The purpose of this policy is to ensure that the College’s operating and capital budgets are aligned with the College’s strategic goals and timely submitted to the Board of Trustees for their review and approval prior to the start of a new fiscal year.

The budget process will begin in October of the year prior to the budget year, based upon a schedule proposed by the Vice President of Administration and reviewed with the President’s Cabinet and approved by the College President. The final schedule will be submitted to the Board of Trustees Finance Committee and the full Board of Trustees for their approval.

Budget instructions and materials will be distributed prior to the Thanksgiving Holiday and budget requests returned prior to the Winter Holiday break.

The Vice President of Administration will begin meeting in November with members of the College community including deans, faculty and staff to review and discuss the budget process, schedule and forms.

Budget requests will focus on achieving the College’s strategic goals, with the input from the President’s Cabinet, faculty and staff. The requests will specify how the total budget, as well as how new staff, equipment, and other resources align and support the strategic goals.

The budget request will include specific dollar amounts by line item, staffing by position title, as well as performance measures including measures for the upcoming budget year.

Deans will review, discuss and submit their budget requests through their respective Campus Presidents.

The Vice President of Administration will review and discuss the preliminary budget requests at the January faculty convocation and on each campus.

Alternative revenue forecasts will be prepared in January based on alternative levels of State and local sponsor aid.

The President, Board of Trustees and the President’s Cabinet will receive regular updates throughout the budget development process. The Vice President for Administration will provide a budget update and present the draft budget to the board at the February and March board meeting.

A final draft budget document that includes assumptions for revenues and expenditures, staffing and performance measures, and capital expenditures will be reviewed and discussed in detail with the Finance Committee and the entire Board of Trustees at the April board meeting. The budget message will specify how resources closely align with strategic goals.
The Board of Trustees will approve the operating and capital budgets at its May meeting, upon approval and recommendation of the Finance Committee. Copies of the approved operating and capital budgets will be provided to the Allegheny County Council and County Executive.

The approved budget will be available on the College’s web site, with a limited number of printed copies.