

FINANCE PROCEDURE MANUAL	TITLE: Budgeting – Organizational Unit Creation	
	NUMBER: FIN-BUD-004	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: 2/12/2013

➤ **Purpose:**

New organizational units need to be set up when the college approves the curriculum for a new program not currently taught at any campus or if a campus is approved to teach a course that is currently taught at another campus but not taught at the requesting campus. A non-instructional activity organizational request will follow the same basic rules.

➤ **Definitions:**

Budget: Estimate of costs, revenues, and resources over a specified period, reflecting a management's reading of future financial conditions. One of the most important administrative tools, a budget serves also as a (1) plan of action for achieving quantified objectives, (2) standard for measuring performance, and (3) device for coping with foreseeable adverse situations (<http://www.businessdictionary.com/definition/budget.html>).

Organizational Unit: Coding within the budget structure that allows for clear identification of an area of responsibility and managerial responsibility/authority. These areas of responsibility may also be referred to as divisions, departments, sections, or offices. The numbering of the organizational units is based on the [Accounting Manual for Florida's College System](#).

[Request to Add Organizational Unit request form](#): Form needed to be completed prior to organizational unit being added.

➤ **Responsibility:**

Vice Presidents, Deans, Provost, Directors and Associates Deans: Individuals that can complete the request to add organizational unit request form.

Budget Office: Processes approved request forms.

Payroll Supervisor: Responsible for the setup of payroll codes once a new organizational unit code has been established.

➤ **Procedure Details:**

1. Vice-Presidents, Provost, Deans, Directors and Associate Deans complete request form for the establishment of the accounting structure for a new organizational unit or cost center and sends completed form to Budget office.
2. Budget Office sets up the new organizational unit.
3. After the organizational unit is setup, the completed form along with the new organizational unit code is sent to the Payroll Supervisor for the establishment of payroll codes.

➤ **References:**

Accounting Manual for Florida's College System:

http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf

Florida Statutes:

1010.02

<http://www.flsenate.gov/statutes/>

College Board Policy:

6Hx-18-4.08

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.08.pdf>

6Hx-18-4.10

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section4/4.10.pdf>

SBE Rules: 6A-14.0716

<https://www.flrules.org/gateway/RuleNo.asp?ID=6A-14.0716>