



Spring 2020 Planning Summit Integrated Planning & Budget Model (IPB)

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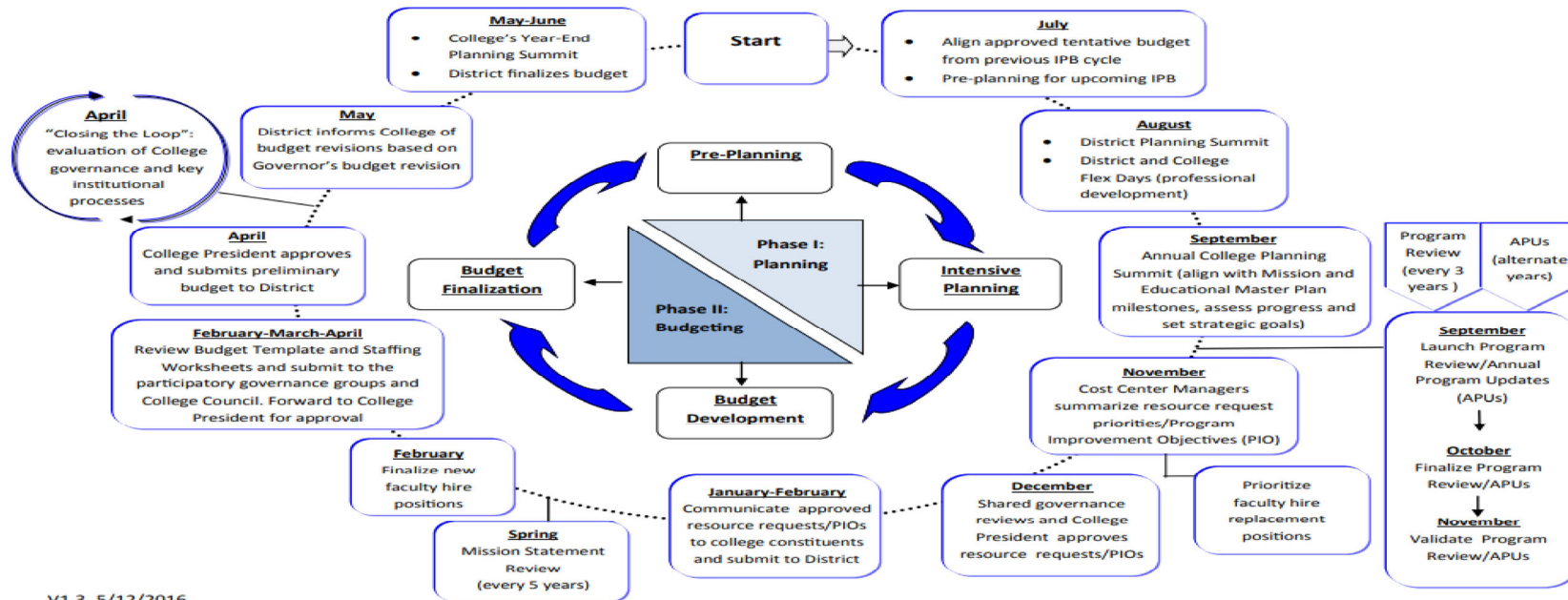
Business and Administrative Services

Friday, May 1, 2020

Merritt College Integrated Planning & Budgeting (IPB) Model



Merritt College Integrated Planning and Budgeting (IPB) Model Overview of Annual IPB Cycle



V1.3_5/12/2016



Resource Allocation (The Process-Intensive Planning)

Phase I

1. Program review / APU are submitted by department chairs .
2. Program review / APU's are added into the District's database.
3. Program reviews are validated by team (faculty, staff and administrators)
4. Administrators prioritize the Allocation Resource Requests and submits to CBC and IEC.
5. Governing committee (CBC & /IEC) reviews and makes recommendation
6. The requests = resource (faculty, staff, equipment, technology, facilities)
7. Joint meeting held by CBC and IEC to discuss resource requests



Resource Allocation (The Process-Intensive Planning)

Phase I (Continued)

8. Recommended requests are reviewed by shared governance committees
9. IEC forwards finalized recommendations to College Council.
10. College Council submits approved recommendations to the President
11. Presidents synthesizes and summaries the college recommendations and shares with the college community
12. President submits to District for review and approval.



Budget Development

The Process (Development Phase)

Phase II

1. College President and cost center managers present prioritize resource list to college constituencies
2. College finalizes the list of proposed faculty hires
3. College submits the final PIO resource request to the District
4. Budget template and staffing worksheets are sent to cost center managers
 - Initiate budget is loaded into account 5885 by District
 - Cost center managers collaborate with Department Chairs and Project Directors to determine spending needs.
 - Chairs/program directors submit recommendations to cost center managers
5. Budget requests are reviewed and approved by cost center (faculty, staff and administrators)
 - Line item allocations for Lottery and Part-time faculty
 - Use of accounting line for better transparency
6. Approved budget requests (template) are submitted to Business Office
7. Director of Business and Administrative services summaries all request



Budget Development

The Process (Development Phase)

Phase II (Continued)

8. Tentative/preliminary budgets are submitted to College Budget Committee
9. Budget templates are submitted to relevant shared governance committee and College Council
10. College Council makes recommendations to College President
11. College President makes final decision and submit tentative budget to District

Budget Development

The Process (Budget Finalization)

Phase III

1. College President submits final budget worksheets to District Finance Office.
2. Once Governor's revision of the state budget is announced in May ("May revise"), the college is informed by the District if further budget revisions are required.
3. The revised College budget is ultimately approved through the District budget processing, outlined in the District's Planning and Budgeting Integration Model (PBIM).
4. The Tentative Budget is reviewed and approved by Board Trustees
5. The Adopted Budget is approved by Board Trustees



Questions
