

BUDGET MANAGEMENT AND ANALYSIS - SERVICES SATISFACTION

The District Office of Budget and Management Analysis coordinates the allocation of resources to achieve the District's educational mission by:

- 1) developing and maintaining the District's budget and financial plan in conjunction with colleges;
- 2) supporting the Board, administration and District Budget Committee decision making processes with revenue and expenditure projections and analysis; and
- 3) complying with County, State, and Federal fiscal reporting requirements.

The Office has responsibilities in the preparation and development of the district and college budget, the budget operation and maintenance of the District's budget throughout the year, providing instructions and guidelines for college to develop their budget operation plans, and monitoring college financial plans, monthly and quarterly financial status projections.

This survey is to assess and evaluate the functions and services currently provided and to identify areas that could be improved, changed, or enhanced. Please take a few minutes to complete this survey on the quality of service we provide. We welcome your feedback and appreciate your honesty.

Which college/location do you work at?

What is your area of responsibility?

President

Vice President of Administration

SFP Program Director/Manager

Budget/Business Office Users

Other (please specify)

Please rate the following services provided by the District Budget Office:

	Excellent	Good	Average	Needs Improvement	Not Applicable
a) Responding to budget inquiries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Processing budget transactions (new budgets, transfers, and changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Providing historical fiscal data to assist college and district office to manage their budget and expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please rate the following budgeting processes:

	Excellent	Good	Average	Needs Improvement	Not Applicable
a) Clear guidelines and instructions for setting up budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Budget process for unrestricted general fund programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Budget transfer and change processes for all programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Please rate each of the following elements of the Grant's Management (Specially Funded Programs/Categorical Programs)

	Excellent	Good	Average	Needs Improvement	Not Applicable
a) Establishing budget for new SFP programs	jñ	jñ	jñ	jñ	jñ
b) Supporting the restricted and SFP programs	jñ	jñ	jñ	jñ	jñ
c) Tracking of program budget, revenues and expenditures	jñ	jñ	jñ	jñ	jñ
d) Providing reports to assist colleges and program managers in managing their budgets	jñ	jñ	jñ	jñ	jñ

Please rate the following services provided by District Budget Office.

	Excellent	Good	Average	Needs Improvement	Not Applicable
a) Providing coordination and instruction for the development of college and/or district office operational plans and budgets	jñ	jñ	jñ	jñ	jñ
b) Providing sufficient training and technical assistance to college and/or district office budget staff	jñ	jñ	jñ	jñ	jñ

Please rate the reviewing and analyzing of the following reports to manage your budgets:

	Excellent	Good	Average	Needs Improvement	Not Applicable
a) Monthly Projection Reports	jñ	jñ	jñ	jñ	jñ
b) College Financial Plans	jñ	jñ	jñ	jñ	jñ
c) Quarterly Financial Status Reports	jñ	jñ	jñ	jñ	jñ

Do you have any particular issues or concerns that you would like the District Budget Office to address first?

Thank you for completing this survey. Your answers are much appreciated.