

# BOARD OF EDUCATION MONITORING REPORT (BP260)

January 11, 2017

Presented by Greg Holmes, Chief Financial Officer

**POLICY NUMBER:** BP260  
**POLICY TYPE:** EXECUTIVE DIRECTIONS  
**POLICY TITLE:** FINANCIAL PLANNING AND BUDGETING  
ADOPTED: November 9, 1998  
REVISED: April 12, 2000  
REVISED: January 14, 2004  
REVIEWED: October 10, 2007  
REVIEWED: March 17, 2010  
REVIEWED: May 8, 2013

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**Financial planning for any fiscal year or the remaining part of any fiscal year shall reflect the Board's end priorities, avoid fiscal jeopardy, and shall be derived from a multi-year plan.**

**Accordingly, the President shall assure budgeting that:**

**1. Complies with Oregon Local Budget Law.**

The June 30, 2016 audit report, on file in the College Services Office, verifies substantial compliance with Oregon Local Budget Law.

**2. Contains sufficient information to enable credible projections of resources and expenditures as presented in the Budget Document in accordance with Oregon Local Budget Law.**

The college received the Distinguished Budget Presentation Award for its fiscal year 2015-16 budget document from the Government Finance Officers Association of the United States and Canada (GFOA). In order to receive the award, the college satisfied nationally-recognized guidelines for effective budget presentation. The guidelines are designed to assess how well the budget serves as a policy document, financial plan, and operations guide and communications device. Lane's budget was rated proficient in all four categories.

Additionally, comments by the Lane's independent auditors in the fiscal year 2015-16 Comprehensive Annual Financial Report (p.80-81) report "substantial compliance" with all applicable Oregon Revised Statutes.

**3. Discloses planning assumptions.**

Budget assumptions used in the planning and development process are presented in the college's Budget Document 2016-2017 (pages 19-21 & 24-28), Long-Range Financial Plan and posted to the budget development web site [www.lanec.edu/budget](http://www.lanec.edu/budget).

**4. Limits expenditures in any fiscal year to conservatively projected resources for that period.**

Lane conservatively projects resources through its budget development process. Expenditure budgets are developed so that they do not exceed budgeted resources. The budget checking control option is activated in Banner, the college's administrative software. This prevents departments from making purchase orders or journal vouchers where there is insufficient budget available. To verify compliance please refer to the college's June 30, 2016 audit report. Schedules 1 through 8, found on pages 45 through 52, show that no expenditures exceeded budget.

**5. Maintains current assets at any time to at least twice current liabilities.**

At June 30, 2015 the College's current assets of \$56.9 million were sufficient to cover current liabilities of \$34.4 million.

The end of year ratio of 1.65 does not satisfy the policy requirement of 2:1.

**6. Complies with budget and financial policies contained in Section E.**

See Appendix A.