entered into the Excel budget spreadsheet. For example, in prior years, supplies were sometimes requested without any information of what supplies were planned or needed. Giving reasonable detail for every line item will give your Cabinet member the chance to review and understand your budget requests in more detail and also the ability to defend your requests from further cuts as administration works to balance the budget. Please tie budget line items to the appropriate Institutional Effectiveness Planning (IEP) objective(s) and/or Program Improvement Plans (PIP), if applicable, whether additional funds are being requested or not.

If additional funds are requested above current budget amounts, justification must also be included to support the request(s). In cases where the current budget has not been sufficient to cover necessary or required expenses, evidence must be provided. Please tie the request for additional funds to the appropriate Institutional Effectiveness Planning (IEP) objective(s) and/or Program Improvement Plans (PIP), if applicable. You should discuss any additional funds requests with your supervisor and/or administrator.

If you have any questions about the process or if you need new accounts, please contact Shanna Smith or me at 432-264-5175 or by email.

Thank you in advance for your careful consideration as you build your respective budgets.

## 2017-18 Excel Budget Template Instructions

All **must** use the Excel template. All budgets will be uploaded to POISE. See Employees / Budget on website.

### Budget Summary Tab

- The following **MUST** be done **before** proceeding:
  - Enable Content **first**.
  - Key in Dept. # or select from the drop down. **IMPORTANT NOTE:** Verify the Department Description is correct before proceeding.
  - Type in "Prepared by" name. Please type full name, no initials please.
- Use/change **YELLOW** shaded areas **only**.
- Save **EACH** departmental budget separately using the **10 digit account number** (include dashes) with department name following. Please use this format to facilitate the budget process.
- Open or use a new blank template for each dept.; do not try to modify a prior departmental budget.
- DO **NOT** try to insert rows or columns.

### Object Code on Budget Summary Tab

- Key in object code or select from drop down; it will automatically create a tab for each object code as selected. It will auto populate the 2016-17 Original Budget, Revised Budget, FYTD Activity, and Encumbrances. Verify the Object Code Description to help ensure you have selected the proper code.
- Object codes do not have to be selected in sequential order.
- If you key in or select an object code in error, you can delete it on the Summary page via the Delete key or replace it with a different object code on the Summary page. **Do not delete it via the Object Code tab.**
- Refer to a departmental summary report as a guide. (see Helpful Tips below)
- All object codes are available except for payroll. If you need one you have not used in the past, key it in or select it from the drop down. The term "Not Found or Other Error" may appear as the object code description. Note at the bottom of the summary and in the description of the respective tab(s) that this is a new object code and the correct description.
- Object codes 56050 thru 56070 are to be used by Sandra Thomas and Brenda Claxton only.

### Individual Object Code Tabs

- **PLEASE DO NOT INSERT ROWS OR COLUMNS!**
- Complete the Budget Item Description/Justification for each need or request and the Requested Budget amount. Please provide sufficient information for your administrator. The Requested Budget amount will auto populate on the Budget Summary. If your description exceeds the available space, **please do not Wrap Text**. Add additional information on the next row. If you need additional rows for details, type below the preset area.
- When your administrator keys in his/her recommendation, it will auto populate the Budget Summary.
- Administrators – You must complete the Administrator Recommendation column on **each** tab. If you have no changes, you can copy and paste the requested amounts.
- Make sure the total appears on the Total Lines or it will not flow to the Summary page.

### Printing the Summary Page and Object Code Tabs

- The Summary page is preset to fit on one page, but the margins and % scaling may be modified to suit your needs as long as it still fits on one page. Please make sure to print any Summary Notes if applicable.
- The Object Code tabs are not preset so you will need to set the print range, margins, and scaling to suit your needs. Make sure to include the Totals in the print range. Once you set the parameters on the first tab, they will carry forward to existing and future tabs for that department.

### Helpful Tips

- See the "Instructions for Preparation of 2017/18 Budget Requests" memo on the web for guidance.
- If you need a new account, please contact Shanna Smith or me at 432-264-5175 or via email.
- Run a Departmental Summary Report from POISE for reference (DPS / DEPT\_SUM).
- Run a FYTD Detail Report from POISE for reference (DPS / DET\_REP).
- Save all departments into a folder so that you do not have to send your administrator 40 different spreadsheets. Your administrator will let you know which method they prefer to receive your budgets (IE via e-mail, via jump drive, or a file on the shared drive).