



**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522**

BOARD POLICY

TITLE: Budgets and Financial Reporting

CODE: 6001

DATE ADOPTED: October 16, 1991

DATE REVIEWED: February 7, 2011; October 2023

DATE AMENDED: March 2011; November 2023

The Board of Trustees and management use budgets to monitor fiscal performance of the College.

A. Budget Preparation

The President, through administrators, has the primary responsibility for preparing annual and capital budgets and should provide guidance on the estimation of revenues and projections of expenditures. Such guidance may come from review of previous activity, identified goals and objectives, or communication provided by state, federal and local agencies. The President may establish schedules, standards, formats, procedures and criteria to be used in budget development. Participation at all levels and by persons responsible for specific business activities is encouraged.

The Board of Trustees has established the following guidelines for budgets:

- Budget timelines will be a single fiscal year from July 1 through June 30.
- Management’s timeline for the budget process should result in delivery to the Board of Trustees prior to the start of the budgeted period.
- The budget will meet requirements of the Illinois Community College Board (ICCB) and the Illinois Public Community College Act.
- Budgets will use the same accounting principles and classifications as the financial statements and as required by the ICCB Fiscal Management Manual.
- At a minimum, the College will develop an Operating Budget (Education and Operations & Maintenance Fund) and Capital Budget (Public Health & Safety Fund). Budgets for all funds are encouraged.

B. Rate Development

The College’s budget will be developed based on approved rates for services provided by the College, including but not limited to tuition and fee charges, Rates will be reviewed and approved by the Board of Trustees prior to budget development.

C. Tax Levy

The Board of Trustees will review and approve the total amount of taxes required to meet budgetary requirements of the College. The Board of Trustees will authorize the amount of the levy by fund and will authorize the appropriate county and local officials to collect taxes on the College's behalf. Management, under direction from the Board of Trustees, will ensure timely submission of the tax levy to appropriate county and local officials, collect county certifications for submission to ICCB and manage public hearings as required,

D. Budget Approval

The Board of Trustees approves the College's annual budgets in accordance with State statutes. Upon approval, management will assume responsibility for required filings and reporting. Budget adjustments with no change to the net operating results may be approved by a process determined by management. Budget changes that impact net operating results must be approved by the Board of Trustees.

E. Budget Reporting

Management will prepare a monthly financial report for the Board of Trustees that includes budget to actual performance.