Budget Process Flow Chart: (Gaston College)

The Executive Council directs the budget process. The Council consists of President & VPs.

Budget Request Forms are sent to each unit in January by the Finance VP.

Each unit prepares separate Budget Request Forms for equipment, personnel, facility, and operating budgets. Budget Request Forms are based on unit plans and are organized in priority order. (January)

In February, unit heads and department chairs submit Budget Request Forms to the appropriate dean/senior administrator. Using the college’s Strategic Plan, Unit Plans, and purposes as a guide, the appropriate administrator develops separate Prioritized List of Budget Requests forms for equipment, personnel, facilities, and operations. These Prioritized List of Budget Requests forms are given to the President and VPs.

In February, the President and VPs consolidate the equipment items on the Prioritized List of Budget Requests forms into a single prioritized list and send this list to the Technology Review Committee. This committee consists of two permanent members (Director of Technology Services and Chief Educational Technology Officer) & appointed temporary members.

In February, the Technology Review Committee develops priorities and recommended strategies for implementing the requests. It sends these priorities and recommendations to the Executive Council.

In February, the President and VPs develop a separate Prioritized List of Budget Requests for personnel, facility, and operating budgets and send these forms to the Executive Council.

Executive Council receives Prioritized List of Budget Request forms in February and consolidates them into finalized equipment, personnel, facilities, and operating budget proposals. These proposals are used to prepare the County Operating and County Capital Budgets, the Non-proprietary budget, and the State Budget. The County Operating and County Capital Budgets are completed in March; the non-proprietary budget is completed in April; and the State Budget is completed in May.

Evaluation of the budget process and its anticipated results occurs two months after Board approves the state budget.

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