

To College Council 11-25-14 first reading

**Budget Committee Charge – DRAFT
11-11-14**

The budget committee:

1. Evaluates previous year's budget (revenue projections, actuals, etc.), timelines, and process and reports findings to College Council.
2. Contextualizes institutional information in respect to the budget. Information to include, but is not limited to, the following:
 - a. Institution-set standards
 - b. Education Master Plan/institutional goals and objectives updates
 - c. Program reflections summary
 - d. Program review updates and action plans
3. Reviews and/or analyzes budget information, including, but not limited to the following:
 - a. The Superintendent's/President's planning assumptions
 - b. The Governor's budget information
 - c. The college's enrollment trends/revenue projections
 - d. The college's budget trends over the last few years
 - e. The "Audit – Annual Financial Report"
4. Distills institutional information to inform budget managers.
5. Presents/distributes budget packets (including relevant institutional information) to the campus community through electronic means.
6. Offers budget workshops to help inform campus community about budget construction and process.
7. Reviews the budget at Governor's May revise, affirming revenue assumptions.
8. Reviews the budget again (if needed) prior to recommending the budget to College Council.