

**From:** [Stark, Scott R](#)  
**To:** [SBVC Managers](#)  
**Cc:** [Pasillas, Karol A](#)  
**Subject:** Developmental Budget Instructions 2020-2021 >>>Budgets due to VP's no later than March 4.  
**Date:** Tuesday, February 11, 2020 2:58:02 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[Chart of Accounts for Fiscal Year 20-21 by Department.xlsx](#)  
[Edu Reports General Ledger Report setup screen.pdf](#)  
[Benefit Calculator 2020 - Subs Part-Time Overtime Template.xlsx](#)  
[How to Run a Report to Show the Current Adopted Budget Amount 2.2020.docx](#)

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**Colleagues:** The instructions for the 2020-21 developmental budget are below. Your budgets must be developed in *QUESTICA*. If you are responsible for developing or entering your budget and you are new to *QUESTICA*, contact me x8958 or Karol Pasillas x8965.

**Timeframe/Deadlines:**

- **The deadline to have your budgets promoted to your area vice president (or president as appropriate) is close of business Wednesday March 4.**
- Executive cabinet must promote all budgets to the vice president administrative services no later than close of business Monday March 9.

Plan to promote your budgets incrementally instead of waiting to complete all of your accounts before submitting.

If this is done throughout the system then everyone in the approval chain can be receiving, approving, and promoting program budgets prior to the deadline.

This will reduce a big workload spike at the end and reduce stress 😊.

Karol and I will be available to provide support along the way. If you get stuck, have problems with the software, or just need a “how to” refresher please give us a call.

**This budget will be based on the 2019-20 ADOPTED BUDGET.** Instructions on how to get your adopted budget from Financial 2000/Edu Reports 3.0 is attached.

It is important that you access and print this adopted budget, because the 2020-21 budget development in Questica does not have any budget amounts from last year for you to reference. [Salaries and Benefits is all you will see.](#)

Last year’s adopted budget will provide a reference to the correct object codes and the amounts. You may add new budget lines where needed.

While you must not increase your overall budget, you can move money around to where you need it.

**Developmental budget instructions:**

1. **Contract Positions/Salaries/Benefits/Cell phone**

These are already reflected in Questica and will appear as grayed out and non-editable. In order to change these amounts you will need to work through your vice president and the vice president of administrative services. A PRF will be required.

**Note for lines 2 and 3 below:**

Currently, there are many variables that will impact next year’s budget and it appears we will be in deficit, so we will begin with a conservative approach.

The total budget for object codes in items 2 and 3 below must not be more than the [current adopted budget](#) for this same group. You may move funds between these object codes, i.e. move money from supplies to overtime and benefits, but the total of the entire group of object codes must not increase.

2. **Supplies/Equipment/Capital Outlay- 4000-5000-6000's**

One-time money was added to many accounts this year, so it is important that the adopted (original) budget be used, and not a revised budget.

As the budget picture develops, if it becomes obvious that additional funds are available, then additional funding will be distributed.

3. **Overtime/stipends/substitutes/part time workers etc.**

Use the attached spreadsheet to calculate benefits for these positions. (Enter your budget amounts in the color shaded cell for a particular object code, and the benefit will auto calculate. Accumulate all benefits within a program to object code line 3420.00 Fiscal services will break those down into the appropriate object codes for the final budget.

DO NOT INCLUDE ADJUNCTS in this spreadsheet.

4. **Adjunct Instructors**

Administrative services will develop this budget.

5. **Block Grant Instructional Equipment- subprogram 0231**

Do not budget this subprogram. It is unclear if any funding will be available. Administrative services will work with fiscal services to develop a preliminary budget in lifespan 50, subprogram 0231.

6. **Restricted Lottery - Instructional Supplies- subprogram 0235**

Do not budget this subprogram. Restricted lottery for instructional supplies will be funded at least to the same level as this year. Administrative services will budget these funds in lifespan 50, subprogram 0235.

7. **Categorical Budgets**

Budget according to the current year revenues and we'll make adjustments as we get closer to tentative budget and more information becomes available.

8. **Budget Format**


All budget submissions must be completed within *Questica*. Please insure that your budgets are promoted to your VP (or president as appropriate), allowing them time to review and promote to the vice president of administrative services by the due date. Again, promoting program budgets as you complete them vs waiting until you have completed all of them will allow a stream of budgets to move through the system rather than a large submission at the end ☺.

9. **ATTACHMENTS**

- a. Word- *How to run a report to show current adopted budget*: Use this to generate your adopted budget for FY 2019-20. This is the basis for the new budget FY 20-21.
- b. PDF-*Edu Reports General Ledger Report setup screen*: Shows a screenshot of the parameter setup for the adopted budget report.
- c. Excel- *Benefit Calculator 2020*: Use to calculate the benefits for overtime, subs, part time etc. Only input in the shaded colored cells.
- d. Excel- *Oracle and Financial 2000 Chart of Accounts sorted by program/department*: Use this to find financial 2000 accounts for your program/department, and the associated Oracle account numbers.

10. **Budget Help**

Administrative services is committed to helping you through this process. For high quality expert assistance contact **Karol Pasillas at ext. 8965** if you get stuck, have questions, or need guidance. If Karol isn't available, please contact Scott Stark at ext. 8958.

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*foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.*

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