

Napa Valley College – 2024-2025 Budget Development Instructions for Requesting Operational Continuance Funding

Introduction

These instructions are intended to accompany the Operational Continuance worksheet available on the Planning & Budget Development [website](#). For information regarding the submission of Requests for Strategic Initiatives are also directed to the [website](#).

Requesting Operational Continuance Funding (Fund 11)

The District recognizes that the cost of operating programs and services increases over time. In order to request additional funding to address specific areas of your program *in order to maintain the current level of services*, a request for Operational Continuance Funding can be made utilizing the [Operational Continuance Worksheet](#). Requests for Operational Continuance requests typically include the following:

- Increased costs for contracts and software subscriptions
- Increases in supplies and materials costs
- Increases to membership costs specific to your operating unit
- Requests for additional staffing (this request will be considered through a separate process than other Operational Continuance requests)
- Improvements to Facilities (this request will be considered through a separate process than other Operational Continuance requests)
- Technology Requests (this request will be considered through a separate process than other Operational Continuance requests)
- Increases to Fund 11 costs as a result of the District assuming responsibility for costs conditioned by the acceptance of grant or categorical funding

Requests for Operational Continuance will require support (i.e., vendor quotes) for new requests. For existing budget items that require additional funding, an analysis of the three-year average cost increase for that item should be used to provide the basis for the request.

Requesting Operational Continuance funding for Fund 12 (Categorical and Grant funds)

Requests for Operational Continuance funding for programs supported by categorical and grant funding will utilize the same worksheet provided. These requests will be made available to the campus manager responsible for these programs.

Getting Started

A review of the current and historic expenditures for your operating unit is the initial step when considering a request for Operational Continuance funding. This information can be found in the Self-Service module of the Colleague software system. When reviewing this information, an assessment should be made regarding the budget spending in the current and most recent years. If the operating unit has a pattern of underspending its budget, a request may not be needed. If this is the case, a realignment of budget to the appropriate object codes may suffice.

Completing the Worksheet

Budget Center No. (cell A2) – Indicate the last four numbers in the budget string for Program/Location. This can be found in the Self-Service budget module in Colleague.

Submitter Name (cell A3) – Indicate the budget manager for this operating unit.

Unit-Level Need (Column A) – Provide a brief description of the request. Use a separate line for each request.

Rationale (Column B) – Provide a brief description of why additional funding is needed.

Existing or New Budget Line Item (Column C) – If this is an existing expense in this budget or is a new expense type that requires a new object code.

On-Going/One Time (Column D) – If this is a one-time expense, unique to the 2024-2025 budget year indicate in the drop-down menu as one-time. If this is an on-going expense that requires an increase to address a real or anticipated increase in cost indicate in the drop-down menu as on-going.

Estimated Cost (Column E) – Indicate the cost that will be incurred during the 2024-2025 budget period. If there is an initial cost and subsequent ongoing costs, provide both costs in this cell (see sample).

Budget Code String (Column F) – Indicate the budget code string in your existing budget where the requested funding be allocated. If no budget string exists in the current budget, leave this cell blank (see worksheet tab for “Budget Code String and Definitions” for code string information).

Categorical/Grant Funding (Column G) – Additional funding for specific initiatives may be available from current categorical or grant funds. A review of these funding opportunities should be considered by the budget manager and, when available, included in this column.

Unit Level Prioritization (Column H) – Provide an assessment of the priority given to this request. Options include:

ESSENTIAL to support CRITICAL operations
NEEDED but NOT critical
Can WAIT if necessary

Approved Prioritization (Column I) – Prioritization to be approved by the Dean/Director responsible for the operating unit. Any changes to the recommended priority by the Dean/Director are reflected in this column.

Recommended Funding Source (Column J) – Recommend a funding source for this request after consideration of all sources (Fund 11 and Fund 12).

Business Services (Column K) – The Business Services Office will review requests to determine if they qualify for additional funding. A review of the request will consider the following:

- Is the request justified considering recent spending patterns?
- Is the request duplicative of other requests on campus and can be combined?

Budget Committee (Column L) – Requests will be provided to the Budget Committee for consideration within the context of available funding. The Committee will recommend how much funding can be devoted to Operational Continuation.

President/Board of Trustees (Column M) – Operational Continuation funding will be included in the Tentative and Final budgets to the President based upon recommendations from the Budget Committee.

WORKSHEET SUBMISSIONS

Email completed and approved worksheets to Jim Reeves (james.reeves@napavalley.edu) & Solange Kada (skada@napavalley.edu) and indicate in the Subject Line of the email “2024-2025 Operational Continuation.**”**