

**BUDGETARY PROCESS**

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UA Cossatot will adhere to the budgetary submission process as prescribed by the University of Arkansas System in BOT Policy 370.1.

The responsibility of designing procedures at the campus level for the full implementation of such a budgetary process belongs to the college Chancellor and the Vice Chancellor for Business Services budget.

The Vice Chancellor for Business Services shall provide summary financial updates in an appropriate format to UA Board of Trustees meetings and local Board of visitors meetings.

HLC Criterion: 5B.3; 5C.2

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**Policy History:**

November 3, 2014  
July 7, 2014  
January 1, 2011  
July 30, 2001

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**BUDGETING PROCESS**

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Procedures:

1. UA Cossatot begins the budgeting process at least 6 months prior to the beginning of a new fiscal year. The Vice Chancellor for Business Services will distribute budget forms to various department supervisors in charge of unrestricted budgets for use in the budgetary requests for the upcoming year.
2. A budget timeline is set by the Chancellor and the Administrative Council for a series of Budget Meetings to establish priorities based on the College's Strategic Plan and guidance from the UA System Board of Trustees.
3. Departments may request new personnel or raises for existing personnel, but the Chancellor must approve all requests of this nature before they are placed in the draft budget.
4. Proper classification of requested budget expenditures into the appropriate object code is the responsibility of the Department Supervisors. Department Object Codes and Descriptions are as follows:

6110 – Classified Salaries – salary positions for full-time personnel that are regulated by the Office of Personnel Management

6120 – Instruction – salary of full-time faculty and adjunct-faculty positions

6130 – Non-Classified/Dept. Operations – salary positions for full-time Non-Classified personnel and various Supervisors

6140 – Extra-Help – part-time extra help positions

6200 – Fringe Benefits

6400 – Travel/Professional Development – Conference Expenses, Professional Development, Membership Dues, Institutional Dues, Mileage Reimbursements, Fuel Costs, Course Reimbursements

6425 – Student Stipends/Educational Expenses (for grant use for sholarships/stipends/student grants, etc.)

6450 – Supplies – Office Supplies, Instructional Supplies, Computer Supplies, Computer Software, Low-value Equipment (computers, printers, parts), Scoring Tests, Subscriptions, Monthly Copier Charges

6500 – Postage & Shipping – Postage Stamps, Delivery Charges, Monthly Postage Meter Charges

6600 – Repairs & Rentals – Buildings and Grounds Maintenance, Janitorial Supplies, Rental of Facilities, Maintenance Agreements, Uniform Rentals, Rental of Office Machines (Copiers, Faxes, etc.)

6700 – Utilities/Telephone – Telephone Charges, Internet Services, Electricity, Natural Gas, Water, Sewage

6800 – Insurance – Building/Property Insurance, Vehicle Insurance, Liability Insurance

6850 – Professional Services – Engineering Fees, Architectural Fees, Legal Fees, Medical Services (drug screens, lab/diagnostic services), Grant Writing Fees, Guest Speakers for Seminars, etc.

6900 – Advertising/Promotional – Ads, Printing Services, Banners, Brochures, Catalogs, Schedules, Film Processing, Promotional items with logos, etc.

6950 – Miscellaneous/Other – Foods, Catering, Clothing, Badges, Shoes, Resale Items, Workstudy

6975– Capital Outlay – Construction, High-Value Equipment, Furniture, Library Holdings

5. The Vice Chancellor for Business Services along with advice from the Chancellor and Administrative Council will estimate the revenues for the upcoming year.
6. The Administrative Council and various Department Supervisors will continue to meet to pare down the budget until revenues and expenditures are within livable means.
7. The Final Budget is then submitted to the UA System Board of Trustees for approval.
8. Once approved for the year, the CFO submits monthly budget updates to all department heads and meets monthly with the Chancellor to review any budget concerns and budget goals.
9. The CFO also updates and submits budgets to the Board of Visitors (BOV) for their review at each BOV meeting.

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**Procedure History:**

October 7, 2019  
June 8, 2016

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**BUDGET WORKSHEET**

Cossatot Community College of the University of Arkansas		
Budget YEAR		
DEPARTMENT		
Acct Number:	XXXX	
	BUDGET	BUDGET
<u>EXPENDITURES</u>	<u>PREVIOUS</u> <u>YEAR</u>	<u>UPCOMING</u> <u>YEAR</u>
Classified Salaries		
Nonclassified / Instruction		
Non-Classified / Dept Operations		
Extra Help Salaries		
Staff Benefits		
Travel, Conf. Expenses, Prof. Dev.		
Supplies		
Postage/Shipping		
Repairs & Rentals		
Utilities/Telephone		
Insurance		
Professional Services		
Advertising Promotional		
Miscellaneous Other		
Capital Outlay		
<b>TOTAL EXPENDITURES</b>		
Notes: Please relate all M&O Budget request to the Mission and/or Strategic Plan		
Academic Departments: Please link M&O budget requests to learning outcomes if you are making improvements based on assessment results		

**Procedure History:**

October 10, 2019