Budgeting Guidelines

1. One-time revenues will be allocated to one-time expenditures; on-going expenditures will be covered by on-going revenues.
2. Year-end balances are not budgeted for ongoing expenses.
3. Funds are budgeted where they are expected to be spent so as to minimize transfers and protect budget integrity.
4. Contractual obligations and fixed costs are budgeted first.
5. New positions must be fully funded; salaries, benefits and support expenses.

Budgeting Principles

1. Transparency
2. Broad Participation
3. Balanced
4. Conservative
5. Complete/comprehensive (including long-term obligations)

Budgeting Prioritization

1. Align with College's Strategic Plan (Vision, Mission, Values, Strategic Goals)
2. Achieve Strategic Goals – ensuring student success, expanding services and access (growth).
3. Align categorical/restricted programs with Strategic Goals; to the degree possible and allowable, use those funds to support on-going District expenditures even if on a one-time basis.
4. Recommended level of reserves is currently 12%
5. To accommodate cash flow shortfalls, implement a disciplined spending plan tied to cash-flow projections with centralized spending control.
6. Use inter-fund borrowing in preference to external borrowing, due to added costs and potential conflicts between scheduling of repayment and deferred apportionment.

Budget Committee Responsibilities

1. Understand the budget process.
2. Annually review budget allocations and processes in light of program reviews, college's institutional outcomes, goals, and objectives and submit any proposed changes to the Superintendent/President and College Council.
3. Annually review institutional accomplishments based on established priorities and available resources.
4. Fulfill committee obligations as set forth in the college goals and objectives.
5. Fulfill committee obligations to college accreditation.

2013-14 Budget Prioritization Criteria

(adopted by the College Council/Strategic Planning Committee on _____)

1. Health and Safety
2. Implementation of Strategic Goals
    a. Mandates
    b. Enhances Student Learning
    c. Potential for Long-Term Sustainable FTEs
    d. Program Maintenance
    e. Recommendations from Program Reviews
    f. Infrastructure
3. Program Growth

College Mission/Strategic Plan

Palo Verde College provides an exemplary learning environment that promotes student success, lifelong learning and community development.

Vision

Palo Verde College will be known for excellence–educationally, socially, economically and culturally.

Mission

Palo Verde College provides an exemplary learning environment that promotes student success, lifelong learning and community development.

Values

Excellence

Palo Verde College is committed to excellence. The College expects quality instruction and services, and applauds the achievement of its students, faculty and staff.

Learning

Palo Verde College facilitates lifelong learning and encourages scholastic achievement. The College believes that knowledge, understanding, and their application are keys to a better future.

Integrity and Ethics

Palo Verde College maintains the highest standards of ethics and integrity. The College consistently demands respect, honesty and fairness in its educational programs, professional interactions and community relations.

Diversity

Palo Verde College celebrates diversity in its students, in its faculty and staff, and in its community. Diversity enriches us all and strengthens our community.

Creativity

Palo Verde College supports and encourages creativity and innovation.

Civic Responsibility

Palo Verde College supports the continuous development of civic responsibility.