

## Administration of Budget

On an annual basis, the Board of Trustees shall adopt a budget in accordance with the Illinois Revised Statutes. The budget will be prepared by the President after consultation with the President's Cabinet members, who will have received requests from the various cost centers.

The total budget for any fund supported by property taxes cannot be amended by an amount greater than ten percent (10%) without proceeding through a new adoption procedure. The President is authorized to implement procedures for budget transfers within any given fund. The Board of Trustees shall be informed of all inter-fund transfers on a monthly basis through the regular financial reports. An increase to the total amount of an adopted budget shall require the approval of the Board of Trustees. Transfers between the various items in any fund supported by property taxes may not exceed in the aggregate ten percent (10%) of the total of such funds as set forth in the budget.<sup>1</sup> Accordingly, Lake Land College classifies budget items as salaries, employee benefits, contractual services, commodities (general materials and supplies), travel, fixed charges, capital outlay, and other expenses. Thus, the ten percent (10%) rule would provide for transfers between any of these major categories. Budget transfers within any of these categories are not considered under the ten percent (10%) limitation. Further, contingency accounts would not be subject to the ten percent (10%) rule since these are non-allocated funds.

---

<sup>1</sup> 110 ILCS 103-20.1, Illinois Public Community College Act