



Skyline
COLLEGE
ACHIEVE

BUDGET AND FINANCE HANDBOOK

2012 - 2013



BUDGET & FINANCE NOTEBOOK Table of Contents

TAB	TOPICS
1	SMCCCD Budgeting system Budgeting in SMCCCD Budget Glossary Overview of District Budgeting Timing Issues Budget and Planning Calendars (College and District) (For additional information, see Budget and Accounting Manual in the District Downloads under Finance/Budgets, at: http://sharepoint.smccd.edu/SiteDirectory/portal/Finance/Budget/Budget_and_Accounting_Manual (BAM) 2000.pdf)
2	Budget 101 Internal Controls, CIAG and Audit
3	Payroll - Permanent Employees Salaries and Benefits Rates Position Control Personnel Requisitions forms Personnel Action forms Overtime and Comp time (Prior approval required) Load sheets and release time assignments
4	Payroll - Hourly Classified Employees Student Assistants - Personnel Action Form Classified Short-term Temporary - Personnel Requisition Form Classified Short-term Temporary - Personnel Action Form Hourly Employee - Web time entry instructions Web time approval instructions Web time calendar Board Meeting Dates/Calendar New hire paperwork are available in the Downloads under Human Resources: http://sharepoint.smccd.edu/SiteDirectory/portal/Human%20Resources/Fo rms/AllItems.aspx?RootFolder=%2fSiteDirectory%2fportal%2fHuman%20

[Resources%2fNew%20Hire%20Employment%20Paperwork&FolderCTID=&View=%7b2FEDA2F3%2d0908%2d48CE%2d980C%2dCBFD12B1C614%7d \)](#)

5 Payroll – Hourly Faculty (Teaching & Non-Teaching)

Cycle and Timelines
Timesheets
Assignment letters
Transcripts and Equivalencies

6 Purchasing, Contracts, Accounts Payable & Others

Finance Training for Managers
Checking Budget availability (FGIBSDT/FGIBAVL)
Purchasing Procedures & Guidelines
Requisitions (FPAREQN/FPIREQN)

(For detailed training information, see District Downloads, under Purchasing, in Training and Reference Materials, and Training Documents at:

[https://sharepoint.smccd.edu/SiteDirectory/portal/PurchasingGeneral%20Services/Forms/AllItems.aspx?RootFolder=%2fSiteDirectory%2fportal%2fPurchasingGeneral%20Services%2fTRAINING%20and%20REFERENCE%20MATERIALS%2fTraining%20Documents&FolderCTID=&View=%7b93DEC8E7%2d8ECF%2d436B%2d9BE4%2d233722BF2FD9%7d \)](https://sharepoint.smccd.edu/SiteDirectory/portal/PurchasingGeneral%20Services/Forms/AllItems.aspx?RootFolder=%2fSiteDirectory%2fportal%2fPurchasingGeneral%20Services%2fTRAINING%20and%20REFERENCE%20MATERIALS%2fTraining%20Documents&FolderCTID=&View=%7b93DEC8E7%2d8ECF%2d436B%2d9BE4%2d233722BF2FD9%7d))

Approving Requisitions (FOAUAPP)

Procurement Card Guidelines → *Document Management Procedures*

Reviewing monthly CIAG audits
Expenditure audits

Stipend vs. Salary Guidelines

Independent Contracts

Standard Service Contracts

Performance Agreements

Service Agreement for Instructional Services

Expense Reimbursements

Petty Cash

Request for Reimbursement

Mileage Reports

Conference Reports

Reimbursement for Grant Related Expenses for Non-SMCCCD

Employees

Gift and Donation Procedures and Acceptance Form

Facilities Use

Guidelines for Food-Related Events

7 WebSmart

8 External Grants

Grant Initiation Procedures

Grant Proposal Initiation

Grants and Contracts Procedures

Effort Certifications (Federal Grants and Categorical Programs)

9 Division Reports by Fund/Program

Budget Reports

General Unrestricted Fund - 10002

President's Innovation Funds - 18202

Grants & Categorical Funds - 3XXXX

Measure G - 61000

Other funds in 18XXX, 19XXX, and 6XXXX

10 Quick References