

Financial

Board of Trustees Policy

SUBJECT: Budget Process Policy	NUMBER: 6.5
	DATE: November 12, 2012
	SUPERSEDES:

This policy document directly relates to the Budget Process Policy, of the SUNY Schenectady Board of Trustees, as hereto attached.

BUDGET PROCESS POLICY

The purpose of the budget policy is to ensure that the budget is aligned with strategic goals, reviewed and approved by the Board of Trustees, and submitted to Schenectady County government in May for their review and approval prior to the start of a new fiscal year.

The budget process will begin in November of the year prior to the budget year, with a schedule proposed by the Vice President of Administration and reviewed with the President, reviewed by the President's Council, and submitted to the Board of Trustees for their approval.

Budget instructions and materials will be distributed prior to the Thanksgiving Holiday and budget requests returned prior to the Christmas Holiday.

The Vice President of Administration will meet in December with members of the college community including deans, faculty and other staff to explain the budget process, schedule and forms.

Budget requests will focus on achieving the College's strategic goals, with the input from faculty and staff. The requests will specify how the total budget, as well as how new staff, equipment, and other resources relate to the strategic goals.

The budget request will include specific dollar amounts by line item, staffing by position title, as well as performance measures including measures for the upcoming budget year.

Deans will submit their budget requests through their respective Vice President.

The Vice President of Administration will review and discuss the preliminary budget requests at the January faculty convocation.

Alternative revenue forecasts will be prepared in January based on alternative levels of State aid.

The President, Board of Trustees and the President's Council will receive updates on the budget process during February and March.

A draft budget document, including revenues and expenditures, staffing and performance measures will be reviewed and discussed in detail with the Board of Trustees at the April budget meeting. The budget message will specify how resources align with strategic goals.

The Board of Trustees will approve the budget at their May meeting and it will then be transmitted to the County Manager.

The approved budget will be available on SUNY Schenectady's web site, with a limited number of printed copies.