2012 Budget Training Survey

	Trustee	Management	Classified/ Confidential	Faculty	Student	Other
Which category most closely matches your status as respondent?	0 0.0%	28 24.3%	47 40.9%	29 25.2%	10 8.7%	1 0.9%

	District	CHC	SBVC	Annex
What is your primary work location or campus site?	16 13.9%	44 38.3%	50 43.5%	5 4.3%

	Yes	No
Are you a member of a District or Campus Budget Committee?	10 8.8%	104 91.2%

	One-on-One	Group	Video	Other*
Please indicate preferred training method. (Select all that apply.)	24 14.6%	91 55.5%	42 25.6%	7 4.3%

**1) webinar, 2) web, 3) variety, 4) self-paced, 5) email/written documents/power point/In service days, 6) any self-paced online training, 7) any of the above*

	Full Day	½ Day	1 Hr Segments
Please indicate preferred length of training. (Select all that apply.)	20 13.6%	83 56.5%	44 29.9%

	Monday	Tuesday	Wednesday	Thursday	Friday
Please indicate preferred day of the week. (Select all that apply.)	20 8.8%	45 19.7%	46 20.2%	48 21.1%	69 30.3%

	Morning	Afternoon
Please indicate preferred time of day. (Select all that apply.)	82 60.7%	53 39.3%

	Interested because this affects your job.		Interested because you would like to know.		Not Interested.	
	Count	%	Count	%	Count	%
1) State Budget Cycle						
a. Apportionment Attendance Report (CCFS 320)	19	17.8	41	38.3	47	43.9
b. Calculating Full Time Equivalent Student (FTES)	27	25.0	56	51.9	25	23.1
c. Break even for classes	21	20.8	47	46.5	33	32.7
d. Annual Financial & Budget Report (CCFS 311)	25	23.8	59	56.2	21	20.0
2) State Budget Accounting Manual – Fund Structure	25	25.5	50	51.0	23	23.5
3) Budget development						
a. Budget policies/procedures	58	51.3	44	38.9	11	9.7
b. Budget calendar	50	46.7	42	39.3	15	14.0
c. Managing categorical funds (restricted vs. unrestricted)	48	42.9	41	36.6	23	20.5
d. Salaries/benefits	52	47.3	50	45.5	8	7.3
e. Capital outlay	31	28.7	53	49.1	24	22.2
f. Revenues	31	27.9	60	54.1	20	18.0

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	Interested because this affects your job.		Interested because you would like to know.		Not Interested.	
	Count	%	Count	%	Count	%
4) Resource Allocation Model						
a. Model components	24	22.4	53	49.5	30	28.0
b. Apportionment	26	23.9	56	51.4	27	24.8
5) General Budget						
a. Budget management	53	46.9	42	37.2	18	15.9
b. Budget transfers	51	46.8	39	35.8	19	17.4
c. Budget adjustments	49	45.4	40	37.0	19	17.6
d. EduReports	45	40.9	43	39.1	22	20.0
6) Budget Committee	11	10.4	55	51.9	40	37.7
7) Measure M Bond Program	11	10.3	60	56.1	36	33.6
8) Debt Management	14	13.1	53	49.5	40	37.4

Please list any other budget-related topics for which you would like training:

- Reading a budget report and budget terms
- Not sure because I don't know what I don't know. How do SERPs work to save institution money? Is a parcel tax something that the district ever considered looking into?
- I would like to be trained on just the basics of the budget request process, from requesting a PR to when the PO is initiated. And when the PO is initiated, does anyone receive a notification? Does the Department or the Vendor receive an email notification? How is the Department notified of the issue of the PO?
- Fully explain the validity of the "70/30" split between Valley and Crafton; fully explain the handling of fixed/non-controllable costs in budget preparation, allocation, and management. Budgets with Valley having a surplus and Crafton a deficit are unreasonable and not justified. We are all part of the same District.
- Anything that would improve the process for doing the preliminary budget.
- District fund approval process – PRs, POs, and contracts.