



Budget Control Policies and Procedures
Overview
Effective Date: July 1, 2009
Board Approval: June 9, 2009

1. **Purpose.**

To provide a table of contents and definitions for policies and procedures governing budgeting and budget control.

Budgets are a management tool used to allocate resources efficiently and to monitor and control the spending of funds and safeguard the assets of the organization.

Budgets are generally established at the program level. Responsibility for monitoring and spending for budgets will be delegated to the program management level within guidelines established by Administration and Board policy.

2. **Budget Control Policy and Procedures Table of Contents.**

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3. **Definitions.**

3.1. **General Budgets**

These are all budgets for funds that are State appropriated general fund budgets and not part of the restricted accounting fund (i.e. contracts and grants). General budgets include those for the general operating fund, designated funds (i.e. local custom fit and assessment), and auxiliary funds (i.e. bookstore).

3.2. **Restricted Budgets**

These are budgets for contracts and grants that are restricted by the entity providing the funds.

3.3. **Account**

This is the level of expenditure that we are required to report on our financial statements and is also the level at which the TATC Board will approve budgets for the general fund. Accounts include:

Operating Revenue	Operating Expenses
Non Operation Revenue	Salaries
Other Revenue	Benefits

3.4. **Program**

It is a group of closely related activities that work towards a common goal. For example, in instruction each area of technical training would be a program such as Welding, Drafting, Industrial Maintenance, etc. In Student Services, examples of programs may include Placement, Registration, Testing, etc. In Institutional Support examples of programs may include Administration, Fiscal Services, etc.

3.5. **Program Specialist**

The program specialist is the manager designated by the Administrator as having fiscal management responsibilities over a program.

3.7. Personnel Costs

These are the costs for salary/wages and benefits for employees of the College.

3.8. Current Expense

Current expenses are for non-personnel resources required on an ongoing basis to operate programs. Current expense includes supplies, maintenance agreements, utilities, travel, training, etc.

3.9. Capital Expenditures

This includes the purchase of one-time items costing over \$5,000 such as equipment, improvements, computers, etc. Equipment costing less than \$5,000 is typically charged to a current expense account.