

Budget Guidelines for Developing The FY 2020 Budget

General

- The college's budget has five components:
 - A balanced operation budget for the whole college
 - Budget for the operations of Fisheries and Maritime Institute(FMI)
 - Budget for the Auxiliary Enterprises of the college.
 - Budget for the Board of Regents
 - Supplemental Educational Grants
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- The 2020 budget process will follow the COM-FSM Budget Procedure Handbook on the college website as revised in August 2015.
 - The 2020 budget will align with lines of authority through departments and campuses with IC roles in managing division's budgets.
 - The 2020 budget will address priority issues from the college's Integrated Educational Master Plan(IEMP) and its individual components (instructional, the 2018-22 5YFP, facilities, human resources and technology).
 - The 2020 budget will ensure adequate funding to support ongoing accreditation activities.
 - The 2020 budget will allocate funding to replace furniture for classrooms.
 - The 2020 budget aligns to support strategic goals/broad educational purposes and objectives linked to SLOs to ensure continuous improvement of the college.
 - The 2020 budget will align to the newly approved Five Year Financial Plan- FY2018-2022
 - The 2020 budget will be developed with broader participation by all college's stakeholders.

Budget Process

- The 2020 budget's procedures and timeline will be consistent with the Budget Procedures Handbook.
- The VPAS and the Comptroller will lead the development of the 2020 budget with support from VPAS Executive Secretary and AS department staff.
- Using assessment results from each respective unit assessment plan, the Tracdat and priorities from the Integrated Educational Master Plan, goals, objectives, strategies, and action steps will be formulated by the VPs.
- The 2020 budget will be converted to the Budget Preparation System (BPS) of the FSM National Government. VPAS along with trained staff on the use of BPS system will compile the budget to align with the FSM format.
- The respective office directors/division heads/instructional coordinators will develop the budget by preparing the budget worksheets to be provided by the Comptroller.
- Vice – presidents are responsible in conducting budget hearings with their respective offices to ensure the accuracy of the proposed budgets and its linkage with the objectives of performance items.
- The vice – presidents will be responsible in balancing the budget and communicate the recommended budget to the respective offices.
- The balanced budget will be presented to Finance Committee, Cabinet for review, discussions, adjustments and recommendation.
- The President will transmit the budget to the board for action in the December 2018 board meeting.

- Upon approval by the board, the President will transmit the budget to FSM National Government on or before January 15, 2019.

Revenue Projections

- The instructional department and campuses will recommend the number of projected enrollment.
- Institutional Effectiveness Office will provide relevant data for the revenue projections.
- The FTE of 15/15/6 credits will be used in the revenue projection.
- The college tuition will be at the level of \$135 and capture a reasonable level of enrollment based on the VPs planning meeting.
- The indirect cost of programs implemented by the college will no longer be used for the revenue calculation. The College formula for IC will apply.
- The college will consider the \$2.8 million support from FSM National Government's general fund and \$1.0 million dollars from the sector grant to a total of \$3.8 million dollars.
- The FSM pledge of \$285,000 to the endowment as annual payment will be part of the budget submission.

Resource Allocation

- The allocation of resources will be determined based on the existing structure and assessment and review of programs and services.
- Any increase of resource allocation from FY 2019 budget must be justified in details.
- Any new positions must be approved as per college procedures for creating new positions.
- Positions that have not been filled – up for 2 years and more must be reviewed carefully.
- The allocations will be determined by ensuring all fixed costs are being addressed followed by individual program priorities.

FSM – FMI

The budget for FMI will be based on the 2019 Budget level with 5 percent increase to accommodate employees' fringe benefits. Facilities upgrades must be calculated and be part of the budget to accommodate infrastructure development for the Institute.

IDP

The Space Utilization and Facilities Master Plan will be used to determine the 2020 budget for all IDP projects system wide. The five year phase plan will be the basis of allocation for the FY2020 IDP Budget.

BOR BUDGET

The BOR Budget will be transmitted to FSM National Government along with the Operations Budget at the level determined by the BOR.

SEG and Assistance to FSM Students

SEG budget will be developed by Office of Financial Aid and Division of Education with assistance from VPAS Office. The SEG budget will be transmitted to FSM National Government together with the Operations Budget.

The Budget Development Process and Timeline

- August 22, 2018 - VPAS disseminates budget guidelines, assumptions, budget timelines to VPs.
- August 27-31, 2018 - VPs and Head of Offices Budget planning meeting.
- September 5-7, 2018 - VPAS disseminates the budget worksheets, budget allocations to VPs and Office Heads.
- September 10-14, 2018 - Comptroller meet with Finance Committee to update the committee on Budget 2020 development and allocations.
- September 17- Oct. 12, 2018 Offices and campuses develop the respective office/campus expenditure budget.
- October 1-5, 2018 - Budget development training by VPAS Executive Secretary.
- Oct 20, 2018 - Offices/Campuses submit budget worksheets to respective VP.
- Oct 23, 2018 - VPs hold budget hearings and budget adjustments within their respective department.
- Oct 31, 2018 - VPs submit the respective office budgets to VPAS for consolidation.
- Nov 8, 2018 - VPAS/Comptroller consolidates the submitted budget.
- Nov 13, 2018 - VPs review the consolidated budget and budget allocations per units/ programs.
- Nov. 15, 2018 - VPAS/Comptroller transmits budgets to Cabinet and Finance Committee (FC) for review and endorsement.
- Nov 19, 2018 - Budget conversion to FSM Performance Budget System(PBS).
- November 26-30 , 2018 - Cabinet and EC Committee review and endorse the 2020 Budget
- December 3-7, 2018 - Board of Regents Approves the budget

January 2019

- The COM-FSM operation, FMI, BOR, and SEG Budgets transmitted to FSM President.