



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

### Administrative Procedure

#### CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

#### AP 6200.6 Budget Preparation – Automated System(s)

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Office(s) of Primary Responsibility:

Vice Chancellor of Business Services  
Vice Presidents of Administrative Services  
Budget Manager

A. Purpose/Scope

As part of Budget Preparation - Policy BP 6200 Budget Preparation, the District Budget Office is responsible for updating and maintaining an automated budget preparation system. This system will feed into the current financial system with new fiscal year budget amounts.

This automated system basically involves two (2) different automated systems. One is the sub-system of the current Colleague Finance (CF) system, Budget Management for Colleague Finance. The second system is a manually maintained Access Database called Position Budgeting. The basic procedure for use of these systems includes the following:

For Colleague Finance – Budget Management System

Completed by District Budget Office:

- Initiate the new fiscal year GL strings
- Validate “budget boxes” for active GL strings
- Confirm links for Poolee/Umbrella GL strings
- Import data from Position Budgeting Database where applicable
- Update expiration dates for budget boxes
- Verify data entered by campus and District Office
- Export data to Colleague Finance Production environment

Completed by Campus Budget Offices:

- Input budget amounts that agree with the campus budget allocation
- Review and verify budget amounts

For Access – Position Budgeting

Completed by District Budget Office:

- Verify benefit amounts
- Update for collective bargaining agreements
- Verify increment dates
- Update all retiree benefits information
- Run position/benefit updates for all positions
- Run reports for position and benefit amounts
- Input changes as notified by Human Resources
- After final run for Tentative Budget, archive copy of database
- After final run for Adopted Budget, archive copy of database

Completed by Campus Budget Offices:

- Verify changes throughout the year
- Run reports/compare totals to Campus records
- Notify District Budget Office of any discrepancies

Reference: BP 6200

Approved by Chancellor:

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Date

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Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.