

LAKE WASHINGTON TECHNICAL COLLEGE  
BUDGET MANAGEMENT  
GUIDELINES & PROCEDURES  
General Operating Budget

**Purpose:** In order to maintain adequate control and management of financial resources, it is necessary to have established guidelines and procedures for the management of the budget. This is intended to assist budget managers in their understanding of available funds and management of their day to day departmental operations.

**Guidelines & Procedures:**

- Budgets will be managed by division/departmental managers as assigned with full responsibility for decision-making processes for utilization and generation of funds. For this procedure, a division is defined as the major program area (Instruction, Student Services, Administrative Services, etc.); departments are defined as the functional units within a division.
- Budget managers will be accountable to established expenditure limits and revenues generated.
- Temporary budget savings resulting from a temporary vacancy in a budgeted position within a division/department will be available for use within the fiscal year the savings were incurred.
- Permanent budget savings resulting from replacement in a permanent budgeted position of any employee group (administrative, faculty, classified) will be set aside to fund future salary increases or adjustments (faculty increments, classified increments and reclassifications, unfunded general salary increases).
- Budget savings resulting from division/department reorganization will remain with the division/department for utilization as appropriate.
- Budget for new permanent positions may only be budgeted upon approval of the Executive Cabinet and President. The Executive Cabinet Position Request Form is to be submitted for approval.
- In order to encourage departments to expend funds in a fiscally prudent manner, college-wide budget savings shall be distributed to division/departments. Budget savings shall be determined at the end of each fiscal year and the distribution amount shall be approved by the President subject to the financial status of the College and budget outlook. Carryover budget savings will be set-aside in a special account for the division/department and any unspent savings will carry forward to the next fiscal year, subject to approval.
- Budgeted funds may be transferred within a division/department as approved by the appropriate budget manager and/or vice president.
- Budgeted funds may be transferred between different divisions as approved by the appropriate vice presidents.
- In the event of a financial emergency or mandated reductions in state funding, these guidelines may be suspended or revised as may be necessary in order to maintain the financial stability of the College.

Executive Cabinet	10/7/08
Finance & Budget Committee	10/8/08
College Council	11/20/08