



***2024-2025***

***OPERATING BUDGETS***

**Budgeting Process,  
Forms & Instructions**

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## 2024-2025 OPERATING BUDGET (FUND 1)

### DESCRIPTION OF THE BUDGET PROCESS

The budget process is a bottom-up structure involving many faculty and staff. The Resource and Planning Council (RPC) is the umbrella organization for strategic planning and institutional effectiveness at Santa Fe College. The RPC, formed in January 2005, is broad-based in membership and is the principal planning organization at the college. The RPC is composed of representatives from various areas of the college. The RPC's charge is to be an effective channel for the education of faculty, staff, and students regarding the college's strategic plan and specifically the strategies and tactics ready for action in the upcoming year to move the college towards achievement of the strategic plan. This includes discussion, input and sharing of information regarding the allocation/reallocation of college resources for achievement of the strategic plan. This charge is important considering the college's commitment to "shared governance". The RPC continues revitalizing and improving the college's planning process to ensure that it is responsive to community needs and continues to provide programs useful for our students. The operating budget preparation is a four-phased process.

### Phase 1:

Phase 1 begins in the Fall semester with meetings of the Resource and Planning Council (RPC). After viewing presentations from key college individuals who provide an overview of the critical issues and trends facing the college and their own constituencies, the RPC prepares recommendations for budget assumptions and allocations for developing the operating budget as well as strategies and tactics ready for action to move the college towards achievement of the strategic plan. By April/May the RPC submits its report to the President's Leadership Team. The report is thoroughly discussed and approved by the President's Leadership Team. The reports as approved by the President's Leadership Team are used throughout the budget preparation process.

### Phase 2:

1. Preparation of departmental Continuation Budgets (Redirection between departments and reallocation between general ledger codes).
2. Requests for increases to base budgets to cover items not currently budgeted and necessary for continued operation (i.e. increased costs to continue) and unfunded division/department operational objectives.
3. Allocation/reallocation of resources to fund strategies and tactics ready for action to move the college towards achievement of the strategic plan.
4. Listing and prioritizing Operating Capital Outlay budget requests for the next fiscal year to include requests for alteration, renovation or refurbishing of existing space.

**Phase 3:**

1. The Chief Financial Officer presents information regarding total operating funds available to the President's Leadership Team.
2. The President's Leadership Team allocates/reallocates funds in accordance with the strategic plan and operational initiatives and priorities.
3. The President and the Chief Financial Officer present the proposed budget to the Board of Trustees for approval.

**Phase 4:**

The final phase of the budget process is distribution of the budget to individual departments and monitoring and modification, as necessary.

## **2024-2025 OPERATING BUDGET (FUND 1)**

### **SCHEDULE**

**Phase 1:**

January - May Information gathering and presentations to Resource and Planning Council (RPC), Division/Department Objectives and Budget Requests. RPC forwards recommendations to President’s Budget Committee.

January 9 *Legislative session begins.*

January 9- February 9 Finance conducts meetings with planning units to help prepare budget requests (changes in base budgets, unfunded requests, capital outlay, & requests for alteration, renovation or refurbishing Of existing space)

**Phase 2:**

**February 16 Departmental workbooks are due to Division Vice Presidents for review.**

**March 1 Budget workbooks are due to Finance office, Capital Outlay and Alteration, Renovation, or Refurbishing of Existing Space requests are due to facilities by 10 a.m.**

**March 15- March 22 Individual meetings with area the President and Vice Presidents to review and prioritize submissions.**

April 1 Executive Leadership Team are presented the outcomes of one-on-one discussions with the President, discusses priorities and agrees on final budget to be presented to Board of Trustees.

April 2 Executive Leadership Team members will provide Human Resources any approved positions changes, additions or deletions for HR review.

May 2024 Discussion of RPC recommended Operating Revenue & Expenditure Assumptions & Projections, Strategic Plan & other information. Discussion of College wide Budget requests for unfunded Unit Requests (associated with Strategic Plan, Division Operation Initiatives, or Cost to Continue) requiring additional or reallocation of funding by President’s Budget Committee. Salary and Benefits Committee Presentation to ELT.

**Phase 3:**

May 1- June 14 Budget prepared for presentation to the Board of Trustees and State budget format prepared.

June 18 Workshop for Board of Trustees followed by Final budget approved by Board of Trustees for transmittal to the Division of Florida Colleges.

June 19 College-wide Budget Presentation

July 5- July 15 FY 2024-2025 departmental budgets allocated and entered on-line.

**Phase 4:**

July 1, 2024-  
June 30, 2025

Budgets monitored and modified as necessary.

# **2024-2025 CONTINUATION BUDGET REQUEST**

## **INSTRUCTIONS & FORMS**

**Due to Division Vice President: February 16, 2024**

**Due to Office for Finance: March 1, 2024, *by 10:00 a.m.***

## Check List for Successful Submission of Departmental Budgets.

- ❑ Verify the cell K1 total on your 2024-2025 the total in cell O1 after all adjustments are made in columns L, M, and N.
  1. Column L is to reallocate funds within the recurring budget total to other GLC's within the same department. The adjustments are permanent and are meant to capture permanent changes that occurred during the current fiscal year but after the final budget was approved.
  2. Column M is used primarily by people that oversee multiple departments and would like to reallocate funds between departments and GLC's. The total in cell M1 should be zero.
  3. Column N is to move budget between GLC's within the same department and the total in cell N1 should be zero.
- ❑ Review Full-Time Budgeted Positions report for each department. This report is found under Department Reports on My Accounts in eStaff. If adjustments are needed, they should be accounted for in Column L and notated in Column S.
- ❑ Agree with 2024-2025 Revised Base Budget. ***If there are discrepancies e-mail Andy Barnes by February 9, 2024.***
- ❑ Make any transfers necessary from a department to a different department in the Transfer to/from Another Department Column. All adjustments in this column should net to zero.
- ❑ Make all other adjustments needed within the Departments GLC's in the Adjustments to GLC's w/in Department Column. All adjustments in this column should net to zero.
- ❑ Complete the Notes to Adjustment Column if necessary.
- ❑ Calculate the Continuation Budget (2024-2025 Revised Base Budget +/- Transfer to Another Department +/- Adjustments to GLC's w/in Department).
- ❑ Verify that the Grand Total 2024-2025 Continuation Budget for all departments equals or is less than the 2024-2025 Revised Base Budget for all departments.
- ❑ Due to Office for Finance by **March 1, 2024. You are Finished!**



## STEPS TO PREPARE 2024-2025 CONTINUATION BUDGET

Each budget authority has been provided with *continuation budget worksheet(s)* for all Fund 1 departments under his/her supervision. My Accounts in Estaff provides on-line department reports for Full-Time Budgeted positions and cumulative Budget and Expense History. Continuation budgets should be prepared using this information.

### **Step 1) Verify the column entitled 2024-2025 Recurring Budget.**

The figures in the 2024-2025 Recurring Budget are equal to the 2024-2025 final budget minus any non-recurring 2023-2024 non-recurring allocations and will **not** reflect transfers you might have made during the 2023-2024 budget year.

### **Step 2) Review Institutional Base Adjustments.**

Changes shown in this column reflect:

- a) permanent budget transfers requested during 2023-2024,
- b) full-time position budget adjustments due to personnel changes during 2023-2024.

### **Step 3) Review 2023-2024 Recurring Budget**

Most important, check the on-line department report entitled Full-Time Budgeted Positions to ensure that each full-time employee is included and correctly budgeted. The FY 2023-2024 Full-Time Budgeted Position Report shows current salary and benefits for each **full-time** employee included in the revised base.

NOTE: Each full-time employee has a position number (Pos.#) associated with his or her job. The position number identifies the character of the job for each position on the Payroll/Personnel computer system. This number should be used whenever there is a change to or a request for a full-time position. All approved vacant positions also have an identifying position number.

**\*\*\*Questions** regarding these three columns or any discrepancies should be reported to Andy Barnes by e-mail. **THESE COLUMNS MUST BE VERIFIED BY February 13, 2024. Please make any necessary adjustments in the Institutional Base Adjustment Column L.**

*Next Steps*

### **Step 4) Make Transfers to/from another Department(s).**

Use this column to show budget transfers in/out of each GLC among departments. For example, you may want to increase the amount you start the year out with in the travel budget in your SPD department. Show the reduction of budget in your regular department and the increase in travel budget in your SPD department. *Note: These transfers should net out to zero.*

**Step 5) Adjust GLC's w/in Department.**

Use this column to reallocate the department's budget between GLC's. Adjustments to 500 GL Codes must be made at the line-item level. Budgets in GL Code 521 and 560 should be some multiple of the current rate for part-time instruction per semester credit hour. The only adjustments allowed to Full-Time GL Codes (510, 520, 530, and 540) through the continuation budget process, is to reallocate the distribution (percentage) of a position between departments. Please make sure to note in the explanation column on the Notes to Adjustment form the percentage change so that the adjustment can be easily traced.

Although current expense budgets will be entered into the accounting system at the highest (600) level, they must be submitted to the state at the line-item level. Please assist us in preparing the required state format by "spreading" your 600, current expense budget, at the line-item level. For help, please review the online Six-Year Budget and Expense department report. Note: These adjustments MUST net out to zero.

**Step 6) Detail changes using Notes to Adjustments sheet last column of worksheet.**

All changes made in the Transfer to/from Another Department column (Step 4) and/or Adjustments to GLC's w/in Department column (Step 5) must be itemized using the Notes column of the worksheet. Please prioritize in in number order in the cells in column S. (tip: alt-enter will move to a new line within the same cell)

**Step 7) Derive the 2024-2025 Continuation Budget.**

The continuation budget (column O) should match (column K) and will be the and is the base to which new requests can be added.

**Step 8)** Request recurring budget items in Column P and please add the request details in Column S (Notes) numbered by priority (tip: alt-enter will move to the next line within the same cell when typing the in the formula bar)

**Step 9)** Request non-recurring budget items in Column Q and please add the request details in Column S (Notes) numbered by priority (tip: alt-enter will move to the next line within the same cell when typing the in the formula bar)

**2024-2025 CAPITAL OUTLAY BUDGET REQUESTS  
(FURNITURE AND EQUIPMENT)  
And  
REQUEST FOR ALTERATION, RENOVATION OR REFURBISHING  
OF EXISTING SPACE**

**INSTRUCTIONS & FORMS**

**Due to Division Vice President: February 16, 2024**

**Due to Office for Finance: March 1, 2024, *by 10:00 a.m.***

## **Instructions for 2024-2025 Capital Outlay Furniture and Equipment Requests and Requests for Alternation, Renovation or Refurbishing of Existing Space**

### **Definitions:**

#### **Minor Equipment- GL Code 70500**

Any furniture or equipment costing less than (<) \$1,000, a useful life of greater than one year, and a cost greater than \$200, would be considered minor equipment. Examples include a \$225 scanner or \$600 printer. The equipment will not be on the college's inventory system unless the budget signature authority requests that a decal be placed on the equipment for tracking purposes.

#### **Major Equipment- GL Code 706XX or 710XX**

##### ***Non-Inventoriable Furniture & Equipment – GL Code 706XX***

Any furniture or equipment costing equal to or greater than (=>) \$1,000 and less than (<) \$5,000 per *functional* item. These items may be tagged and added to the college's inventory system.

##### ***Inventoriable Furniture & Equipment – GL Code 710XX***

Any furniture or equipment costing equal to or greater than (=>) \$5,000 per *functional* item. These items will be tagged and added to the college's inventory system.

**\*Functional Item-** *Furniture or equipment, which is a complete, working, and usable unit regardless of how many parts are ordered. For example, a "functional" shelving unit includes the shelves, frame, nuts & bolts, etc. even though the items may be ordered separately.*

### **PC REPLACEMENT**

The college has a college-wide replacement program for Personal Computers (PC's). Each PC currently owned by the college has a schedule as to its replacement. Therefore, DO NOT REQUEST COMPUTERS AS PART OF YOUR CAPITAL OUTLAY REQUESTS.

### **MONITORING OF APPROVED CAPITAL OUTLAY THROUGHOUT FISCAL YEAR**

The purchasing department is provided with a list of approved Major Equipment Capital Outlay and monitors requests throughout the year. ALL requisitions for major equipment items NOT on the approved list will require divisional Vice President approval for processing. Not all

capital requests are funded and any deviation from the approved list must be reviewed to allow Vice Presidents to fund top priorities within each division.

**REQUESTS FOR CHANGES TO EXISTING SPACE**

To ensure the College has collected all ideas and requests for changes to the existing space this form has been added to the operating budget process. Requests must be approved by budget signature authorities and division Vice Presidents. [Facilities Project Request Form 2025](#).

# **2024-2025 PRESIDENT'S LEADERSHIP TEAM**

## **Information and Agenda Outline**

## President's Leadership Team

Each member of the President's Leadership Team should be prepared to discuss and present, according to the President's staff meeting schedule, budget requests from their respective areas for the following types of needs:

- *Cost to Continue*
- *Unfunded Division/Department Operational Objectives*
- *Tactics and Strategies for achievement of the Strategic Plan*

**All such requests must be presented through the Vice President to the President's Leadership Team.**

### **Definitions**

**Cost to Continue: Budget** requests for items and associated costs that are not currently covered in a department's continuation budget but are necessary for the continuation of a program at its present level. These items should be for increases that **are not under the control** of the department and **cannot be covered** within the department's continuation budget. *Examples of these items would be unfunded state mandates, postage rate increases, insurance rate increases, etc.*

These items are approved and allocated prior to any other allocations.

**Unfunded Division/Department Operational Objectives: Budget** requests that are not currently funded on a recurring basis and a priority for funding has been set by the division/department. *For example, funding for professional development to create a new program.*

**Strategic Plan: Based** on recommendations from the Resource and Planning Council items will be presented for funding plans of each tactic and strategy ready to implement in the upcoming year for achievement of the strategic plan.

Will be updated on  
the Budget webpage  
when information is  
available

Appendix A

**BENEFIT COMPUTATIONS**

FY 2023-2024

The computations for calculating the benefits for a full-time employee are located at [this webpage](#):

Florida Retirement	TBD <del>13.57%</del>
Social Security	6.20%
Medicare	<u>1.45%</u>
Total	15.91%

Life Insurance

Use Salary & Benefit Computation Template- *Appendix B*

Health Insurance

- a.) Current full-time employee, the estimated health insurance is shown on the Online Full-Time Budgeted Positions report.
- b.) New employee the estimate for health insurance should be \$8,531 which covers the most requested option.

Social Security and Medicare should be applied to other professional part-time (GLC 565). Medicare should be applied for part-time instructors (GLC 560 & 561). Some part-time also require Florida Retirement (once they reach 2080 cumulative hours).

*Note: You can use the Salary & Benefit Computation template in Appendix B (Page 20) to calculate benefits associated with any salary GLC. If you are moving the salary budget between GLC's within a department or between departments use this template so that the correct benefits are moved if necessary.*



## Appendix B

### Salary & Benefit Computation by GLC

They [Benefits Helper Worksheet](#) can be accessed by clicking on the blue text. The link will be updated when the new FRS rates become available at the beginning of May. For now, please use the rates provided.

Will be updated on  
the Budget webpage  
when information is  
available

## Appendix C

### GLOSSARY

Recurring Base Budget: 2023-2024 Final Budget minus non-recurring funds is the recurring budget for 2024-25.

**Institutional Base Adjustments:** Amounts that include any permanent transfers made by the department throughout the year, permanent budget reductions that occurred in 2020-2021, benefit adjustments and any other permanent adjustment.

**Transfer to/from Another Department:** Transfers out /in to/from another department that the budget signature authority is requesting for next fiscal year (2024-2025). Note: The “bottom line” for the sum of all base budgets within a division should remain the same.

**Adjustments to GLC’s w/in Department: Transfers** within the department between GLC categories that the budget signature authority is requesting for the next fiscal year (2024-2025).

**Departmental 2024-2025 Continuation Budget:** The new budget amount requested for a particular department for the next fiscal year.

**Capital Outlay** (furniture and equipment): Items with a useful life greater than 1 year.

**Continuation Budget:** The amount of money that the college budgeted last year by department that is required to maintain the same level of service in the coming fiscal year. The amount of money budgeted this year by the college will be the beginning amount of money budgeted next year by the college BUT it may be redirected or moved within departments or GLC’s.

#### **Equipment:**

##### **Minor Equipment- GL Code 70500**

Any furniture or equipment costing less than (<) \$1,000, with a useful life of greater than one year, and a cost greater than \$200, would be considered minor equipment. Examples include a \$225 scanner or \$600 printer. The equipment will not be on the college’s inventory system unless the budget signature authority requests that a decal be placed on the equipment for tracking purposes.

##### **Major Equipment – GL Code 706xx or 710xx**

###### ***Furniture & Equipment – GL Code 706XX***

Any furniture or equipment costing equal to or greater than (=>) \$1,000 and less than (<) \$5,000 per *functional* item. These items, if purchased, may be tagged and added to the college’s inventory system.

###### ***Furniture & Equipment – GL Code 710XX***

Any furniture or equipment costing equal to or greater than (=>) \$5,000 per *functional* item. These items, if purchased, will be tagged and added to the college's inventory system.

**Fund 1:** Also known as the *Current Unrestricted Fund or Operating Fund* (See also "Pots of Money" Appendix D Page 23). This fund is used to accomplish the primary and supporting objectives of the college. **Sources of funds** include state appropriations, student tuition and fees, interest income, and transfers in. **Uses of funds** include direct instruction, academic support, student services, institutional support, physical plant operation for salary and benefits, travel, materials, supplies, furniture, and equipment. **Special "rules":** ¶ The only restrictions on the resources of this fund are those imposed by law, regulation or the objectives of the college. *Purchases may not be made that are of a personal nature. These would include individual memberships, clothing, and food (certain exceptions apply).*

**General Ledger Codes (GLC):** Used to identify the type of transaction or account.

**500 – Expenditures for personnel costs – salary and benefits**

**600 – Expenditures for current expense – the day-to-day operating expenses of the college;** e.g. travel, educational and office supplies, Spherion, repairs and maintenance, service contracts, utilities, etc.

**700 – Expenditures for capital outlay – furniture and equipment**

**Non-Recurring:** Non-recurring costs are completed during a fiscal year and do not occur in the next fiscal year. These are sometimes referred to as *one-time* costs.

**PC Replacement:**

The college has a college-wide replacement program for Personal Computers (PC's). Each PC currently owned by the college has a schedule as to its replacement.

**Recurring:** Recurring costs are the result of decisions that create financial obligations for the college in future years. Examples are:

- .. Establishing a new program that is expected to continue in the next fiscal year;
- .. Any adjustment to salary, either by hiring new personnel or increasing the salaries of existing personnel;
- .. The costs of maintenance contracts or supplies associated with new equipment even though the initial purchase of the equipment is a *non-recurring* cost.

**Staff and Program Development (SPD):** Costs that are specifically to assist with either staff development and/or program development. State Board of Education rule 6A-14.029 states that "Each college shall adopt policies on staff and program development...and shall identify...funding" to support these activities. Separate departments are used to track these expenditures so that the college can collect and report this information as needed.

- Staff Development (Expenditures in departments starting with 148XXXXXX) is the improvement of staff performance through activities that update or upgrade competence for current or planned positions. (Staff includes **all** college employees)
- Program Development (Expenditures in departments starting with 147XXXXX) is the evaluation and improvement of existing programs as well as the designing of new programs. It is a program initiative or improvement, not the maintenance or expansion of the program. Program development may occur in any of the community college functions (i.e. direct instruction, public service, academic support, student support, institutional support, or physical plant operations and maintenance)

***NOTE: SPD departments are a subset of your entire department budget, and you can move this budget during the fiscal year if it stays within the same budget category (i.e. 500 to 500 or 600 to 600).***

## **Appendix D**

### **FUNDS**

**a.k.a**

### **"Pots Of Money"**

**FUND** - an accounting entity...consisting of assets, liabilities, and a fund balance.

OR - a classification of sources of funds according to limitations placed on them as to their proper uses.

#### **Rules & Regulations:**

- **FS 1000 K-20 Education Code**
- **FS 1001.02 (9) Student Activity and Service Fee**
- **FS 112.061 Travel expenses of public officers, employees and authorized persons**
- **FS 274 Tangible Personal Property Owned by Local Governments**
- **Florida State Board of Education Administrative Rules 6A-14**
- **State Accounting Manual for Florida's College System**
- **Santa Fe College Board Rules**

**Fund 1 – a.k.a. Current Unrestricted Fund or Operating Fund – This fund is used to accomplish the college's primary and supporting objectives.**

**Sources of funds:** ☑State Appropriations, Student Tuition and Fees, Interest Income, Transfers In

**Uses:** ☑Direct Instruction, Academic Support, Student Services, Institutional Support, Physical Plant Operation for Salary and Benefits, Travel, Materials and supplies and Furniture and Equipment.

**Special "rules":** ☑The only restrictions on the resources of this fund are those imposed by law, regulation or the objectives of the college. *Purchases may not be made that are of a personal nature. These would include individual memberships, clothing, and food (certain exceptions apply).*

***"Pots Of Money" Continued***

**Fund 2 – a.k.a. Current Restricted Fund – are current funds restricted by outside agencies for the college's primary and supporting objectives.**

**Sources of funds:** ☑Grants, Contracts, Student Activity Fees, and Donations.

**Uses:** ☑Special Educational, and General Salaries and Benefits, Travel, Materials and Supplies, and Furniture and Equipment in accordance with the funding source restrictions.

**Special “rules”:** ☑*These funds are restricted by **outside** agencies for current expenditures. The local Board of Trustees may not create restricted funds.*

**Fund 3** – a.k.a. *Auxiliary Fund* – this fund is for non-instructional services for sale to students, faculty, staff and which are intended to be SELF-SUPPORTING.

**Sources of funds:** ☑Bookstore, Food Service which includes vending.

**Uses:** ☑Scholarship Transfers Out, Facilities maintenance, repair, remodeling, and equipment purchases for bookstore and food service areas

**Special “rules”:**       *A key point is that these funds are self-supporting and must include all costs of the department including personnel.*

**Fund 4** – a.k.a. *Loan Fund* – this fund accounts for loans made to students including the college’s short-term tuition and fee loans, Federal Perkins and Nursing loans, and the National Direct Student Loans

**Sources of funds:** ☑Parking Fines, Contributions, Interest Earnings, Transfers in from the Auxiliary Fund (Fund 3).

**Uses:** ☑       Loans to Students

**Fund 5** – a.k.a. *Scholarship Fund* – this fund accounts for award to students who are not in payment for services rendered to the college and will not require repayment. This includes awards made to students from selection by the institution or from an entitlement program.

**Sources of funds:** ☑Federal and State Student Grants, Student Financial Aid Fees, Donations and Transfers in from Fund 3.

**Uses:** ☑ Student Financial Aid

***“Pots Of Money” Continued***

**Fund 6** – a.k.a. Agency Fund – this fund accounts for resources held by the college as custodian or fiscal agent for others.

**Sources of funds:** ☑Clubs and Organizations, Fiscal Agent Agreements

**Uses:** Activities and Services

**PLANT FUNDS:**

**Fund 7** – a.k.a. Unexpended Plant Fund – this fund accounts for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property.

**Sources of funds:** ☑State Appropriations (PECO, CO&DS), Bond Issues, Capital Improvement Fees, Transfers in and Other Local such as Student Activity Fees.

**Uses:** ☑New Building Construction, Renovation, Remodeling, Equipment, Major Repairs, Land Acquisition.

**Fund 8** – a.k.a. Debt Service Fund – this fund accounts for the long-term debt of the college.

**Sources of funds:** ☑License Tag Fees and Transfers In

**Uses:** ☑ Payment of Principal and Interest on Bonds

**Fund 9** – a.k.a. Investment in Plant Fund - this fund accounts for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, furniture, machinery and equipment, books and films.

**Additions to Plant Assets**

**Deletions of Plant Assets**