



Policy Number	45
Approval Date	March 2023
Implantation Date	September 2022
Approved By	Dr. Lynda Smith
Upcoming Review	September 2027

## **Budget Policy**

### **Purpose**

The purpose of this policy is to establish guidelines and procedures for creating, approving, and monitoring budgets for ACATCM.

### **Scope**

This policy is applicable to all areas of ACATCM.

### **Policy Statement**

The Executive Director, President, and the Director of Finance and Human Resources and Finance have final approval of the annual budget of ACATCM. ACATCM's budget plan is implemented, through the commitment of resources, to accomplish the mission of the College.

### **Transparency and Accountability**

1. The budget process will be committed to transparency and openness. It will be a consultative process, including consultation with students, faculty, and if applicable, the Board of Directors;
2. All members will have meaningful opportunities to make their budgetary needs known early in the budget process and shall be given opportunities for input during the budget development process;
3. Actual operating revenue and expenditure amounts will be used to prepare the budget insofar as they are known. Where it is necessary to estimate, the practice will be to underestimate revenues and overestimate expenditures;
4. The operating budget shall comprise, insofar as possible, all of the operating revenues and expenses of the College;
5. The budget process shall promote long-term institutional sustainability, curricular and program innovation, and the teaching and research reputation of the College.

**Budget Creation:**

1. The Executive Director, in consultation with the President and Vice-Presidents, shall establish the annual budget for ACATCM;
2. The budget shall include projected revenues and expenditures for the upcoming fiscal year, and shall be reviewed and updated on an annual basis;
3. The budget shall be presented to the Board of Governors for review and approval;
4. The approved budget shall serve as the guide for financial operations during the fiscal year.

**Budget Monitoring:**

1. The Finance Department shall be responsible for monitoring the actual revenues and expenditures against the approved budget;
2. Any significant variances shall be reported to the Executive Director and the Board of Governors;
3. The Executive Director, in consultation with the President, shall develop and implement corrective actions to address any significant variances.

**Budget Adjustments:**

1. The Executive Director, in consultation with the President, may request adjustments to the approved budget in the event of unforeseen circumstances or changes in revenue or expense projections;
2. Any proposed adjustments to the budget must be reviewed and approved by the Board of Governors before they can be implemented.

**Budget Responsibility:**

1. All departments and programs within ACATCM shall be responsible for managing their budgets within the parameters established in the approved budget;
2. Any overspending or underspending shall be reported to the Finance Department and if appropriate, the Executive Director;
3. The President shall ensure that all budget managers receive appropriate training and support to enable them to effectively manage their budgets.

**Budget Review:**

1. The budget shall be reviewed annually to ensure that it aligns with the strategic goals and objectives of ACATCM;
2. The Executive Director, in consultation with the President, shall propose any necessary changes to the budget to ensure alignment with the strategic plan;

3. The proposed changes shall be reviewed and approved by the Board of Governors before they can be implemented.

**Confidentiality:**

1. Budget information is confidential and shall be shared only with those individuals who have a need to know for the purpose of managing or monitoring the budget.
2. All employees and volunteers who have access to budget information shall be required to sign a confidentiality agreement.

**Compliance:**

1. All budget activities shall be conducted in compliance with applicable laws, regulations, and ACATCM policies and procedures.
2. Any violations of this policy shall be reported to the President and the Board of Governors for appropriate action.

**General**

1. Respective members have the primary role of gathering information from respective offices and provide support to the Director of Finance and Human Resources in the preparation of the budget for review and approval;
2. Final budget template sent to Executive Director and Board of Directors. The final formalized budget is sent no later than 6 months prior to the start of the following fiscal year;
3. Respective members review budget requirements and makes revisions as guided by Director of Finance and Human Resources and Executive Director;
4. Respective committee members present final revised budget submissions to the Director of Finance and Human Resources and Finance departmental heads for input;
5. Respective committee members present final revisions to Director of Finance and Human Resources and Finance;
6. Submission to the Board of Directors for approval;
7. Budget letters are distributed to respective departments for implementation.