

# INITIAL PROJECT PROPOSAL

## District Budgeting Software

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### EXECUTIVE SUMMARY – SECTION 1

Higher education budgeting is the process of allocating limited funding to the programs and resources that benefits staff, students, and the facilities. Budgets allow the district to translate sometimes intangible missions, operations and objectives into reality by outlining and providing specific programs and funding. Ideally, school districts should use budgeting best practices and a system that aligns spending to instructional priorities. However, budgeting success may be hindered by budgeting with Excel.

Kern Community College District is researching enterprise budgeting software to replace and streamline the current spreadsheet budgeting processes. A comprehensive multi-user budgeting software solution is needed to increase data accuracy, save time, and interface with Banner. The budgeting software will facilitate multi-year planning, forecasting and analysis, and improve stakeholder communication. Additionally, performance-based budgeting software will aid in measuring and strategically planning to achieve the Chancellor's *Vision for Success* outcomes.

### BUSINESS PROBLEM

District business managers are unable to follow budgeting best practices for analyzing data and allocating funds as a result of the limitations of Excel spreadsheets. Countless hours are spent on entering, manipulating, and correcting data instead of analyzing and gaining insights from budget data. If a principal budget detail changes, such as a salary scale, each file has to be individually updated and manually checked for errors, broken formulas or links, and formatting issues.

Since Excel spreadsheets are static and can only be used for budget preparation, it can be difficult for budget managers to understand and analyze the large volume of raw data spreadsheets. Data needs to be exported and manipulated outside of the original Excel file to create reports and analyze the budget. Also, Excel's manual data entry format which makes all calculations and formulas susceptible to human error.

### ANALYSIS

Dynamic and sophisticated budgeting software is a powerful alternative for the district to streamline the budgeting process, and improve accuracy and efficiency. Instead of working with a set of disconnected spreadsheets, a single system can manage the budget data and allow users to change, calculate, forecast, report and analyze data in one place. In addition, the system can accommodate the different levels of authority and skill levels of district staff, providing an appropriate level of access to the budget.

Additionally, a software with embedded data visualization brings the budget to life with charts, graphs, descriptive text and informational pop-ups, transparency and engagement tools provide a better understanding of where funds are being allocated, and where trade-offs can be made.

## THE IMPLEMENTATION OF THE NEW STUDENT CENTERED FUNDING FORMULA (SCFF) AND CHANCELLOR'S VISION FOR SUCCESS SOLUTION

Using purpose built software that results in data-driven budgeting will assist KCCD maximize the Student Centered Funding Formula (SCFF) allocations and align with the Chancellor's Office Vision for Success goals. To develop a budget that aligns with instructional priorities, the Government Finance Officers Association (GFOA) recommends following best practices and use, "a system to ensure that its strategies and priorities are being implemented."

### OBJECTIVES

- Allows for truly distributed budgeting in a controlled application from approval workflows to audit trails.
- Create accurate staff compensation budgets including salaries, benefits, increases, etc.
- Enables multi-year funding strategies to realign resources based on priorities and desired outcomes.
- Develop unlimited what-if scenarios to allow for better decision making, including an advanced calculation engine to build funding formulas.
- Access advanced reporting capabilities, including annual budget book options.

### DELIVERABLES

The CFO and Business Managers are currently reviewing possible budgeting software for implementation for FY20-21.

### ESTIMATED COST

Provide high-level cost information or funding(s) for implementing the proposed solution. Items include Software, hardware, training, ongoing license\maint, purchase price.

Description	Estimated Cost
	Unknown
Ongoing cost of solution (sponsor will commit to funding)	
<b>TOTAL ESTIMATED COST OF PROPOSED SOLUTION</b>	

### AUTHORIZATION – SECTION 1

Date: 2/14/19 Arlitha Williams-Harmon, VP Finance & Admin Services Project sponsor approval

### COLLEGE REVIEW AND APPROVAL – SECTION 2

*Note: This section to be completed by the campus IT Director, or in the case of the district office, a district office IT Director.*

Provide high-level, summary information about the project and why it is needed. This section is submitted to the college's technology committee and approved locally before submission to the district wide committee.

If it is determined it can be done locally no further submission into the district wide process is required and the college will proceed as needed.

The following are areas that need to be reviewed and verified prior to further submission into the process. Several of these sections will help indicate if District Office resources are needed.

SSO (Single Sign-on) – Will staff need to have access to the system (internal\external to the district).

Data integration- What other systems will this solutions' data need to access - both internal\external to the district.

New application – Is this a new application in the district

Security – Data\access security analysis

Legal – Contracting language, FERPA, HIPPA, etc.

Accessibility – ADA, 508 compliance

## ESTIMATED TOTAL COST OF OWNERSHIP

This section will share how this product will be supported for the duration of the life cycle until it is discontinued. Key parts will include:

Ongoing funding source – This is GUI, RP, grant, etc.

Staff support – how will this be supported for ongoing maintenance of the solution

## AUTHORIZATION – SECTION 2

Date: 2/21/19 Dustin Acres IT Committee Faculty Co-chair

Date: 2/21/19 Jay Navarrette College IT Director approval

## COMMITTEE REVIEW – SECTION 3

## ESTIMATED SCHEDULE

Provide high-level schedule key milestones.

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	
End of Project	

Modifications to any requirements, timeline, scope, etc. of this project can only be authorized with a formal change control request and with approval of the below signatories

Date: \_\_\_\_\_ College IT Director approval

Date: \_\_\_\_\_ Chief Information Officer

*This section still in development.*