**Modesto Junior College** **Associated Students**

**Prepared by: MJC Business Services**

**Revised on 08/06/14 File Name: Accounting Manual-Final.docx**

**Budget Form Procedures**

**Budgets and Budget Management**

**Budget Development**

The Finance Committee of the ASSOCIATED STUDENTS OF MODESTO JUNIOR COLLEGE (ASMJC) with assistance from the ASMJC Advisor plans for and prepares the budget. The ASMJC Senate reviews and approves the Budget. ***ASMJC must submit its approved budgets by May 1st of each year to MJC Business Services for processing***.

After the budget has been determined, the information must be entered on the provided “**Budget Form (Page 3)**.” A separate budget must be created for all ASMJC Funds (71-ASMJC General Fund, 72-Student Representative and 73-Student Center). Please use the following directions to complete the Budget Form:

1. **Account Number:** The students and advisors must use the account numbers that the College establishes in its unique chart of accounts.
2. **Account Description:** The description must correspond to the account number and must be included for every line item.
3. **Previous Fiscal Year Budget:** Enter the previous final year-end budget. Information is helpful when the organization remains fairly constant from year to year.
4. **Budget:** Enter the estimated budget for the new fiscal year.
5. **Signatures**: The Budget Form should be signed by the following individuals:
6. ASMJC President/Designee
7. ASMJC President
8. ASMJC Advisor ( a designated certificated employee)
9. Vice President of Student Services

In addition: *A copy of the ASMJC Senate minutes approving the Budget must be attached.*

