

Paper-Based to Paperless: Modernizing Your Budget Process



ACBO 2018 Fall Conference

Presenters:
Jose F. Torres, SBCCD
Chris Olsen, Questica



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT



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“Change will not come if we wait for some other person, or if we wait for some other time. We are the ones we've been waiting for. We are the change that we seek.”

— Barack Obama



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*Old Image
of SBCCD*



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*Old Image
of SBCCD*

*Old
Operational
Issues*

Old Cultural Issues

- Good people leave
- Political pressures
- Too many interim managers
- One-year contracts for managers
- No institutional knowledge of culture
- Not Fiscally Accountable or Independent
- Accreditation Warning



Old Operational Issues

2014 Consultant Report

- No Position Control
- No institutional knowledge of budget process
- Timely data not available
- Poor fiscal organizational structure
- No clear delineation of accountability

Other Operational Issues

Data Driven Analysis

Position Control: Position control means that each funded position within the district is tightly controlled by the assignment of a unique position number. That number is assigned to existing positions and to new positions when they are approved through the budget process. The number remains with the position and is used by payroll, the budgeting office and HR to track every position. We found that the current system being utilized by the district, a San Bernardino County Office of Education product called Financial 2000, does not contain a strong position control element. This is a serious problem on many levels, but the impact on this project meant that we could not obtain reliable position distribution for the entities to assist us in our expense analysis. This problem is complex to remedy but we urge SBCCD to give it proper attention so that portion of the budget is under tight control.

Timely Expenditure Data: At highly effective colleges, expenditure data is widely distributed and readily available online by users. We found that expenditure data, particularly related to salary accounts was cumbersome and not timely. This is a complex problem as well, as SBCCD relies on the County Office of Education for processing payroll information. It is our understanding that some district personnel are able to access information. College personnel should have the ability to view information to better manage their operations. It is difficult to hold managers accountable if they are not provided the necessary tools to do the job. We encourage SBCCD to make this a priority so there is timely information on salary and other expenditures available to college staff to track budget performance during the year. The district will have to determine if the Financial 2000 system can accommodate this or if some other remedy is required such as third party systems.

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Old Budget Process

“We are products of our past, but we don't have to be prisoners of it.”

— Rick Warren

*Old
Process
Issues*

*Old Paper
Process*

Old Process Issues

- Budget timeline was not appropriate
- Very lengthy process
- Not transparent
- Not flexible
- No way to track Program Review
- Inconsistencies in budget workflow by location
- Triple data entry process
- No budget audit trail
- Paper budget transfers and adjustments

Old (Antiquated) Paper Process

72 San Bernardino Community Col Example BY PROGRAM-UNRESTRICTED		DEVELOPMENT BUDGET REPORT			#J512	BD0510	03/14/11	PAGE	1
FU:	01 GENERAL FUND	PG: 9999 Benefits Example							
ACCOUNT CLASSIFICATION Fu Ls Si Prog SubP Object Type		FY 10-11 BUDGET ADJ FTE		--AC DETAIL--- AMOUNT FTE EXPENSE		FY 11-12 PRELIMINARY BUDGET ADJ FTE		--AC DETAIL--- AMOUNT FTE	
1301.00	SUBSTITUTES DAY/HOURLY 01-00-09-9999-0000-1301.00-9999		0	0.00		336.58	0	0.00	400 ⁰⁰
* TOTAL: 1301.00 *			0	0.00		336.58	0	0.00	
2380.00	PART-TIME/OVERTIME/STUDENT 01-00-09-9999-0000-2380.00-9999		2,200	0.00		2,136.00	0	0.00	2,200 ⁰⁰
* TOTAL: 2380.00 *			2,200	0.00		2,136.00	0	0.00	
2381.00	NONSTUDENT HOURLY 01-00-09-9999-0000-2381.00-9999		3,861	0.00		36.00	0	0.00	2,400 ⁰⁰
* TOTAL: 2381.00 *			3,861	0.00		36.00	0	0.00	

Old (Antiquated) Paper Process

Travel Stud HR
Non-Science DIVISION 8
12-13 Budget
San Bern 4812

ACCOUNT CLASSIFICATION Po Ls Sl Prog SubP Objct Type	DEVELOPMENT BUDGET REPORT			#J1468 DD0510 PG: 4430 SCIENCE DIVISION	02/28/12 PAGE 204
	FY 11-12 BUDGET ADJ FTE	--AC DETAIL-- AMOUNT FTE EXPENSE			
1201.00 CENT. HANDBK 01-00-01-4630-0000-1201.00-6010	123,108	1.00	71,813.00	<u>100</u> 1.00	123,108 1.00
					123,108 1.00
* TOTAL: 1201.00 *	123,108	1.00	71,813.00	<u>100</u> 1.00	123,108 1.00
*** TOTAL: 1000 ***	123,108	1.00	71,813.00	<u>100</u> 1.00	123,108 1.00
2101.00 CLAS. UNIT HENRICH INSTRUCTR 01-00-01-4610-0030-2101.00-6010	103,090	2.00	60,740.00	<u>100</u> 2.00	54,764 1.00 44,726 1.00 103,090 2.00
					54,764 1.00 44,726 1.00 103,090 2.00
* TOTAL: 2101.00 *	103,090	2.00	60,740.00	<u>100</u> 2.00	54,764 1.00 44,726 1.00 103,090 2.00
*** TOTAL: 2000 ***	103,090	2.00	60,740.00	<u>3852-</u> 2.00	54,764 1.00 44,726 1.00 103,090 2.00
2381 Non-Stud HR 01-00-15-4630-000-2381.00-6010	(5)	(5)	3852-	3852-	148

Benefits

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The Change

“The only way that we can live, is if we grow.
The only way that we can grow is if we change.
The only way that we can change is if we learn.
The only way we can learn is if we are exposed.
And the only way that we can become exposed is
if we throw ourselves out into the open. Do it.
Throw yourself.”

— C. JoyBell C.

*Support and
Homework*

*Selecting
the Right
Partner*

Get Support / Do your Homework

- Express the sense of urgency
- Get supervisor support (real support)
- Do educational demos and ask a lot of questions before the RFP
- Make sure you have the budget to implement
- Make sure you have at least one more supporter of the plan
- Do not limit yourself to known solutions

The Right Partner

- Understands and meets your needs
- Understands your challenges with implementation
- Works with you on available resources for the project
- Is one you should be willing to refer to others
- Creates a true partnership

“You never change your life until you step out of your comfort zone; change begins at the end of your comfort zone.”

— Roy T. Bennett

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The Implementation

“Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has.”

— Margaret Mead



What We Learned

Training

What We Learned

- 3-month implementation
 - Budget timeline
 - Limited resources
- Change management
 - Champions only
 - Do not over train
 - Train at their location
- Implement only what's needed
 - Resist over delivering
- Do not make the new system something it's not

“Start with the end in mind”
- Stephen Covey

Training -- Keep it Simple

- How to Access System
- New GL structure
- Budget Entry in 4 Steps
 - Select Program
 - Input Screen
 - Review Program Budget
 - Promote Budget for Approval

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Current Process

“Incredible change happens in your life
when you decide to take control of what
you do have power over instead of
craving control over what you don't.”

— Steve Maraboli

*Reminder
of Issues*

*Current
Process*

Reminder of Old Issues

Old Process Issues

- Budget timeline was not appropriate
- Very lengthy process
- Not transparent
- Not flexible
- No way to track Program Review
- Inconsistencies in budget workflow by location
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Old Operational Issues

- Budget timeline was not appropriate
- No Position Control
- No institutional knowledge of budget process
- Timely data not available
- Poor fiscal organizational structure
- No clear delineation of accountability

Current Process at SBCCD

"You never change things by fighting the existing reality. To change something, build a new model that makes the existing model obsolete."

— Buckminster Fuller

*Position
Control*

*Workflow
&
Accountability*

Transparency

Flexibility

*Budget
Transfers*

*Multi-Year
Projections*

Position Control

District Wide Position Control			San Bernardino Valley College			Crafton Hills College		
921 861 757			482 463 409			239 223 203		
All Positions	Active Positions	Filled Positions	All Valley Positions	Active Positions - Valley	Filled Positions - Valley	All Crafton Positions	Active Positions - Crafton	Filled Positions - Crafton
98	43	17	51	18	1	17	13	3
Vacant Positions	Admin Holds	Abolished Positions	Vacant Positions - Valley	Admin Holds - Valley	Abolished Positions - Valley	Vacant Positions - Crafton	Admin Holds - Crafton	Abolished Positions - Crafton
118 282 436			36 199 227			22 83 117		
Management Positions	CTA Positions	CSEA Positions	Management Positions	CTA Positions	CSEA Positions	Management Positions	CTA Positions	CSEA Positions
16	9	7	1	3	0	1	3	0
Confidential Positions	Non Bargaining Positions	Unallocated Positions	Confidential Positions	Adjunct Positions - Valley	Collective Brgn/Dist Assembly	Confidential Positions	Adjunct Positions - Crafton	Collective Brgn/Dist Assembly
District Office			KVCR			Economic Development & Corporate Training		
135 118 105			35 31 22			30 26 18		
All District Office Positions	Active Positions - District Office	Filled Positions - District Office	All KVCR Positions	Active Positions - KVCR	Filled Positions - KVCR	All EDCT Positions	Active Positions - EDCT	Filled Positions - EDCT
13	8	9	9	4	0	8	0	4
Vacant Positions - District Office	Admin Holds - District Office	Abolished Positions - District Office	Vacant Positions - KVCR	Admin Holds - KVCR	Abolished Positions - KVCR	Vacant Positions - EDCT	Admin Holds - EDCT	Abolished Positions - EDCT
27	0	68	11	0	20	22	0	4
Management Positions	CTA Positions	CSEA Positions	Management Positions	CTA Positions	CSEA Positions	Management Positions	CTA Positions	CSEA Positions
14	9	0	0	0		0	0	
Confidential Positions	Non Bargaining Positions	Collective Brgn/Dist Assembly	Confidential Positions	Non Bargaining Positions		Confidential Positions	Non Bargaining Positions	

Workflow & Accountability

Workflow & Accountability

The screenshot shows a software application interface. On the left is a dark sidebar menu with white icons and text:

- Welcome back, Jose Torres
- Browse
- Dashboards
- Bookmarks
- Analytics
- OpenBook
- Operating
- Salaries
- Administration
- Help

The main content area is titled "Department Stages". It displays a message: "The Promotion Balance System setting is set to "None", so the Promotion Balance will not be used in this process." Below this are two buttons: "Search" and "Advanced". A table header "Process Description" is shown, with a placeholder "Click here to add a new record...". The table lists several stages:

Process Description
Budget Entry
Dean/Department Review
VP Review / Non-College Department Review
VP Admin Services Review / Non-College Final Department Review
Fiscal Review
Tentative
Final
Adjusted Budget

Workflow & Accountability

The screenshot shows a software interface with a sidebar menu and two main windows.

Sidebar Menu:

- Welcome back, Jose Torres
- Browse
- Dashboards
- Bookmarks
- Analytics
- OpenBook
- Operating
- Salaries
- Administration
- Help

Department Stages Window:

The window title is "Department Stages". It displays a list of process descriptions:

- Budget Entry
- Dean/Department Review
- VP Review / Non-College Department Review
- VP Admin Services Review / Non-College Final Department Review
- Fiscal Review
- Tentative
- Final
- Adjusted Budget

Department Demote Dialog Box:

The dialog box title is "Department Demote". It asks "Change the Department from one Stage to another." It shows the "Current Stage" as "Adjusted Budget" and the "Demote to:" dropdown currently set to "Final". A dropdown menu lists several options:

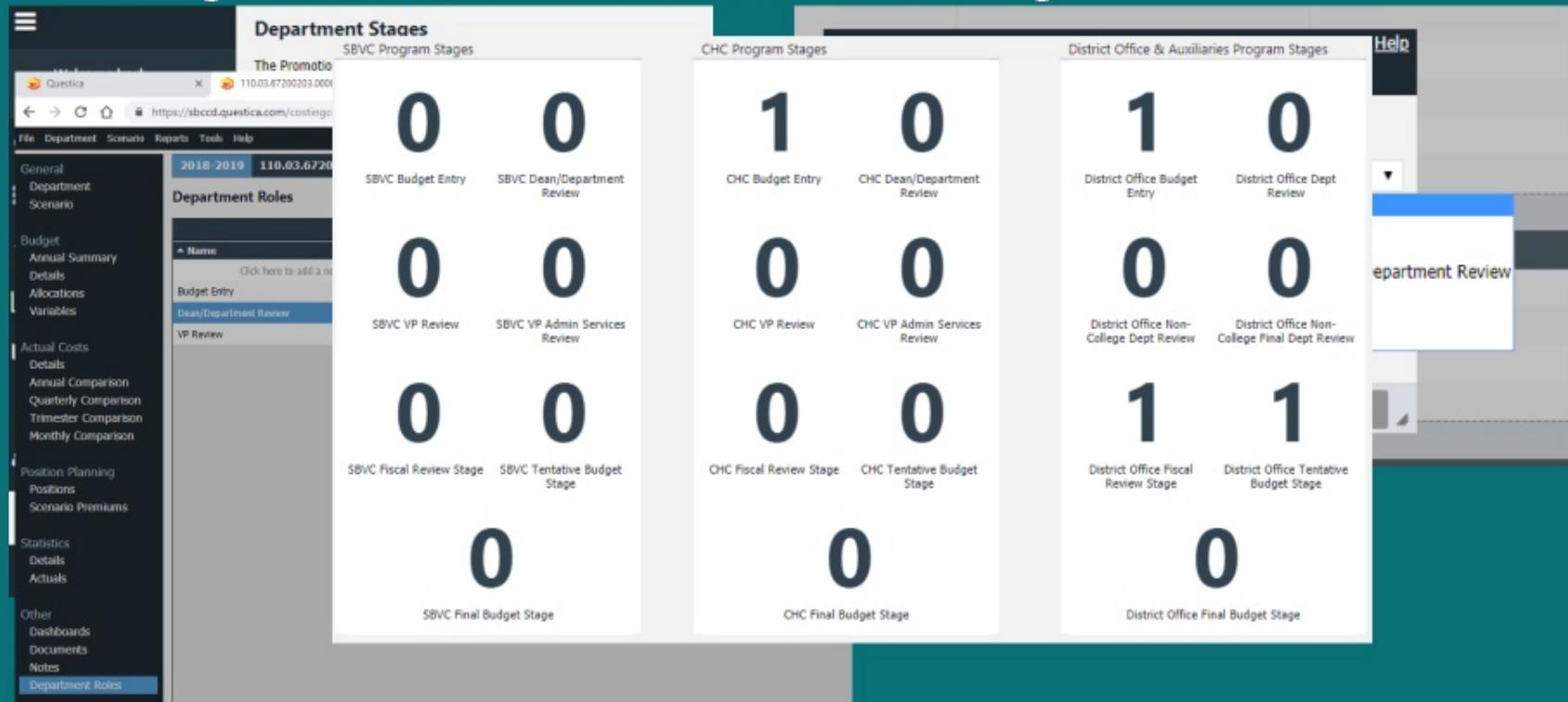
- Final
- Final (selected)
- Tentative
- Fiscal Review
- VP Admin Services Review / Non-College Final Department Review
- VP Review / Non-College Department Review
- Dean/Department Review
- Budget Entry

Buttons at the bottom of the dialog box are "OK" and "Cancel".

Workflow & Accountability

The screenshot shows a web-based application for managing department roles. On the left, a sidebar lists various menu items such as General, Department, Scenario, Budget, Actual Costs, Position Planning, Statistics, and Other. The 'Department Roles' item is currently selected. The main content area displays a table titled 'Department Roles' with columns for Name, User Memberships, and Department Role. A modal dialog box is open over the table, titled 'Department Demote'. The dialog has fields for 'Current Stage:' (set to 'Adjusted Budget'), 'Demote to:' (with a dropdown menu showing options like 'Final', 'Tentative', 'Fiscal Review', 'VP Admin Services Review / Non-College Final Department Review', 'VP Review / Non-College Department Review', 'Dean/Department Review', and 'Budget Entry'), and 'Comments:'. The 'Final' option is highlighted in blue. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Workflow & Accountability



Transparency

Budget Forecast

Budget Year 2018-2019

Program

Revenue

- 110.03.619001003 0000.0000 - St
 - 110.03.67200403 0000.0000 - Ac

Expenditures

 - 110.03.60900103.0000.0000 - Re
 - 110.03.61500203.0000.0000 - Di
 - 110.03.61901003.0000.0000 - St
 - 110.03.65100103.0000.0000 - Ma
 - 110.03.65701303.0000.0000 - Util
 - 110.03.66000703.0000.0000 - Dir
 - 110.03.66000803.0000.0000 - Ins
 - 110.03.66000903.0000.0000 - Bc
 - 110.03.67100103.0000.0000 - Me
 - 110.03.67200203.0000.0000 - Cc
 - 110.03.67200303.0000.0000 - Int
 - 110.03.67200403.0000.0000 - Ac
 - 110.03.67300103.0000.0000 - Hu
 - 110.03.67500303.0000.0000 - Err
 - 110.03.67500403.0000.0000 - En
 - 110.03.67700403.0000.0000 - Ge
 - 110.03.67700903.0000.0000 - Di
 - 110.03.67701003.0000.0000 - Pu
 - 110.03.67701103.0000.0000 - Ins
 - 110.03.67701203.0000.0000 - Pc
 - 110.03.67701303.0000.0000 - Pri
 - 110.03.67701403.0000.0000 - Se
 - 110.03.67800103.0000.0000 - TE
 - 110.03.67900303.0000.0000 - Err
 - 110.03.70100103.0000.0000 - Pr
 - 110.03.71000403.0000.0000 - Fa
 - 110.03.73000403.0000.0000 - Inv

Total

Budget Forecast by Department				
Budget Year 2018-2019				
Program	2018 Budget	2019 Budget	Change	% Change
Revenue				
■ 110.03.61901003.0000.0000 - State Mandate Claims Funding	448,451.00	0.00	(448,451.00)	-100.00%
■ 110.03.67200403.0000.0000 - Accounting	25,000.00	0.00	(25,000.00)	-100.00%
	473,451.00	0.00	(473,451.00)	-100.00%
Expenditures				
■ 110.03.60900103.0000.0000 - Reassigned Time-DIST	435,136.37	475,529.69	40,393.32	9.28%
■ 110.03.61500203.0000.0000 - Distance Education - Acad Info Systems & Tech	613,058.95	591,804.97	(21,253.98)	-3.47%
■ 110.03.61901003.0000.0000 - State Mandate Claims Funding	0.00	0.00	0.00	0.00%
■ 110.03.65100103.0000.0000 - Maintenance	310,215.35	360,131.17	49,915.82	16.09%
■ 110.03.65701303.0000.0000 - Utilities-Central Services	309,143.33	356,170.18	47,026.85	15.21%
■ 110.03.66000703.0000.0000 - District Chancellor	728,083.50	781,294.43	53,210.92	4.56%
■ 110.03.66000803.0000.0000 - Institutional Effectiveness	288,278.89	439,351.39	153,072.50	53.47%
■ 110.03.66000903.0000.0000 - Board Of Trustees	300,146.92	443,058.40	142,911.48	47.61%
■ 110.03.67100103.0000.0000 - Marketing & Public Affairs	358,468.58	479,870.36	121,201.78	33.81%
■ 110.03.67200203.0000.0000 - Controller	738,370.97	685,978.03	(52,392.93)	-7.10%
■ 110.03.67200303.0000.0000 - Internal Audit	311,333.96	323,387.47	12,053.51	3.87%
■ 110.03.67200403.0000.0000 - Accounting	1,814,286.76	2,009,647.64	195,360.88	10.77%
■ 110.03.67300103.0000.0000 - Human Resources	2,454,887.50	2,785,646.09	330,758.59	13.47%
■ 110.03.67500303.0000.0000 - Employee Benefits - Tuition Reimbursement	122,000.00	25,000.00	(97,000.00)	-79.51%
■ 110.03.67500403.0000.0000 - EMG Planning/Preparedness	141,687.88	137,475.30	(4,212.58)	-2.97%
■ 110.03.67200203.0000.0000 - General Supplies & Services	41,975.00	38,575.00	(3,400.00)	-8.10%
■ 110.03.67700903.0000.0000 - District Health & Safety	302,518.95	126,600.00	(175,918.95)	-58.15%
■ 110.03.67701003.0000.0000 - Purchasing And Warehousing	583,897.93	651,574.49	67,676.56	11.56%
■ 110.03.67701103.0000.0000 - Insurance	70,000.00	70,000.00	0.00	0.00%
■ 110.03.67701203.0000.0000 - Police	1,595,193.52	1,785,441.64	190,248.12	11.93%
■ 110.03.67701303.0000.0000 - Printing	813,533.88	937,199.79	123,665.94	15.20%
■ 110.03.67701403.0000.0000 - Security	646,293.01	685,793.10	49,500.09	3.02%
■ 110.03.67800103.0000.0000 - TESS	3,652,037.21	3,521,568.22	(130,468.99)	-3.57%
■ 110.03.67900303.0000.0000 - Employee Benefits - SUI/Excess STRS Sick Leave	41,000.00	110,000.00	69,000.00	168.29%
■ 110.03.70100103.0000.0000 - Professional Development Centr - Contract Education	0.00	374,163.32	374,163.32	100.00%
■ 110.03.71000403.0000.0000 - Facilities Planning/Adm Svcs.	128,579.16	217,883.04	89,303.88	69.45%
■ 110.03.73000403.0000.0000 - Insurance - Property and Liability	550,000.00	550,000.00	0.00	0.00%
	17,348,127.59	18,922,943.72	1,574,816.13	9.08%
Total	16,874,676.59	18,922,943.72	2,048,267.13	6.18%

Oct 19, 2018 03:34 PM

Revenues and Expenditures by Department

Page 1

Flexibility

Budget Details

Description	
Click here to add a new record...	
... 47900 - Food Supplies	
Object Category: 50001 - Other Operating Expenses And Services	
511200 - Consultant & Other Services	Xerox
511200 - Consultant & Other Services	Expenses
511200 - Consultant & Other Services	E-Oscar
511200 - Consultant & Other Services	Co-Scholar-Best Net Fees
511200 - Consultant & Other Services	
511200 - Consultant & Other Services	Breks
511400 - Official/Other Services - Sport	
528900 - Travel & Conference Expenses	Tessie Travel
528900 - Travel & Conference Expenses	Larry Travel
528900 - Travel & Conference Expenses	Colleen Travel
528900 - Expense Allowance	Kate Travel
528900 - Cell Phone Allowance - Classified	Expense Allowance budgeted under Program 9006
528900 - Cell Phone Allowance - Classified	Cell phone reimbursement Larry Strong
529100 - Personal Mileage	Per Colleen

Budget Details

Description	Program Rating?	Program Review Required	General Account	One Time	Active
Click here to add a new record...					
Object Type Expenses					
Object Category: 20001 - Classified Salaries					
20000 - Classified Managers Non-Exempt					
20000 - Classified Confidential/Exempt					
20000 - Open End Member Non-Exempt					
Object Category: 20011 - Employee Benefits					
32000 - PERS Class LA Non-Exempt Other					

File Department Scenario Reports Tools Help

2016-2017 01-00-03-9303-0000-6720 - Accounting - Main

Budget Details

	Description
Click here to add a new record...	
... 470000 - Food Supplies	
Object Category: 5000's - Other Operating Expenses And Services	
511300 - Consultant & Other Services	Xerox
511300 - Consultant & Other Services	Experian
511300 - Consultant & Other Services	E-Oscar
511300 - Consultant & Other Services	Co Schools-Best Net Fees
511300 - Consultant & Other Services	
511300 - Consultant & Other Services	
511300 - Consultant & Other Services	Brinks
511400 - Official/Other Services - Sport	
520600 - Travel & Conference Expenses	Tenille Travel
520600 - Travel & Conference Expenses	Larry Travel
520600 - Travel & Conference Expenses	Colleen Travel
520600 - Travel & Conference Expenses	Kate Travel
520600 - Expense Allowance	Expense Allowance budgeted under Program 9006
520800 - Cell Phone Allowance - Classified	
520800 - Cell Phone Allowance - Classified	Cell phone reimbursement Larry Strong
521000 - PERSONAL Mileage	Per Colleen

File Department Scenario Reports Tools Help

2018-2019 110-03-6/200263-0000-0000 - Controller - Main

Budget Details

	Description	Program Review?	Program Review Amount	Growth Amount	One Time	2019
Click here to add a new record...						
Object Type: Expenses						
Object Category: 2000's - Classified Salaries						
210800 - Classified Managers-Non-Inst						
218800 - Classified Confidential Employee						
218100 - Class Unit Member Noninstuct						
Object Category: 3000's - Employee Benefits						
322800 - PERS Class/IA-Non-Inst-Other						

Budget Transfers

The screenshot displays a budget management application with a dark-themed sidebar and a light-themed main content area.

Left Sidebar:

- Welcome back, Jose Torres
- Browse
- Dashboards
- Bookmarks
- Analytics** (highlighted)
- OpenBook
- Operating
- Salaries
- Administration

Top Navigation:

- File
- Change Request
- Scenario
- Reports
- Tools
- Help

Main Content - Change Requests:

Budget Year: 2017-2018

	Budget Year	Type	Number	Justification
1	2017-2018	Budget Transfers	AUTO - 4184	Programmatic needs
2	2017-2018	Budget Transfers	AUTO - 4172	Word- transfer funds from 4000 to 5830 to cover service agreement proposal for Carefusion
3	2017-2018	Budget Transfers	AUTO - 4173	BT to cover color copier printing expenses
4	2017-2018	Budget Adjust...	AUTO - 4178	Augmentation adjustment made to reflect decrease in TANF budget for fiscal year 2017/2018.
5	2017-2018	Budget Adjust...	AUTO - 4177	Augmentation adjustment made to reflect increase in CalWORKs budget for fiscal year 2017/2018.
6	2017-2018	Budget Transfers	AUTO - 4178	Field OER Faculty conferences
7	2017-2018	Budget Transfers	AUTO - 4184	Transfer funds for furniture purchase in-Cal Works
8	2017-2018	Budget Transfers	AUTO - 4186	New student ID printer costs
9	2017-2018	Budget Transfers	AUTO - 4188	Audit Exception PR#802988 - Reimburse Joe Notarangolo for fiscal year 2017 travel.
10	2017-2018	Budget Transfers	AUTO - 4187	Transfer funds from non-instructional supplies to Promotional Products, Giveaways, Awards
11	2017-2018	Budget Transfer	AUTO - 4188	Budget Transfer
12	2017-2018	Budget Transfers	AUTO - 4190	Move money to purchase laser printer for Art department.
13	2017-2018	Budget Transfers	AUTO - 4193	Move Funds to Audit services

Main Content - Operating Budget:

2017-2018 AUTO - 5140 - Main (Published)

Operating Budget

	Department	Object	Description	2018
1	110.01.67700401.0000.0000 - General Supplies & Services	455100 - Printing	BT	(300.00)
2	110.01.67700401.0000.0000 - General Supplies & Services	553100 - Water Treatment	BT	(890.00)
3	110.01.67700401.0000.0000 - General Supplies & Services	556000 - Pest Control	BT	(4,360.00)
4	110.01.67700401.0000.0000 - General Supplies & Services	558000 - Fire Extinguisher Service	BT	(2,614.00)
5	110.01.67700401.0000.0000 - General Supplies & Services	562000 - Leases	BT	(5,251.00)
6	110.01.67700401.0000.0000 - General Supplies & Services	562100 - Software Leases/Licensing	BT	(1,696.00)
7	110.01.67700401.0000.0000 - General Supplies & Services	564000 - Repairs And Maintenance	BT	15,111.00

Change Requests

Budget Year 2017-2018 ▾

Search Advanced ▾

	Budget Year	Type	Number	Justification
■	2017-2018	Budget Transfers	AUTO - 4164	Programmatic needs
■	2017-2018	Budget Transfers	AUTO - 4172	Word- transfer funds from 4300 to 5630 to cover service agreement proposal for Carefusion
■	2017-2018	Budget Transfers	AUTO - 4175	BT to cover color copier printing expenses
■	2017-2018	Budget Adjust...	AUTO - 4176	Augmentation adjustment made to reflect decrease in TANF budget for fiscal year 2017/2018.
■	2017-2018	Budget Adjust...	AUTO - 4177	Augmentation adjustment made to reflect increase in CalWORKs budget for fiscal year 2017/2018.
■	2017-2018	Budget Transfers	AUTO - 4178	Fund OER faculty conferences
■	2017-2018	Budget Transfers	AUTO - 4184	Transfer funds for furniture purchase in Cal Works
■	2017-2018	Budget Transfers	AUTO - 4185	New student ID printer costs
■	2017-2018	Budget Transfers	AUTO - 4186	Audit Exception PR#B02988 - Reimburse Joe Notarangelo for fiscal year 2017 travel.
■	2017-2018	Budget Transfers	AUTO - 4187	Transfer funds from non-instructional supplies to Promotional Products, Giveaways, Awards
■	2017-2018	Budget Transfers	AUTO - 4188	Budget Transfer
■	2017-2018	Budget Transfers	AUTO - 4190	Move money to purchase laser printer for Art department.
■	2017-2018	Budget Transfers	AUTO - 4192	Move funds to outside accounts

File Change Request Scenario Reports Tools Help

General Change Request Scenario

Operating Operating Changes (7)

- Position Changes
- Wage Adjustments

Capital

Other Documents Notes Change Request Roles

2017-2018 AUTO - 5140 - Main (Published)

Operating Budget

	Department	Object	Description	2018
■	▲ Department			
■	Object Type: Expenses			
■	110.01.67700401.0000.0000 - General Supplies & Services	455100 - Printing	BT	(300.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	553100 - Water Treatment	BT	(890.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	556000 - Pest Control	BT	(4,360.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	558000 - Fire Extinguisher Service	BT	(2,614.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	562000 - Leases	BT	(5,251.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	562100 - Software Leases/Licensing	BT	(1,696.00)
■	110.01.67700401.0000.0000 - General Supplies & Services	564000 - Repairs And Maintenance	BT	15,111.00

Multi-Year Forecasting

The screenshot displays three windows from the Oracle Financials application:

- Effective Benefit Cost**: A grid-based budgeting interface for the year 2019. It shows benefit categories like Dental, Academic, Non-Instructional, etc., across five years. Total values range from \$1,025 to \$1,025.
- Configure Modifier Amounts**: A configuration window for modifying amounts. It lists various modifier codes (e.g., M1010, M1011, M1012) with their descriptions and amounts (e.g., 1,279.00, 1,279.00, 1,279.00).
- Configure Modifier Amounts**: A second configuration window showing a list of items with descriptions and amounts, such as "M1010 - 10% Increase" (amount 1,279.00) and "M1011 - 10% Increase" (amount 1,279.00).

Questica X Custom Effective Benefits Cost X 110,03,672,03,0000,0000 - C... X +

https://sbccd.questica.com/report_viewer.aspx?ReportID=n-1040

14 1 of 1 Find | Next

Effective Benefit Cost

Budget Year: 2019

Benefit	Position	Employee	2019	2020	2021	2022	2023
⊕ Dental - Academic			89,102	89,102	89,102	89,102	89,102
⊕ Dental - Academic - Non-Instructional			24,580	24,580	24,580	24,580	24,580
⊕ Dental - Classified			151,740	151,525	151,525	151,525	151,525
⊕ EAP - Academic			2,331	2,331	2,331	2,331	2,331
⊕ EAP - Academic - Non-Instructional			643	643	643	643	643
⊕ EAP - Classified			3,969	3,964	3,964	3,964	3,964
⊕ Life - Academic			10,235	10,235	10,235	10,235	10,235
⊕ Life - Academic - Non-Instructional			2,824	2,824	2,824	2,824	2,824
⊕ Life - Classified			17,430	17,406	17,406	17,406	17,406
⊕ Medical - Academic			2,718,652	2,773,024	2,828,492	2,885,055	2,885,055
⊕ Medical - Academic - Non-Instructional			753,993	769,073	784,456	800,143	800,143
⊕ Medical - Classified			4,728,185	4,822,748	4,919,215	5,017,587	5,017,587
⊕ Medical - Opt Out - Instructional			62,250	62,250	62,250	62,250	62,250
⊕ Medical - Opt Out - Non-Instructional			103,650	100,650	100,650	100,650	100,650
⊕ Retirement - Apple - Non-Instructional			5,668	5,754	5,799	5,804	5,804
⊕ Retirement - PERS - Non-Instructional			4,434,069	5,190,640	5,963,333	6,326,787	6,556,208
⊕ Retirement - STRS - Instructional			3,306,011	3,737,296	3,994,255	4,047,070	4,097,784
⊕ Retirement - STRS - Instructional - Adjunct 01			931,816	931,816	931,816	931,816	931,816
⊕ Retirement - STRS - Instructional - Adjunct 02			423,184	423,184	423,184	423,184	423,184
⊕ Retirement - STRS - Instructional - Adjunct Faculty Pay for Course 01			60,000	60,000	60,000	60,000	60,000
⊕ Retirement - STRS - Instructional - Adjunct Faculty Pay for Course 02			20,000	20,000	20,000	20,000	20,000
⊕ Retirement - STRS - Instructional - Adjunct Faculty Summer 01			100,000	100,000	100,000	100,000	100,000
⊕ Retirement - STRS - Instructional - Adjunct Faculty Summer 02			65,000	65,000	65,000	65,000	65,000
⊕ Retirement - STRS - Non-Instructional			974,051	1,114,442	1,200,487	1,226,478	1,246,592
⊕ Stipend - Bilingual			9,180	9,180	9,180	9,180	9,180
⊕ Tax - FICA - Academic - Non-Instructional			283,441	288,458	273,321	277,946	281,468
⊕ Tax - FICA - Classified			1,496,817	1,524,068	1,548,813	1,588,477	1,579,795
⊕ Tax - Medicare - Instructional			452,994	457,441	461,768	465,778	469,628
⊕ Tax - Medicare - Non-Instructional			411,673	419,220	426,144	431,825	435,295
⊕ Tax - SUI - Academic			15,620	15,774	15,923	16,061	16,194
⊕ Tax - SUI - Academic - Non-Instructional			3,562	3,656	3,738	3,819	3,878
⊕ Tax - SUI - Classified			12,071	12,291	12,490	12,649	12,740
⊕ Vision - Academic			38,610	38,610	38,610	38,610	38,610
⊕ Vision - Academic - Non-Instructional			10,651	10,651	10,651	10,651	10,651
⊕ Vision - Classified			65,753	65,659	65,659	65,659	65,659
⊕ Workers Comp - Academic			310,475	310,475	310,475	310,475	310,475
⊕ Workers Comp - Academic - Non-Instructional			85,650	85,650	85,650	85,650	85,650
⊕ Workers Comp - Classified			530,235	529,485	529,485	529,485	529,485
Grand Total			22,896,116	24,229,105	26,663,454	26,200,698	26,523,392

OpenBook

Operating >

- EAP - Classified
- Life - Academic
- Life - Academic - Non-Instructional
- Life - Classified

Salaries >

- Life Insurance - Deduct for greater than 64 years of
- Medical - Academic
- Medical - Academic - Non-Instructional
- Medical - Classified

Administration >

- Medical - Opt Out - Instructional
- Medical - Opt Out - Non-Instructional
- Retirement - Apple - Instructional
- Retirement - Apple - Non-Instructional
- Retirement - PERS - Non-Instructional

Help >

Configure Modifier Amounts
Configure a collection of Amounts.

Effective Date	Amount	Description
Jul 2016	1,279.88	Per CSEBA Proposed Rates
Jun 2017	1,329.94	9.9% Increase per CSEBA Cap
Jul 2018	1,423.04	7% Estimated Increase
Jul 2019	1,522.65	7% Estimated Increase
Jul 2020	1,629.23	7% Estimated Increase
Jul 2021	1,743.28	7% Estimated Increase

Medical - Academic
 Medical - Academic - Non-Instructional
 Medical - Classified
 Medical - Opt Out - Instructional
 Medical - Opt Out - Non-Instructional
 Retirement - Apple - Instructional
 Retirement - Apple - Non-Instructional
Retirement - PERS - Non-Instructional
 Retirement - STRS - Instructional
 Retirement - STRS - Instructional - Adjunct
 Retirement - STRS - Non-Instructional
 Salary Increase Forecast
 Stipend - Bilingual
 Stipend - Cell Phone Allowance - Academic
 Stipend - Cell Phone Allowance - Classified
 Stipend - Department Chair
 Stipend - Doctorate
 Stipend - Expense Allowance
 Stipend - Longevity Recognition
 Stipend - Shift Pay Differential
 Tax - FICA - Academic - Non-Instructional
 Tax - FICA - Classified
 Tax - Medicare - Instructional
 Tax - Medicare - Non-Instructional

Edit Benefit
 Set Benefit properties.

[Help](#)

Configure Modifier Amounts
 Configure a collection of Amounts.

▲ Effective Date	Amount	Description
Jul 2013	8.25	
Jul 2014	8.88	
Jul 2015	10.73	
Jul 2016	12.58	
Jul 2017	15.53	
Jul 2018	18.10	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2019	20.80	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2020	23.80	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2021	25.20	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2022	26.10	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2023	26.80	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf
Jul 2024	27.30	https://www.calpers.ca.gov/docs/board-agendas/201704/financeadmin/item-8b-00.pdf

12 records

OK **Cancel**

Paper-Based to Paperless: Modernizing Your Budget Process



ACBO 2018 Fall Conference

Presenters:
Jose F. Torres, SBCCD
Chris Olsen, Questica

Next Steps

- New Oracle Cloud Financial System (Complete)
- Fiscal Accountability (Pending Approval)
- Continue Exploring Questica's Functionality (Ongoing)
- New Human Resources System (2019)
- Fiscal Independence (2020)
- New Student System (2022)

“Believe something and the Universe is on its way to being changed. Because you've changed, by believing. Once you've changed, other things start to follow. Isn't that the way it works?”

— Diane Duane

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“Education is the most
powerful weapon which you
can use to change the world.”

— Nelson Mandela

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