



SUBJECT: Budget-to-Actual Reports	Effective Date: July 1, 2011	Policy Number: 04-1-004
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Fiscal	

I. Purpose and statement of operational policy underlying the procedure.

This policy is designed to provide a clear, consistent policy for budget-to-actual reporting for the College. This reporting is done on a periodic basis as needed at the request of the Vice President/CFO.

II. Applicability/Scope

This applies to all budget-to-actual reporting of the College.

III. Process for implementing Procedure

Responsibility	Action	Timeline
Vice President/CFO	Requests updated Budget-to-Actual Reports	Monthly
Manager of Financial Reporting and Internal Controls	Generates general ledger activity through Great Plains and prepares trial balance	Monthly
Manager of Financial Reporting and Internal Controls	Completes Budget-to-Actual Reports	Monthly
Controller	Reviews Reports and forwards to Vice President/CFO	Monthly
Vice President/CFO Controller	Calculates projections, including cash flow, for fiscal year.	Quarterly

IV. Related policies/References for more information

Authorizing Official: <u>Jim Suggs</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	