

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Budget Development and Control Process		SOP #: FIN.003.01
Effective Date	1/15/16	
Last Revision/Review	11/16/21	

1. Purpose

The annual budget must be developed and administered in compliance with Board policy and all applicable external requirements; this procedural document identifies the steps required to achieve compliance.

2. Related Policy/Authority

Policy B3010; federal and state requirements for budgetary control; debt indenture requirements for budgetary development, reporting and control; accrediting body requirements for budgetary development, reporting and control; Ownership operating agreements and Board of Trustees Bylaws requirements for budgetary development, reporting and control.

3. Faculty/Staff Responsibilities

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound budgetary controls is implemented, and that all external regulations and requirements for routine budgetary planning and approval of actions and transactions are addressed in the control and reporting structure. The VP of Administration/CFO is responsible to periodically review the structure and implementation of budgetary controls, and to regularly review all financial reports presented to the Ownership, the Board, the Debt Trustee, and any governmental agency or accrediting body.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

Ownership = Members of BCOM Investment Partners, LLC, the sole Member of Burrell College of Osteopathic Medicine, LLC

Board of Managers = Representatives of Ownership as defined in the BCOM Investment Partners, LLC operating agreement

5. Procedural Steps

1. Budgets are prepared prior to the start of each fiscal year, in the following manner:
 - a. The VP of Administration/CFO, with assistance from the Controller, prepares the revenue budget, including proposed tuition and fees rates and estimated enrollment, by the end of December, for the review and approval of the Dean/CAO and President.
 - b. Department Heads charged with budgetary responsibility submit expense budget requests to the Controller by the end of January.
 - c. The Controller prepares a summary of the overall revenue and expense budgets drawn from these requests for the approval of the CFO, Dean/CAO and the President within the month of February.

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- d. Once approved by the Dean/CAO and President, the summary level budget is presented to the Board of Trustees and Board of Managers through the Board of Trustees Audit, Budget and Compliance Committee for approval.
- e. The fully approved budget, including approved tuition and fee rates, is shared by the Controller through distribution lists approved by the President from time to time.
2. Funds may not be committed for expenses without sufficient budget resources allocated via a fully approved budget.
 - a. All proposed commitments of funds will be approved in accordance with stated procedures; the Controller will ensure adequate budget availability prior to processing any disbursement transaction.
 - b. Commitments which do not follow the approval process may become the personal liability of the employee initiating the transaction.
 - c. Purchase requisitions will be processed in accordance with established purchasing procedures; there is an automatic budget check and encumbrance as a part of the requisition process. Requisitions not submitted on purchase requisitions are submitted through a manual budget review process overseen by the Finance Office.
3. During a given year, budget revisions within an approved fiscal year budget may be requested. A Budget Revision Form should be completed by the Department Head and submitted to the Controller for processing; the Controller can assist the Department in considering how best to approach the request of a revision. Approval is required as stated below for the following budget revisions, via a signed budget revision form.
 - a. Proposed increase in, or transfer between, the following summary external budget lines: personnel budget, operating budget, capital budget: President's approval is required for any amount of increase.
 - b. Personnel budget (salary and fringe benefits) reallocation without net overall increase or decrease: Dean/CAO and President approval required.
 - c. Operating (non-personnel) reallocation without net overall increase or decrease: Department Head approval required if within a Department Head's approved budget; Dean/CAO and President approval required if between multiple departments.
 - d. Capital budget reallocation without net overall increase or decrease: Department Head approval required if within a Department Head's approved budget; Dean/CAO and President approval required if between multiple departments.
 - e. No changes are allowed regarding debt or the debt service budget without the approval of the Board.

6. Reports/Charts/Forms/Attachments/Cross References

Budget Cycle [<https://burrell.edu/finance/>]

Budget Revision Form [[Burrell College of Osteopathic Medicine – Finance Forms \(bcomnm.org\)](https://burrell.edu/finance/forms/bcomnm.org)]

7. Maintenance

Office of the Controller; updated whenever an internal or external reporting requirement is added or changed.

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8. Signature

Signature on File	11/16/21
VP Administration/CFO	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.16.2021	5	Added information about budget revision form and approval process.		11.30.2021