



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
POLICY AND PROCEDURES
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Annual Budgeting Process
Purpose:	This procedure provides general guidance on the department's annual budget submission to OMB
Abbreviations:	VIDE – Virgin Islands Department of Education OMB – Office of Management and Budget
Policy:	Title 2, Chapter 2, Section 24 of the V.I. Codes

Procedure:

1. The Commissioner of VIDE receives what is known as the annual “budget call” notification from OMB in February and is comprised of the following general (not limited to) request for information:
 - ✓ Updated personnel listing
 - ✓ Rentals
 - ✓ Vehicle listing
 - ✓ Contracts
 - ✓ Telephones
2. The Commissioner of VIDE forwards the “budget call” request to the Fiscal Director and the Fiscal Director forwards the “budget call” to the Business Affairs and Budget Control Directors for further processing.
3. The Business Affairs and Budget Control Director forwards the “budget call” to the Financial Control Officers to begin the process.
4. The Directors of the Business Affairs and Budget Control works with the Financial Control Officers to begin formulating the budget with the requested mandatory cost.
5. Simultaneously, the Fiscal Director sends notification to all division heads to send their program needs to be included in the “budget call” with copies to the Business and Budget Directors, via email and copy the Financial Control Officer.
6. Divisions respond to the “budget call” by submitting their respective program needs and the Financial Control Officer and Directors work to formulate VIDE’s budget.
7. Mandatory cost (utilities, rent, telephones, etc.) must first be met.



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8. Once the VIDE budget is formulated a final draft is sent to the Fiscal Director who reviews the budget and forwards to the Commissioner for her review and approval.
9. If there are any modifications, the Commissioner returns the budget to the Fiscal Director who, then, forwards to the Business and Budget Office Directors and the necessary changes are made and returned to Fiscal Director for final submission to the Commissioner.
10. Commissioner submits the final package to OMB on or before the deadline date as mandated by OMB.