SANTA ANA COLLEGE

SAC RESOURCE ALLOCATION REQUEST (RAR) PROCEDURES

This process intends to link all college resource allocation requests to the department/division goals, the college mission, and to the planning and budget committee's established budgeting priorities. The **R**esource **A**llocation **R**equest Form outlines the mission and the budget priorities on the document for easy reference.

1. Budget priorities are determined and approved by SAC Budget and Planning Committee. ***(October)***
2. Administrative Services sends out Resource Allocation Request (RAR) form. This form contains the mission and the budget priorities for quick reference**. *(October)***
    - The form needs to include items that have been identified and justified in the department program review
    - The requests need to be prioritized by the program areas, including direct ties to college budget priorities, mission, and intended outcomes
3. All program area RARs and supporting evidence needs to be submitted to the area Vice President and simultaneously to the Administrative Services department by the deadlines established**. *(December)***
4. Administrative Services compiles prioritized college-wide Resource Allocation Requests ***(January)***
    - Develops a spread sheet with area VP priorities included
    - Segregates requests by VP areas
    - Segregates request by specific request type (personnel, facilities, equipment, technology)
    - Comprehensive list of RAR's provided for campus review
5. Requests reviewed and prioritized by Cabinet ***(January)***
    - Resource Allocation Requests are presented to Cabinet by area VPs
    - Cabinet prioritizes RARs in accordance with college budget priorities, mission and direct tie to dept/division intended outcomes
    - Tentative SAC budget assumptions are also considered during the prioritization process
6. Administrative Services provides prioritized list of Resource Allocation Request to Planning and Budget for review ***(February***)
7. Area Vice Presidents review prioritized list with respective departments/divisions and communicate the location of possible funding. Some requests might be funded in the Tentative Budget, during the Adopted Budget or possibly later depending on funding availability and state budget information. ***(June/ September)***
8. Vice President of Administrative Services assigns funding categories and sources of funds to prioritized RARs, and presents the information to cabinet and the Planning and Budget Committee. Allocation of funds is validated after approval of Adopted Budget. ***(September)***
9. After Board of Trustees approves the Adopted Budget ***(September),*** the RAR list is reviewed to update the last two columns of the RAR form. (Source of funds and request approved Yes/Deferred)
10. Planning and Budget committee as well as management teams are provided with the final prioritized RAR list by VP area. ***(September)*** If there are items that were not approved and the departments can still justify the need, these items could be included in the Resource Allocation Request for the following year's budget process. ***(October)***