

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

ADMINISTRATIVE FUND OPERATIONS

SECTION 1—GENERAL OPERATING FUND GUIDELINES

- A. All expenditures from these funds must be budgeted by action of the Board of Trustees.
- B. The several budget processes are outlined herein:
1. Budget guidelines and a calendar will be formulated annually in October by the Budget Committee.
 2. The budget forms, directions, and the guidelines will be distributed after formulation of the calendar.
 3. Budget requests for the operation of College departments shall be due in Finance and Business Services for annual review and analysis, in accordance with the approved budget calendar.
 4. A single balanced budget for each fund will be due in the President's office no later than the third week of April. This budget request shall be accompanied by a recommended levy and a budget analysis.
 5. In April, the general operating budget shall be approved by the Board of Trustees.
- C. Budget Expenditures will be authorized by the appropriate administrator. Expenditures above \$500 will require authorization by an executive administrator as well as the Vice President and Chief Financial Officer.
- D. All checks drawn against these funds will be authorized over the signature or facsimile signature of one of the following:
- Vice President and Chief Financial Officer
 - Controller and Director of Finance
- E. Primary budget control resides with the administrator in charge of a budget center. The appropriate Vice President is responsible for division budget

control, whereas total budget responsibility resides with Finance and Business Services.

- F. Requisitions will be encumbered upon issuance of purchase orders. Check requests and requisitions drawn against individual budget line item accounts not in the 2100 series of accounts (salaries, wages, and fringe benefits) that have insufficient funds will be processed if the aggregate of the non-2100 accounts has a positive balance. Check requests and requisitions drawn against the aforementioned accounts, where sufficient aggregate funds do not exist, will not be processed unless the necessary budget revision form accompanies the check request or requisition, or an executive override is approved by the Vice President and Chief Financial Officer.
- G. Over-expenditure of individual line items in the 2100 series of accounts is prohibited. Such line items can be adjusted by use of the budget revision form as detailed in H below:
- H. Budget revisions shall be processed using the budget revision form.
 - 1. Proper authorization/approval shall consist of the following:
 - a. Budget Adjustments Within One Budget Center
Approval: Budget Center Administrator and his/her Executive Administrator.
 - b. Budget Adjustments Between Two Or More Budget Centers Administered By One Executive Administrator
Approval: Budget Center Administrator releasing the funds and his/her Executive Administrator.
 - c. Budget Adjustments Between Two Or More Budget Centers Administered By More Than One Executive Administrator
Approval: Budget Center Administrator releasing the funds and his/her Executive Administrator.
 - d. All budget revision transfers will be reviewed by Finance and Business Services for appropriateness, accuracy, and overall budget control.
 - 2. Appeals for rejected budget revisions may be made to the President.
 - 3. After proper authorization/approval has been obtained, all budget revision forms will be forwarded to Finance and Business Services for processing.
- I. Budgeted inter-fund transfers will be authorized by the Vice President and Chief Financial Officer.

- J. The authority to write off delinquent accounts receivable shall be vested in the Controller and Director of Finance or his/her designee.

Revised—Cabinet
October 3, 1983
October 3, 1988
Retyped—Title Change
December 11, 1995
Reviewed—Cabinet
May 30, 1996
May 20, 2003
Retyped—Title Change
September 20, 2004
Revised—Cabinet
March 13, 2007
October 1, 2013
Revised—VP and CFO
August 1, 2019