

**MONITORING REPORT FOR EL-6 Financial Planning**

**Board Policy is indicated in bold typeface throughout.**

I present this monitoring report to the Columbia Basin College Board of Trustees that addresses the Board's Executive Limitations Policy: "EL-6 Financial Planning." I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.



Rebekah S. Woods, J.D., Ph.D.  
President, Columbia Basin College

February 2, 2024

Date

**POLICY STATEMENT: Fiscal planning shall not deviate materially from the Board's Ends policies nor risk fiscal jeopardy. Accordingly, the President shall not cause or allow financial planning which:**

- 1. Plans the expenditure in any fiscal year for more funds than are conservatively projected to be received in that period, plus accumulated reserve.**

INTERPRETATION: I interpret this to mean that the budget submitted to the Board for approval must balance projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion in the proposed budget.

Compliance will be demonstrated when the budget submitted to the Board for approval balances projected expenditures with projected revenues plus any accumulated reserves recommended for inclusion within the proposed budget.

EVIDENCE: The 2023-2024 Operating Budget Proposal submitted to the Board for approval during the June 12, 2023, meeting included \$65,506,691 of projected expenditures and \$65,525,626 of projected revenue including \$992,041 of accumulated reserves dedicated to fill an anticipated short-term gap.

**2. Contains insufficient and unnecessary information that limits or restricts credible projection of revenues and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.**

INTERPRETATION: I interpret this to mean that each recommended annual budget will include realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

Compliance will be demonstrated when the recommended annual budget includes realistic estimates of future revenues and expenses, for operational and capital items, based on reliable planning assumptions that are made transparent to the Board and general public.

EVIDENCE: The 2023-2024 Operating Budget Proposal included a list of internal and external planning assumptions that supported the realistic projections of revenues and expenses for the year.

**3. Limits or restricts sufficient funds for Board prerogatives during the year as set forth in the Board's annual activity and travel plans.**

INTERPRETATION: I interpret this to mean that the annual operating budget will include funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

Compliance will be demonstrated when the annual operating budget includes funds for the Board to do its work and the amount of the funding is determined based on prior and projected expenses such as education, training, travel, and consultants.

EVIDENCE: The 2023-2024 Operating Budget Proposal included a budget of \$34,695, which included an increase of \$4,959 from the FY23 budget.