Budget Office

Quarter 1 and 2 Accomplishments
July 1, 2021 – December 31, 2021

1. Hired Budget Analyst for Higher Education Emergency Relief Funds (HEERF).
2. Hired Budget Technician to assist with Budget Office tasks.
4. Completed necessary Expenditure transfers for DO GU020 expenses to BC HEERF Funds.
5. Completed Cycle 5 HEERF Reporting.
8. Reviewed and confirmed iContracts System User List.
10. Adopted Budget approved on September 9, 2021.
14. Assisted District Grant Accounting with BC grant reporting.
15. Received FY23 Program Review for GU001 Non-Labor Budget Development from budget managers.
16. Updated Budget Office Website with accessible resources: guides and video trainings.
Quarter 3 Accomplishments  
January 1, 2022 – March 31, 2022

1. New Budget Analyst for HEERF program completed training and is now handling essential daily duties as of January 24, 2022.
2. Sent out FY23 Program Review for GU001 Non-Labor Budget Development to the executive team.
4. New Budget Analyst establishing connections with departments that have HEERF related expenses and reconfirming projects.
5. HEERF required PAR FORMS/CERTS have begun to be submitted on a monthly basis to grant accounting.

Quarter 4 Accomplishments  
April 1, 2022 – June 30, 2022

1. HEERF Budget Analyst Completed first quarterly HEERF Reporting for Q7, annual report, and trued up the G5 drawdown request.
2. Strengthened Departmental Relationships/Communication to properly complete HEERF Payroll Required Documentation.
3. Established Financial Aid standing monthly reconciliation meetings for HEERF.
5. Routine BC Budget office Updates Integrated to standing support staff meetings.
6. Full Budget Office team participation in the KCCD Management Symposium.
7. Tentative Budget was completed, uploaded, and Board Approved.
8. FY 22-23 Budget Office Plan Established & to be rolled out the campus effective 7/1/22.
9. FY22-23 Budget office forms internal review process established.
10. Banner Web Form created & in the works to be published for use.