



# Peralta Community College District


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## Office of Finance and Administration

### Memorandum

**To:** College Presidents

**CC:** Susan Rinne, Interim Vice Chancellor  
Directors of Business and Administrative Services

**From:** Sui Song, Interim Budget Director 

**Date:** March 17, 2015

**Subject: 2015-16 Tentative Budget Development Guidelines**

Please find attached the various documents that will be used to guide and develop Peralta Community College District’s 2015-16 Tentative Budget. The first document is the District 2015-16 Budget Development Calendar. This calendar contains critical timelines and due dates that will ensure our budget is developed timely and openly. The second document is the current working version of the 2015-16 Budget Assumptions, which contain revenue and expenditure assumptions that will ensure our budget is developed based upon data used for planning and is balanced.

Given the existing assumptions and circumstances, we are moving forward with developing the 2015-16 fiscal year discretionary budgets at the same level (amounts) as was included in the 2014-15 base discretionary budgets, plus the student ambassador budgets and an increase to the utilities budget lines by 2%.

The breakout of the District-wide discretionary budget of \$14,843,702 is as follows:

Location	Fund 01 Base Discretionary Budget
College of Alameda	\$1,468,355
Laney College	\$3,076,145
Merritt	\$1,755,691
Berkeley City College	\$2,050,190
Central Service Centers	\$6,493,321
<b>District Total</b>	<b>\$14,843,702</b>

You are encouraged to reallocate funds from their current budget to areas deemed of highest priority and of best use by your campus budgeting processes. It should be noted that the concept of base budget is only applied to the total funds allocated to each site and not to any particular

department of cost center. It will probably be necessary to reallocate funds among cost centers if you are to achieve your college objectives in this economic environment.

Categorical budgets will be distributed within the next couple of weeks. We will be preparing the categorical budgets assuming each categorical budget remains separate. As always, we must develop budgets for categorical programs and grants that balance expenditures with expected income. I request that you submit your base budgets with signatures verifying understanding and compliance with these guidelines requested to my office on or before April 20, 2015. Meeting this deadline is critical to staying on the Board approved 2015-16 Budget Development Calendar and to allow time for reports to be disseminated to the colleges to ensure accuracy. Your assistance is greatly appreciated.