

COLLEGE OF MICRONESIA-FSM  
**BOARD POLICY No.1410**

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## **Annual Budget**

Date Adopted: 20-23 March 2006  
Date Revised: 22 March 2014; 21 March 2019  
Date Reviewed: 21 March 2019

### References:

An annual budget is to be submitted, in a timely fashion, by the board to the FSM President and the Congress of the Federated States of Micronesia for the annual expenditures of the college. Congress makes annual appropriations to the college for operating and capital expenditures.

The college is committed to the following principles in planning and preparing its budget: open communication and transparency, dialogue and discussion, participatory governance, data-driven decisions, and clearly stated outcomes.

The vice president for administrative services (VPAS) leads the development of the annual budget. The budget process starts in April with the VPAS preparing the budget guidelines and ends in December with the balanced budget approved by the Board of Regents (BOR) and transmitted to the FSM government.

The twelve stages in the preparation of the budget are:

- Stage 1: VPAS prepares the budget guidelines.
- Stage 2: VPAS, in coordination with other vice presidents (VPs), makes a list or statement of assumptions and revenue projections.
- Stage 3: VPAS, in coordination with other VPs, develops the budget timeline based on the guidelines, assumptions and revenue projections in Stages 1 and 2.
- Stage 4: VPs determine resource allocations for their respective departments.
- Stage 5: IRPO (or other designated unit supervisor) conducts budget preparation training workshops, during which campus deans and office directors prepare their respective unit budgets.
- Stage 6: VPs hold budget hearings within their respective departments.
- Stage 7: VPAS consolidates the budget.
- Stage 8: Planning & Resource Committee (PRC) and Finance Committee (FC) jointly review the resource allocations in the budget and submit recommendation to Executive Committee (EC).
- Stage 9: EC reviews and endorses the budget to the president.
- Stage 10: President approves and submits the budget to BOR, or rejects and returns the budget to EC.
- Stage 11: BOR approves the budget, subject to any final revisions it deems necessary.
- Stage 12: President transmits the BOR-approved budget to FSM government.