

Budget Allocation Process
Integration of BPC and SPC
Effective July 1, 2005

- | | |
|-----------|--|
| September | <ul style="list-style-type: none">● Preliminary enrollment planning begins in Academic Affairs. |
| October | <ul style="list-style-type: none">● Presentation by VPAA to BPC, EMIT, Deans & Directors & SPC. |
| November | <ul style="list-style-type: none">● Projected enrollment target submitted to SUNY. |
| January | <ul style="list-style-type: none">● Governor announces Executive Budget proposal. |
| January | <ul style="list-style-type: none">● College receives notification of approved enrollment target. |
| February | <ul style="list-style-type: none">● CFO presents officers, Chair of Budget Planning Committee, and Chair of Strategic Planning Committee with assumptions to be applied to the following FY's budget. (Assumptions are based upon the Governor's Executive Budget proposal). |
| February | <ul style="list-style-type: none">● Budget office sends all department heads the planning format for the following fiscal year. The spreadsheet includes the current Form I personnel rosters and current OTPS, plus permanent funding adjustments for approved commitments for the next fiscal year. All departments responsible for IFR and SUTRA accounts will receive planning templates to be completed and forwarded along with spreadsheet request. |
| March | <ul style="list-style-type: none">● Departments review spreadsheets and make requests for proposed changes/adjustments in accordance with institutional priorities as outlined in the College's Strategic Plan. Upon completion, departments send their adjusted spreadsheets and supporting narrative budget proposals to their reporting officer for review and approval. |
| March | <ul style="list-style-type: none">● Officers present their proposals for discussion to BPC and SPC. |
| March | <ul style="list-style-type: none">● Officers, upon review and approval of their area budgets, discuss their preliminary sector plans in cabinet session with President and submit revised requests to Budget. |
| April | <ul style="list-style-type: none">● Budget office will load all information into the draft Form 1. |
| April | <ul style="list-style-type: none">● Finance office prepares a draft Form 1 budget under three scenarios—best case, worst case, and reasonable middle ground. The Form 1 will always reflect the “middle ground” scenario. |

The financial benefits/consequences resulting from either of the two other scenarios are detailed.

- **April/May**

 - CFO presents draft Form 1 to Strategic Planning Committee and Budget Planning Committee as a joint session. Recommendations for change are brought to the table for discussion and presented to the President by the Chairs of the respective committees.

- **April/May**

 - CFO presents draft Form 1 to the Cabinet together with the Chairs of Strategic Planning Committee and Budget Planning Committee. Recommendations for change are brought to the table for discussion.

- May**

 - Discussions among the committees will continue until resolved and President approves draft form 1.

- *May**

 - Form 1 remains a draft until college receives notification by SUNY of the final BAP (Budget Allocation Process).

- *May**

 - Upon notification, the Cabinet will invite the Chairs of the BPC and SPC to meet in a joint session to discuss the budget outcome. Adjustments (if necessary) will be made in accordance with the College's Strategic Plan.

- *June**

 - President approves final Form 1.

- *June**

 - Final Form I submitted to Albany for approval.

*Dates are subject to the NYS and SUNY budget process.