

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 3600

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PROCEDURE TITLE: Budget Preparation and Enrollment Projections

STATUTORY REFERENCE: FLORIDA STATUTES 1011.01 AND 1011.30
STATE BOARD OF EDUCATION RULE 6A-14.0716

BASED ON POLICY: III-20 Budget Preparation

EFFECTIVE DATE: January 24, 1975

LAST REVISION DATE: October 14, 2024

LAST REVIEW DATE: October 14, 2024

I. PURPOSE

To ensure that adequate procedures are in place for the orderly preparation and the timely submission of the College's annual budget.

II. GUIDELINES

A. During Budget preparation and enrollment projections seven major categories will be presented:

1. Budget Calendar
2. Full-time Salary Budgets
3. Discretionary Budgets
4. Mandatory Cost Increases
5. Enrollment Projections
6. Revenue Projections
7. Funds other than Fund 1

III. PROCEDURES

A. Budget Calendar

1. Each fiscal year by the end of January, the Budget Department will prepare a budget calendar for presentation to the Vice Provost/CFO for Business Affairs detailing the estimated completion dates for the major components of the budget process. The major components are: analysis of permanent reallocations of discretionary budget; current annual salary of Full-Time employees; budget requests by Campus and District Areas for new fiscal year; employee benefit data from HR and Fringe Benefits reconciliation; enrollment forecast for the planning year; proposal for fee changes and the resulting revenue impact to be presented to the Board of Trustees; forecast for all revenue and expenses and preparation of the Financial Plan and Annual Budget for review by the senior administration and College President before presentation to the District Board of Trustees.
2. The process involves the collaboration with budget managers across the College, who seek input from their respective Operating Units Administrator in analyzing the program and department needs for the upcoming budget period. Operating Unit Administrators are designated by campus presidents, school and administrative directors, and/or the vice provosts of institutional support areas such as Human Resources, Information Technology, Facilities Management, and Business Affairs.

B. Full-time Salary Budgets

1. The process for generating full-time salary budgets will consist of extracting current year position active salaries and supplements from MDConnect HCM (system of records) into EPM (system used for budget preparation). The new-year final extract of salary data should be completed with sufficient time to allow the final preparation of the budget.

C. Discretionary Budgets

1. Discretionary Budgets are part-time non-teaching salary budgets, overtime salary budgets, and the overhead budgets for current expense (general ledger account codes 6XXX), and capital outlay (general ledger account codes 7XXX). The new-year budgets will consist of the July 1 beginning budgets of the prior year plus/minus all “Permanent” budget amendments processed during the fiscal year. The budgets may be increased or decreased at the directive of the College President.
2. During budget preparation, Operating Unit Administrator will provide feedback on discretionary budget needs for their areas. Department heads and division directors are responsible for monitoring the budget and expenditures to avoid account deficits from occurring.

D. Mandatory Cost Increases

To address college-wide costs for activities that are outside of the domain of a campus or District area head. Examples of these costs are utilities such as electricity or water and sewer, health insurance, contributions to employee retirement fund and annual assessments from the Risk Management Consortium for property, liability, and workers compensation. A schedule of the mandatory cost increases will be prepared and presented to the College President for review and approval.

E. Enrollment Projections

1. Each fiscal year by mid-March, the Institutional Research Department will be requested to provide a conservative forecast of enrollment by campus for the subsequent year. Although the Campus President's input will be solicited in this forecast, Institutional Research will be directed to consider factors that have impact on enrollment such as the projected number of high school graduates, Miami Dade College's historical share of these graduates, the unemployment trend and the general state of the economy. The resulting forecast of credits and credit equivalents by program type will be used as a component to project student fees.


F. Revenue Projections

1. A detail forecast of all revenue by general ledger account code will be prepared, the components to this revenue typically are State funding approved during the legislative session, student fees derived from the enrollment projection and the adopted fees, and other revenue sources. The adopted fees must fall within the lower and upper limits set by the Florida Department of Education.

G. Funds other than Fund 1

1. Although the Budget Department has overall responsibility for managing the budget process, the AVP for Accounting Services/Controller and the Restricted Accounts Department may provide input to the Budget Department as required. The other funds and the departments that participate in the budget preparation process are as follows:

Current – Restricted (Fund 2)	Assistant Controller for Restricted Accounts
Auxiliary – (Fund 3)	Director for Auxiliary Services
Loan and Endowment – (Fund 4)	Assistant Controller for Restricted Accounts
Scholarship – (Fund 5)	Assistant Controller for Restricted Accounts
Agency – (Fund 6)	AVP for Accounting Services/Controller
Unexpended Plant – (Fund 7)	Vice Provost for Facility Management and AVP for Accounting Services/Controller
Retirement of Indebtedness – (Fund 8)	AVP for Accounting Services/Controller

	
10/14/2024	
PRESIDENT	DATE