Mission College Budget & Finance Onboarding Training

Spring 2018 Update

Feb 22, 2018 - rescheduled to March 23, 2018

Presented by: Rick Bennett, VP Admin Services
Agenda

- 2018/19 State & District Budget
  - Implementation
- Mission College Budget
  - Sources of Funding
  - Chart of Accounts
- Banner Finance INB/SSB and Banner XE
- Org Structure
- Approval Queues
Agenda

- Budget Planning
  - Fixed Costs
  - Tentative Budget
- End of Year Processing
- Final Budget
- Program Review Resource Requests (PPRRR)
- College Budget Advisory Comm (CBAC)
- Faculty Staff Resource Page
Agenda

- Purchase Reqs
- Journal Entry
- Budget Checking—SSB & Argos
- Procurement Card
- Payroll Online
- WTE ~hourlies & students 20th month
- Vacation, Sick Leave~1st & 5th month
- Paper: OT Comp~ 15th month
SLO’s & ILO’s

- Gain Proficiencies on State/District/MC budgets
- Understanding of tentative vs final
- Fixed costs
- Funding sources
- Org Structure & Financial Processing
- Gain Understanding of PRRR process & manager responsibilities
- ILO-Broad understanding of budgeting process & how to find information
Governor releases State Budget on January 10, 2018
$190 billion general fund budget
$780 million in new Prop 98 General Funding for Community Colleges
May Revise, state CBO Meeting
June 30, final state budget
Here’s to Jerry Brown!

State Budget 2018/19
2018/19 Community College Budget

- $161.2 million for a 2.51% COLA
- $60 million for a 1% growth
- $175 million for a base increase
- $46 million for College Promise Program
- $32.9 million for Student Success and Completion Incentive grants
- $2 million for Chancellor’s Office operations
- $120 million for Online Education – ($100 million one-time)
- $275.2 million (one-time) for Deferred Maintenance and Instructional Equipment
- $20 million (one-time) for Innovation Award
2018/19 Community College Budget

- Funded, but without any increases
- Student Success & Equity
- Workforce & CTE Pathways
- Basic Skills
- PT Faculty Office Hours
Community Support

“A community college or K-12 district that does not receive state funds because its revenues from local property taxes and student fees provide more than it would receive under state formulas.”
Community Support Status Analysis

<table>
<thead>
<tr>
<th>Year</th>
<th>State Apportionment</th>
<th>Enroll Fee, Property Taxes, and EPA</th>
<th>TCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td></td>
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<tr>
<td>12/13</td>
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<tr>
<td>Actual</td>
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<td>12/13</td>
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<td>Actual</td>
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<td>13/14</td>
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<td>Actual</td>
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<td>14/15</td>
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<tr>
<td>Actual</td>
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<tr>
<td>15/16</td>
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<tr>
<td>Actual</td>
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<tr>
<td>16/17</td>
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<tr>
<td>Actual</td>
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<tr>
<td>17/18</td>
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<td>Estimate</td>
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<td>18/19</td>
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<td>Estimate</td>
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<td>19/20</td>
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<tr>
<td>Estimate</td>
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<tr>
<td>20/21</td>
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<tr>
<td>Estimate</td>
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<tr>
<td>21/22</td>
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</tr>
</tbody>
</table>
State Revenue Impact on Community Support Districts

- District receives local tax revenue Gen Fund
- We do not receive State apportionment General Fund Revenue
- With FTES decline, District receives less funding for:
  - Lottery
  - Educational Protection Act
  - Mandated Cost
  - SS Categorical  *SSSP/SE
  - State Instructional Funding & Scheduled Maintenance
Budget Development Approach

- Maintain community support status
- Manage enrollment
- Use Resource Allocation Model
- Balance budget with community support funds
- Meet Statutory Requirements
- 50% Law
- Full Time Faculty Obligation
2018/19 District Budget Assumptions

- Meet statutory obligations
- No State COLA * No growth or restoration funds
- Salary enhancement--TBD
- WSCH—530 * FTES Target—13,700 * FTEF funded—310
- 5% reserve and 3% contingency reserve
- Dean & Department Chair positions fully funded
- Student categorical funding same as 2017/18
- Proposition 30 funded at $100/FTES
Ed Code 84362 states that District's expenditures for salaries of classroom instructors must be equal to or greater than 50 percent of the District's current expenditures.
## Faculty Obligation Number

<table>
<thead>
<tr>
<th></th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>Fall 2016</th>
<th>Fall 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>FON Obligation</td>
<td>315.1*</td>
<td>279.1</td>
<td>276.1</td>
<td>270.1**</td>
<td>262.1</td>
</tr>
<tr>
<td>FTEF Reported</td>
<td>310</td>
<td>311</td>
<td>310</td>
<td>305</td>
<td>306</td>
</tr>
<tr>
<td>MC%</td>
<td>69.52</td>
<td>69.50</td>
<td>71.87</td>
<td>72.40</td>
<td>71.70</td>
</tr>
<tr>
<td>WVC%</td>
<td>73.63</td>
<td>74.70</td>
<td>72.90</td>
<td>70.21</td>
<td>73.30</td>
</tr>
<tr>
<td>District%</td>
<td>71.65</td>
<td>72.16</td>
<td>72.41</td>
<td>71.40</td>
<td>72.50</td>
</tr>
</tbody>
</table>

*FON Frozen
**Includes FON associated with State Funding
Guided Pathways

2017-18 State Budget authorized $150 million in one-time funds

$135 million allocated to colleges based on the following

- 35% total FTES
- 45% total number of Pell grants awarded
- 20% equal distribution

<table>
<thead>
<tr>
<th>Year</th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$187,822</td>
<td>$176,037</td>
</tr>
<tr>
<td>Year 2</td>
<td>$225,386</td>
<td>$211,244</td>
</tr>
<tr>
<td>Year 3</td>
<td>$187,822</td>
<td>$176,037</td>
</tr>
<tr>
<td>Year 4</td>
<td>$75,129</td>
<td>$70,415</td>
</tr>
<tr>
<td>Year 5</td>
<td>$75,129</td>
<td>$70,415</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>2014-15</td>
<td>@ 8.88% (Incr. 0.63%)</td>
<td>158,633</td>
</tr>
<tr>
<td>2015-16</td>
<td>@ 10.73% (Incr. 1.85%)</td>
<td>475,199</td>
</tr>
<tr>
<td>2016-17</td>
<td>@ 12.58% (Incr. 1.85%)</td>
<td>498,277</td>
</tr>
<tr>
<td>2017-18</td>
<td>@ 14.43% (Incr. 1.85%)</td>
<td>511,028</td>
</tr>
<tr>
<td>2018-19</td>
<td>@ 16.28% (Incr. 1.85%)</td>
<td>604,767</td>
</tr>
<tr>
<td>2019-20</td>
<td>@ 18.13% (Incr. 1.85%)</td>
<td>622,910</td>
</tr>
<tr>
<td>2020-21</td>
<td>@ 19.10% (Incr. 0.97%)</td>
<td>622,910</td>
</tr>
<tr>
<td>2021-22</td>
<td>@ 20.00% (Incr. 0.90%)</td>
<td>336,405</td>
</tr>
<tr>
<td>2022-23</td>
<td>@ 20.50% (Incr. 0.50%)</td>
<td>321,492</td>
</tr>
<tr>
<td>2023-24</td>
<td>@ 21.00% (Incr. 0.50%)</td>
<td>321,492</td>
</tr>
<tr>
<td>2024-25</td>
<td>@ 21.50% (Incr. 0.50%)</td>
<td>321,492</td>
</tr>
<tr>
<td>2025-26</td>
<td>@ 22.00% (Incr. 0.50%)</td>
<td>321,492</td>
</tr>
<tr>
<td>2026-27</td>
<td>@ 22.50% (Incr. 0.50%)</td>
<td>321,492</td>
</tr>
</tbody>
</table>

Total: 1,643,137 2,247,904 2,870,814 3,207,219 3,528,711
# CalPERS Summary of Employer Contribution Rate

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>PERS 2014-15 @ 11.77% (Incr. 0.33%)</td>
<td>44,693</td>
<td>44,693</td>
<td>44,693</td>
<td>44,693</td>
<td>44,693</td>
</tr>
<tr>
<td>PERS 2015-16 @ 11.85% (Incr. 0.08%)</td>
<td>13,149</td>
<td>13,149</td>
<td>13,149</td>
<td>13,149</td>
<td>13,149</td>
</tr>
<tr>
<td>PERS 2016-17 @ 13.89% (Incr. 2.04%)</td>
<td>371,598</td>
<td>371,598</td>
<td>371,598</td>
<td>371,598</td>
<td>371,598</td>
</tr>
<tr>
<td>PERS 2017-18 @ 15.53% (Incr. 1.64%)</td>
<td>335,595</td>
<td>335,595</td>
<td>335,595</td>
<td>335,595</td>
<td>335,595</td>
</tr>
<tr>
<td>PERS 2018-19 @ 18.10% (Incr. 2.57%)</td>
<td>646,784</td>
<td>646,784</td>
<td>646,784</td>
<td>646,784</td>
<td>646,784</td>
</tr>
<tr>
<td>PERS 2019-20 @ 20.80% (Incr. 2.70%)</td>
<td>666,187</td>
<td>666,187</td>
<td>666,187</td>
<td>666,187</td>
<td>666,187</td>
</tr>
<tr>
<td>PERS 2020-21 @ 23.80% (Incr. 3.00%)</td>
<td>780,818</td>
<td>780,818</td>
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<tr>
<td>PERS 2021-22 @ 26.40% (Incr. 2.60%)</td>
<td></td>
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<td>365,565</td>
</tr>
<tr>
<td>PERS 2022-23 @ 27.40% (Incr. 1.00%)</td>
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<tr>
<td>PERS 2023-24 @ 28.20% (Incr. 0.80%)</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>765,035</td>
<td>1,411,819</td>
<td>2,078,006</td>
<td>2,858,824</td>
<td>3,224,389</td>
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</tbody>
</table>
Redevelopment Agency

AB1X 26 dissolves Redevelopment Agencies on February 1, 2012
- City assumed responsibility as Successor Agency
- Oversight Board designated to direct/approve actions of Successor Agency
  - Seven Member Board

Successor agencies in District
- Campbell
- Los Gatos
- San Jose
- Santa Clara

As of July 1, 2018, all individual oversight boards subsumed into a single oversight board for each county
Challenges

- New Funding Formula
- Online Community College
- Guided Pathways
- 50% Law
- Enrollment Management
- Increased CalPERS/CalSTRS Employer Contribution Rates
- Future economic recession
New Funding Formula

- Based on four primary parameters a new focus on equity:
  - Base Grants – 50% of formula. District base grants based on FTES enrollment
  - Supplemental Grant – 25% of formula. Based on number of low-income students.
  - District enrolls reflecting two factors: enrollment of students who receive a College Promise Grant fee waiver and enrollment of students who receive a Pell grant.
  - Student Success Incentive Grant – 25% of formula.
    - Additional funding for: number of degrees and certificates granted; number of students who complete a degree or certificate in three years or less; funds for each Associate Degree for Transfer granted by the college.
  - Hold Harmless Provision – For first year of implementation, Districts would be held harmless to 2017-18 levels.
New State Funding Formula

- Student Centric Funding
- Based on new parameters, not just FTES
  - 50% FTES
  - 25% Student Success as defined in funding document
  - 25% based on economic situations of students

www.dof.ca.gov/Budget/Trailer_Bill_Language/documents/CCC-CommunityCollegeStudent-FocusedApportionmentsFormula.pdf
### Governor's 2018-19 Budget Proposal

#### Student Centered Funding Formula

**Summary Chart**

<table>
<thead>
<tr>
<th>Formula Framework</th>
<th>Calculation of Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Minimum funding level = 2017-18 FY</td>
</tr>
<tr>
<td></td>
<td>2. Basic allocation based on number of colleges and centers</td>
</tr>
<tr>
<td></td>
<td>3. Allocation based on credit, CDCP, and non-credit FTES</td>
</tr>
<tr>
<td></td>
<td>4. Base grants equal to 45.2% of credit, CDCP, or non-credit FTES rates</td>
</tr>
</tbody>
</table>

**FTES Calculation:**
- The higher 2017-18 rate will be used to determine district base grant.
- In 2018-19 FY, districts must decide which year (2018-19 or 2019-20) to apply summer FTES.
- Summer shift of FTES ends after 2018-19.
- Decreases in FTES result in revenue reductions the year after the initial year of enrollment decline.
- Up to three years of restoration

**Growth:**
- Percentage allocated in annual budget
- Growth formula approved in 2015-16
- Growth attributable to supplemental grants
- Growth attributable to student success incentive grants

**50%: Base Grants**

**25%: Supplemental Grants**

1. Supplemental grant equal to 25.07% of credit rate multiplied by number of California College Promise Grants (formerly BOG Fee Waiver) recipients
2. Supplemental grant equal to 42% of credit rate multiplied by number of Pell Grant recipients

**Other:**
- Number of students is defined by number of students served by district
- Utilizes prior year data

2/218•Community College League of California•ljette@cclagore.org
## Winners & Losers

One year hold harmless for budget development 2018/19

<table>
<thead>
<tr>
<th>District</th>
<th>Old Formula 16-17</th>
<th>New Formula 16-17</th>
<th>Difference</th>
<th>Credit Full-Time Equivalent Students (FTES) 16-17</th>
<th>California Promise Grant Fee Waivers 16-17</th>
<th>Degrees/Certificates/Awards 16-17</th>
<th>Fee Waiver as a Percent of FTES</th>
<th>Awards as a Percent of FTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Kern Community College District</td>
<td>$22,999,315</td>
<td>$26,189,352</td>
<td>$3,180,037</td>
<td>$4,922</td>
<td>2,361</td>
<td>490</td>
<td>111%</td>
<td>19%</td>
</tr>
<tr>
<td>West Valley-Mission Community College District</td>
<td>$73,982,284</td>
<td>$64,163,505</td>
<td>$9,818,779</td>
<td>12,750</td>
<td>8,319</td>
<td>1,600</td>
<td>62%</td>
<td>12%</td>
</tr>
<tr>
<td>Yoselate Community College District</td>
<td>$31,599,475</td>
<td>$21,478,089</td>
<td>$10,121,386</td>
<td>16,068</td>
<td>18,215</td>
<td>9,659</td>
<td>112%</td>
<td>16%</td>
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</table>
Mission: Total Budget 2009-2012

<table>
<thead>
<tr>
<th>Fund 100 in $M</th>
<th>Total in $M</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30.97</td>
<td>$44.34</td>
</tr>
<tr>
<td>$29.65</td>
<td>$42.85</td>
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<td>$30.05</td>
<td>$42.39</td>
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<tr>
<td>$28.53</td>
<td>$43.03</td>
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</tbody>
</table>

2009-10 2010-11 2011-12 2012-13
Mission--Total Budget 2013-2018

- Total Fund in $M

<table>
<thead>
<tr>
<th>Year</th>
<th>Fund 100 in $M</th>
<th>Total Fund in $M</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY13/14</td>
<td>$28.72</td>
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<tr>
<td>FY14/15</td>
<td>$28.93</td>
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<tr>
<td>FY15/16</td>
<td>$30.87</td>
<td>$50.80</td>
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<tr>
<td>FY16/17</td>
<td>$32.51</td>
<td>$68.73</td>
</tr>
<tr>
<td>FY17/18</td>
<td>$37.75</td>
<td>$78.86</td>
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</tbody>
</table>
Budget Planning Timelines

- Position Control Frozen - March 23
- Fixed Costs - March 26
- Tentative Budget April 13 college- May 25 complete
- May Revise & State Final (June 30)
- End of Year Processing
- Final Budget - Aug 10 college. Aug 17 complete
2017-18 Year End Close Deadlines

- Requisitions - **April 17**
- Credit Card Purchases - **May 22**
- Stipend Invoices/OT Forms - **June 18**
- Reimbursement Claims (mileage, travel, DCR) - **June 29**
- All Invoices for FY 2017-18 - **July 13**
- Expense and Budget Transfers in SSB - **July 18**
Banner Finance Processes

- Banner Finance Implemented in 2015
- Procurement Process:
  - Quote or proposal/Budget in place?/Requisition/Approvals/Purchasing PO.
  - Check Request Form limited to specific needs
  - Approval Queues Exist for
    - Requisitions
    - Journals (budget & expense transfers)
- [www.missioncollege.edu/inside_mission/admin_services/index.html](http://www.missioncollege.edu/inside_mission/admin_services/index.html)
<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
<td>XXXXXXX</td>
</tr>
</tbody>
</table>

Banner Structure
The fund field consists of six numeric characters that define a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. These resources are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Hierarchy:
- Level One Fund – Three numeric characters (Reporting level)
- Level Two Fund – Five numeric characters (Reporting level)
- Level Three fund – Six numeric characters (Data enterable)
This six-character code identifies a unit of budgetary responsibility and/or departments within an institution. The first digit in the sequence identifies the location.

Hierarchy:
- Level One Organization – One character – “D” (Districtwide)
- Level Two Organization – One character (Location)
- Level Three Organization – Three characters (Budget Responsibility/Department)
- Level Four Organization – Six characters (Data enterable)
This six-character code identifies accounts, such as the general ledger accounts and the operating ledger accounts.

**Hierarchy:**
- Level One Account – Three numeric characters (Reporting level to group account type)
- Level Two Account – Four numeric characters (311 Annual Report format)
- Level Three Account – Six numeric characters (Data enterable)
This six character code identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. The numbers represent classification of expenditures by activity, which reflects the purpose of the expenditures; it shows the aspect of college-district operations benefited by the expenditure. Generally, all activities can be classified as either instructional or administrative and support (non-instructional). Programs are used to classify the expenditures for reporting purposes.

Hierarchy:
- Level One Program – One numeric character (Instructional and Non-Instructional Activities)
- Level Two Program – Two numeric characters (Discipline)
- Level Three Program – Six numeric characters (Data enterable)
Org Structure
(Banner **FUND-ORG-ACCOUNT-PROGRAM FOAP**)

Valerie
110000 (Fund 100) – 237001 (Communication) – 410004 (Supplies) – 060000 (Communications)

Jeff
136000 (Land Corp Lease) – 230101 (Accounting) – 500118 (Travel & Conference) – 619000 (Other Instructional Support Service)

Clement
124280 (SVETP – STEM Core) – 233000 (Math, Science & Engineering) – 640001 (Equip under $4,999) – 619000 (Other Instructional Support Service)
Fixed Costs –

- District and College Overhead, including certain salaries, benefits, software, utilities, legal expenses, retiree benefits, etc...

<table>
<thead>
<tr>
<th>WVM District 2017/18 Overhead and Fixed Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Services</td>
</tr>
<tr>
<td>District Wide Cost</td>
</tr>
<tr>
<td>Mission College</td>
</tr>
<tr>
<td>West Valley College</td>
</tr>
<tr>
<td><strong>Total Fixed Costs</strong></td>
</tr>
</tbody>
</table>
## WVM District 2018/19 Overhead and Fixed Costs

<table>
<thead>
<tr>
<th>District Services</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Services</td>
<td>1,092,200</td>
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<tr>
<td>District Wide Cost</td>
<td>13,186,457</td>
</tr>
<tr>
<td>Mission College</td>
<td>453,536</td>
</tr>
<tr>
<td>West Valley College</td>
<td>448,277</td>
</tr>
<tr>
<td>Total Fixed Costs</td>
<td>15,180,470</td>
</tr>
</tbody>
</table>
RAM Model

1. FTES and Associate Faculty Funding
2. FT salaries & fixed costs off the top
3. Stellar model for multi-college district
4. Link: www.missioncollege.edu/inside_mission/admin_services/index.html
Admin Specialist or Assistant works with Dean or Faculty or Manager
Solicits proposal and/or quote for item or project.
Quote must include shipping, 9% tax, installation if required, TCO.
Facilities or a contractor may need to be involved.
Once quote is validated, Requistioner determines proper accounting stream and ensures budget is adequate for purchase before req entry.
Admin Specialist enters purchase requisition in Banner, either SSB or INB.
SSB is easier, but has limitations.
INB is complicated, not user friendly, but advantages.
‘Ship to’ addresses are critical -- delivery goes thru WVMCCD warehouse at 14000 Fruitvale Avenue, Saratoga, CA 95070 with attention to requisitioner and your Mail Stop #
Large Items can ship direct with Warehouse coordination
Requisition at Mission College continued...

- Req goes through approval queues within the Bud Manager’s org structure
- In general 3 stops:
  - Office of Instruction or SS, through Dean/Mgr, Fin Analyst and then VPI, VPSS.
  - If over $5000 - approval from VP Admin Services.
- Requisitioner must follow up and notify approvers
  - Click on history in SSB -next approver guide the requisition through process
  - System as it exists today doesn’t include workflow; email is not automated.
- After MC approvals, the req goes to ZPUR queue -- General Services.
Requisition at Mission College continued...

- General Services reviews req
  - If in order GS creates a PO from the req
- Email notice back to requisitioner, once PO is created through Banner
- General Services sends PO to vendor
  - If email address is in system, it goes direct; if not snail mail.
- Vendor produces item and ships or if a project, it is initiated.
- **Vendor Invoice must have PO number listed**
- Requisitioner must track progress in SSB
Tips & Tricks:

- Adjust Budget before entering a req. to avoid NSF
- Monitor approvals
- PO, Invoice and check issuance tracking
- Checking Budget Year 2018, Period: Current Month
- Rule Codes for Budget and Expense Transfers:
  - JC5 – Expense Transfer for same fund
  - JC6 – Expense Transfer for different fund
  - BC4 – Budget Transfer
AdobeSign & PrintSnap & Equitrac

❖ AdobeSign--Site License—MC Standard
  ❖ No access? No Problem!
  ❖ District IS Work Order

❖ Digital Approvals you design & control
  ❖ Processing everything not in Banner
  ❖ Stop use of paper

❖ PrintSnap
  ❖ Request printing from Dup Center anytime, anywhere
  ❖ Charge back to departments

❖ Equitrac
  ❖ Copier controls
  ❖ Charge back to departments
RFC - Request for Contract Forms

(All Contracts signed by VC or Chancellor)

www.wvm.edu/services/general/contracts/services/Pages/default.aspx
Check Request

- Check Request may be used for the following:
  - Employee Reimbursements
  - Memberships/Subscriptions
  - Prepay Registration, Conference Fees, Airline Tickets, and Hotel
  - Meals and Lodging for Athletic Events and Student Activities

wvm.edu/services/fiscal/acctspayable/Pages/default.aspx#Tab2
Argos Reporting tool (handout)

www.missioncollege.edu/inside_mission/admin_services/index.html
College Budget Advisory Committee - CBAC

1. Charge is to guide the overall budget process, implementation, and timelines as part of institutional planning

2. SharePoint Link to working docs, minutes & agendas: wvmcccd.sharepoint.com/sites/CBAC
Helpful Web Location

- MC Faculty Staff Resource Page:
  [http://missioncollege.org/gen_info/fac-staff_resources.html](http://missioncollege.org/gen_info/fac-staff_resources.html)
Mission College Admin Services Website—all in one location

- For Convenience all District sites are linked to MC Admin Services WebPage:
- Chart of Accounts RAM & Banner Training Docs
- Links to Finance, General Services Site, Fiscal & Banner Resources, Student Resources
- College & District Banner Training docs/presentations
  - missioncollege.edu/inside_mission/admin_services/index.html
District Helpful Sites: General Services Site, Fiscal & Banner Resources

- Contract Services & Request for Contract Info--Purchasing, including & Procard Application + Risk Management
  - [wvm.edu/services/general/Pages/default.aspx](http://wvm.edu/services/general/Pages/default.aspx)
  - [wvm.edu/services/general/contractservices/Pages/default.aspx](http://wvm.edu/services/general/contractservices/Pages/default.aspx)

- Accounting, AP, Budget, Payroll
  - [wvm.edu/services/fiscal/Pages/default.aspx](http://wvm.edu/services/fiscal/Pages/default.aspx)

- Finance, Student, HR, Payroll Banner Training
  - [wvm.edu/services/banner/Pages/default.aspx](http://wvm.edu/services/banner/Pages/default.aspx)
Links

- Learn more about District Budget
  - wvm.edu/services/fiscal/budget/Pages/default.aspx

- Link to this presentation:
  - missioncollege.org/inside_mission/admin_services/index.html

- Links to PRRR Allocation Doc
  - missioncollege.org/inside_mission/admin_services/index.html
Your Questions?

- Where are you stuck?
- How can we assist?
- We will use your questions to further explain processes and guide you to site locations, forms and answers.
- Admin Services staff 1-on-1 for extra attention
- You will be the expert.