

FINANCE PROCEDURE MANUAL	TITLE: Budgeting – Student Worker Funds	
	NUMBER: FIN-BUD-006	VERSION: 01
	ISSUED DATE: 9/26/2011	REVISION DATE: 2/12/2013

➤ **Purpose:**

The College prepares an annual budget according to Board Policy 6Hx-18-4.08. The development of the student worker budget is decided between the Vice President of Administration & Business Services and the Vice President of Student Services. The budget needs to fulfill the strategic plan, programs, services, and functions of the College.

➤ **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>).

Current Unrestricted Fund (Fund 1): This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the College. The only restrictions on the resources of this fund are those imposed by law, regulation, or the budget. Resources accounted for in this fund have no restrictions imposed by external agencies and it is anticipated that such resources will be utilized in the near term. Most direct instructional activities of the College are accounted for in this fund. All State general revenues and lottery funds are reported in this fund.

Restricted Fund (Fund 2): This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the College. These resources have been restricted in purpose by the donors or other outside agencies.

Student Worker: A student enrolled in the College who is also employed part-time by the College. A student worker position can be funded by either Fund 1 as a department-paid Student Assistant or Fund 2 as a Federal Work-Study paid Student Assistant.

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

➤ **Responsibility:**

Board of Trustees: Approves final budget of revenue, personnel costs, current costs and capital costs.

Vice President of Student Services: Responsible for establishing budget amounts for each campus as well as any district allocation of funding.

Vice President of Administration and Business Services: Responsible for establishing general college allocation of student worker funds in conjunction with Vice President of Student Services.

Finance Department: Provides oversight and reports for monitoring student worker budgets.

Budget Manager: Budget Managers are responsible for monitoring their budget allocations and adhering to hiring requirements established in the Salary Schedule.

Executive Budget Committee: The Committee's responsibility is to (1) review the strategic plan, goals, and objectives, (2) establish budget priorities for the next fiscal year, and (3) review their impact on the funding available. The Committee is comprised of the Provosts and Vice Presidents.

Human Resources: Reviews all personnel requests for student workers.

➤ **Procedure Details:**

1. Funding for student workers is determined by the Vice President of Business Services and Vice President of Student Services. Funding for student workers is comprised of Fund 1 department-paid Student Assistants as well as Fund 2 Federal Work-Study paid Student Assistants.
2. Funding for each campus as well as certain district functions are discussed with the Budget Committee, prior to each fiscal year.
3. Once approved, each Provost or Vice President is responsible for communicating the budget amounts to each designated Budget Manager.

4. The approved Budget is posted to the PantherNet system around June 30th so the budgets are available for the Budget Managers in the new fiscal year (July 1 - June 30).
5. Budget Managers are responsible for monitoring their budgets throughout the year.
6. Budget Managers should adjust hours or positions as available funding warrants since student worker positions are dependent upon available budget funds.
7. Student worker positions are established on a term by term basis in order to verify enrollment as well as funding.
8. All student worker positions should be approved by the assigned Budget Manager and then forwarded to Human Resources. Certain eligibility requirements have been established; refer to [Process-Student Workers](#).

➤ **References:**

Accounting Manual for Florida's College System:

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

Budget Booklet: <http://www.palmbeachstate.edu/finance/Offices/budget/>

Budget Time Line: <http://www.palmbeachstate.edu/finance/Offices/budget/>

Florida Statutes:1001.64 <http://www.flsenate.gov/statutes/>

1011.04 <http://www.flsenate.gov/statutes/>

1011.30 <http://www.flsenate.gov/statutes/>

1011.84 <http://www.flsenate.gov/statutes/>

College Board Policy: 6Hx-18-4.08

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

SBE Rules: 6A-14.0716

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

Salary Schedule:

<http://www.palmbeachstate.edu/hr/Documents/salaryschedule.pdf>