


Procedure No:	ACA-PROC-COMP-0001
Procedure Title:	Budget Preparation Procedure
Related Policy:	ADM-POL-COMP-0001 Budget Preparation Policy ADM-POL-COMP-0002 Salaries, Wages, and Benefits Budget Policy ADM-POL-COMP-0003 Student Related Programs and Discounts Policy ADM-POL-COMP-0004 Travel, Communication and Representation Expenses ADM-POL-COMP-0005 Capital Expenditure Policy
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Office of Origin: (Procedure Expert)	Office of the Comptroller
"Supersedes" Notification:	
Procedure Description:	This procedure defines the task and provisions involved in the preparation of the annual departmental budget.
Areas of Responsibility:	Office of the Comptroller
Procedure Details:	<p>Step 1. The Budget Committee in coordination with the Academic Heads projects the enrollment for the succeeding school year.</p> <p>Step 2. The Comptroller, in behalf of the Budget Committee, presents the projected enrollment, income and proposed budget allocation to the members of the Management Committee.</p> <p>Step 3. The Department Heads allocates their budget for their operations and approved projects and activities based on their operational plan.</p> <p>Step 4. The Department Heads fills in the budget template provided by the Office of the Comptroller. The Department Head should ensure that he is abiding by the prescribed policies on Salaries, Wages, Benefits, Student Related Discounts, Travel, Transportation, Communication, and Capital Expenditure Policy.</p> <p>Step 5. The accomplished budget template is submitted by the Department Heads to the Budget Officer.</p> <p>Step 6. The Office of the Comptroller schedules a Budget Hearing where Department Heads can defend and explain their budgeted activities.</p> <p>Step 7. The final departmental budget is resolved in the Budget Hearing.</p> <p>Step 8. The Vice President for Financial Affairs consolidates the departmental budgets and formulates the master budget.</p> <p>Step 9. The master budget is presented to the Board of Trustees by the Vice President for Financial Affairs.</p> <p>Step 10. In cases there are revisions, the necessary adjustments prescribed by the Board of Trustees are followed.</p> <p>Step 11. The approved master budget is followed and each department is given final and approved copies of their departmental budget.</p>
Procedure Approval Authority:	Comptroller
References:	
Definition:	
Help Page:	Office of the Comptroller
Prepared by:	Planning, Funding and Development Office
Approved by:	
Date of Approval:	Asst. Prof. Ariel de las Alas

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