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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: BUDGET PREPARATION PROCESS  
AND RESPONSIBILITIES

NUMBER: PRO 6-03

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REFERENCE: SBE Administrative Rule 6A-14.016

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**I. PURPOSE**

To detail the general procedures for formulation of the annual operating budget for each fiscal year as part of the planning process of the College outlined in the Planning Guidelines.

**II. RESPONSIBILITY**

The President shall propose to the District Board an annual budget and after action by the District Board; submit the budget to the State of Florida Department of Education, Florida College System by the required due date.

**III. PROCEDURES**

The budget preparation process generally proceeds as follows:

- a. Early in the calendar year, Financial Services sends a budget memo to all budget managers outlining the College's annual operation budget process. The memo will contain, but is not limited to an overview of the budget process and a timeline of activities and responsibilities.
- b. The budget process begins with mid-year review and realigning of the current year budgets to determine any budget needs for current fiscal year and a preliminary assessment of the next fiscal year budget requests.
- c. Budget Managers will be asked to review all personnel and current expense budget for correct accounting of funds, orgs and accounts.
- d. Lab/other fees will be reviewed for the current fiscal year and assessed for the next year's budget.
- e. Cabinet (President and VP's) hold division meetings with budget managers to discuss division needs. After approval from Cabinet, the Budget Managers will be directed to individual departments to complete the proper budget request forms for cost to continue expansion requests and new initiative requests. The forms will then be forwarded to Financial Services to compile a summary of requests.

- f. The Cabinet will review all cost-to-continue expansion requests as well as new initiative expansion budget requests. These requests will be placed on an initial prioritization chart and presented to the Planning Council for input and consensus. The Planning Council and Cabinet will come to an agreement on the preliminary budget to present to the District Board.
- g. A budget workshop is held in May with the District board for their review and input:
  - 1. The final recommended budget is submitted to the District Board for approval at the June meeting;
  - 2. The signed District Board approved budget is then submitted to the State of Florida Department of Education for approval meeting the required deadline;
  - 3. Final approved budgets are shared with the Budget Managers and posted online.