

**Procedure 3100-PR(2): Annual Budget - Institution Performance Data Review**

Original Adopted Date: September 17, 2025

Status: Approved

PURPOSE

The purpose of this procedure is to describe the minimum data sets that shall be reviewed and used to inform annual budget development and decision making. Timely informational data will be made available to the appropriate budget development personnel and decision-makers throughout the budget process.

DATA SETS

1. The Vision and Mission/Purpose statements of the District will be reviewed and updated as needed by District stakeholders on an annual basis prior to the start of the annual budget process. Any drafted revisions will be submitted to the District Governing Board (DGB) for approval.
2. The Strategic Plan for the District will be reviewed and updated as needed by District stakeholders on an annual basis prior to the start of the annual budget process. Any drafted revisions will be submitted to the DGB for approval.
3. The Master Facilities Plan for the District will be reviewed and updated as needed by District stakeholders on an annual basis prior to the start of the annual budget process. Any drafted revisions will be submitted to the DGB for approval.

Note: District data administrators will strive to provide, in a timely manner, any other data that may be requested by administration for assessment purposes at any time throughout the year.