Peralta Community College District
Finance and Administration Office

To: Peralta Career Technical Education (CTE) Committee
From: Susan Rinne, Interim Vice Chancellor of Finance and Administration
CC: Dr. Michael Orkin, Vice Chancellor, Education Services
     Peralta Planning and Budget Council

Date: October 10, 2014

Subject: Delay in grant funds being loaded or rolled over in college budgets

This memo is in response to the memo submitted to the Peralta Planning and Budget Council (PBC) on September 26, 2014 requesting for immediate action to resolve the delay in loading and rolling over grant funds for CTE programs.

In working with the College Directors of Business and Administration on Friday the 26th of September, a draft procedure was presented outlining a process for calculating and building carryover budgets. In working with their project managers during year end they will establish the carryover amounts and build the budget for the next fiscal year. At this meeting they expressed that it is imperative that they be included in the process.

We plan to revisit and finalize this process at our next Business Managers meeting, on the 6th of November, having this procedure in place for the fiscal year end closing of 2015-16. Once the procedure is finalized, it will be forwarded to Dr. Orkin to share at the DEC, and each Director of Business and Administration will share it with their College campus.

The completed process will address the concerns outlined in the memo from the CTE committee dated September 19, 2014.

In relations to this year carryover postings, we are closed and at this time, budget spreadsheet s and/or journals can be created to bring the current carryover amounts in line with the actual carryover amount. Each of the Business Managers has the upload spreadsheets for the budget, all carryover amounts need to go through the College Business Managers prior to coming to the District Office.
Carryover Budget Upload Request and Check List

Project Number: ____________
Project Name: ____________
College: ____________

The attached budget load represents _____% of the carryover budget.

Please verify that the following steps have been completed:

1. All prior year invoices have been paid.
2. All prior year payroll adjustments have been completed.
3. Grant/Categorical funds budgeted in prior year match allocation.

Working with your College business office, complete the attached spreadsheet for upload into the system or key a budget journal into the PROMT system. Send this information along with this signed form stating that all 3 of the above steps have been completed to the Budget Director at the District Office. Once reviewed the carryover budget will be uploaded into the system.

We have completed the verification of the 3 steps listed above. Please use spreadsheet named ___________________________ or budget journal number ___________________________.

______________________________
Project Manager

______________________________
Director of Business and Administrative Services

______________________________
Date

Received and reviewed at the District Office, budget journal used for upload ____________:

______________________________
Budget Director

______________________________
Date
Carryover budget process (beginning 2015-16)

DRAFT

College - Determines carryover amount

College - Develops budget, signs certification

District Office - Budget Director reviews and uploads budget

District Office - Budget Director reviews and upload

Budget Director - Communicates with College budget upload

College - Once the books are closed, reviews carryover amount for accuracy

College - Makes any corrections to carryover amount through a budget journal

College - Director of Business and Adm Svcs approves carryover amount
**ORIGINAL BUDGET 2014-15 FISCAL YEAR BASED ON PRIOR YEAR**

**INSTRUCTIONS:** This form will be used to establish your 2014-15 Discretionary Projected Budgets into PROMT. Please indicate how you would like your budget loaded and reflected in the system. Based on the 2013-14 Budget, complete the 2014-15 requested amounts column with the amount requested for the 2014-15 fiscal year. Use the comments column to explain the requested change. If the same amount is requested, enter that amount in the 2014-15 requested Amounts column and indicated "No Change" in the comments sections. It is also imperative to review that your coding is accurate.

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<thead>
<tr>
<th>Location</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Object Code</th>
<th>Program</th>
<th>Activity Suffix</th>
<th>Activity Suffix Description</th>
<th>Project</th>
<th>Acct Line</th>
<th>2013-14 Actual Budget</th>
<th>Requested Amounts</th>
<th>Comments</th>
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**TOTAL**

| 0.00 | 0.00 |

**Additional Notes:**

- Total must equal
- GREAT JOB

**Authorized Signature:**

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**Return to District Office prior to April 29, 2014**