

Sample VPAS Email to budget managers

From: [Chad Houck](#)
To: [Nicole Griffin](#)
Cc: [Corey Marvin](#)
Subject: 24-25 Tentative Budget for CTE
Date: Monday, July 8, 2024 5:59:05 PM
Attachments: [image001.png](#)
[FY25 Tentative Budget - CTE.pdf](#)
Importance: High

Hello Nicole,

Attached is your 2024-25 tentative budget for GU001 and LR001 that was recommended for approval by the Budget Committee and approved as the tentative budget by the KCCD Board of Trustees. We will continue to work on how software can be used to streamline our processes and improve communication and transparency related to your budget requests. As we look towards the fall semester and planning for the 2025-26 fiscal year, we will be providing additional guidance and support when it comes time to submit budget requests.

As in the past, your budget information will also be posted online with the annual integrated planning documents (<https://planning.cerrocoso.edu/2024-2025.html>). This information can also be accessed in Banner.

The budget committee considered requests that were submitted, and utilized our rubric to prompt discussion about resource requests and one-time increase requests. Once again due to our district's work to maximize the SCFF seeing we are expecting an increased allocation for the 2024-25 fiscal year, although not as large as the previous year, and almost all requests were approved for the full amounts.

Please make plans to ensure that you are spending down what you need out of what you requested. Please do not wait until the spring to pursue projects for which you requested funds. Also, please do not feel that you need to spend all that was allocated. What you do not use will go back into our general fund and can be used to support future requests.

Thank you for your patience with this process and please do not hesitate to reach out to me if you have questions, comments, or concerns.

-Chad

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