

Community Colleges Accreditation Project Action Plan

EXHIBIT 3

College: _____

Complete annual budget and quarterly fiscal reports. The annual budget includes your narrative that reflects and defines each expense. The budget for each year is due on 1/31

This exhibit will be due 30 days after the end of the quarter:

- 1st quarter 3/31, report due 4/30
- 2nd quarter 6/30, report due 7/30
- 3rd quarter 9/30, report due 10/30
- 4th quarter 12/31, report due 1/31

Disbursements will be made in January and July. Each disbursement must be completely expended prior to receiving the next scheduled disbursement

Please budget for the full disbursement you will receive for the year and complete the total spent column as well as the quarter column each quarter

Please include your action item that the budget category will support

Grant Awarded \$

Other funds available \$ _____ and Source _____

<u>Category and Action Item</u>	<u>GRANT FUNDS</u> (Total annual award)	<u>OTHER FUNDS</u>	<u>GRANT FUNDS</u> <u>Actual Spent</u> Quarter 1	<u>GRANT FUNDS</u> <u>Actual Spent</u> Quarter 2	<u>GRANT FUNDS</u> <u>Actual Spent</u> Quarter 3	<u>GRANT FUNDS</u> <u>Actual Spent</u> Quarter 4	<u>Total Funds spent for 2010</u> (please update every quarter)
Personnel							
Faculty Stipends							
Faculty Professional Development							
Data Collection							
Surveys							
Community Committee Support							
Accreditation Review Fee							
Others (please list for approval)							
BUDGET TOTAL	\$		\$				

Narrative – (this needs to explain each of the items on your budget and needs to be updated every quarter)