



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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FINANCIAL PLANNING PROCESS BUDGET

Encryption : QT.46/ P.KHTC
Issued for the first time : 01
Effective from date May 4, 2024

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Process: **FINANCIAL/BUDGETARY PLANNING PROCESS**

FINANCIAL/BUDGETARY PLANNING PROCESS

I. PURPOSE AND SCOPE OF APPLICATION

- This process establishes a unified framework throughout the school regarding the content, sequence, responsibilities, and procedures for developing plans and projects.
The financial statements are prepared to ensure the regular operating expenses of Thai Binh Medical College.
- This procedure applies to all units within the College of Medicine.
Thai Binh Temple.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

Financial planning/budgeting is the initial step that significantly impacts all aspects of the financial management process. Essentially, financial planning involves forecasting income and expenses for the year.

Financial revenue and expenditure estimates must comply with standards and regulations. levels within the state's policy framework and the current economic and social situation.

Financial revenue and expenditure estimates must ensure the correct relationship between the indicators. Physical consumption and monetary value are indicators in the context of fluctuations in supply, demand, and prices.

2. Abbreviations:

QT	Procedure
Board of Directors	Board of Directors
P. KHTC	Finance and Planning Department
City of Science and Technology	Head of Financial Planning Department
KHTC	Financial Plan
KTV	Accountant
P. QLÿT	Training Management Department
P. TCHC	Administrative and Organizational Department
State budget	State budget

III. FLOWCHART (See page 4)

IV. SPECIFICATION (See pages 5-6)

Process: **FINANCIAL/BUDGETARY PLANNING PROCESS**

V. ACCOMPANYING FORMS/INSTRUCTIONS

1. Instructional document

- Based on Government Decree No. 43/2006/ND-CP dated April 25, 2006

Regulations concerning the autonomy and accountability of public institutions in performing their duties, organizing their structure, staffing, and finances;

- Based on Circular 71/2006/TT-BTC dated August 9, 2006 of the Ministry of Finance regarding Providing guidance on Decree No. 43/2006/ND-CP;

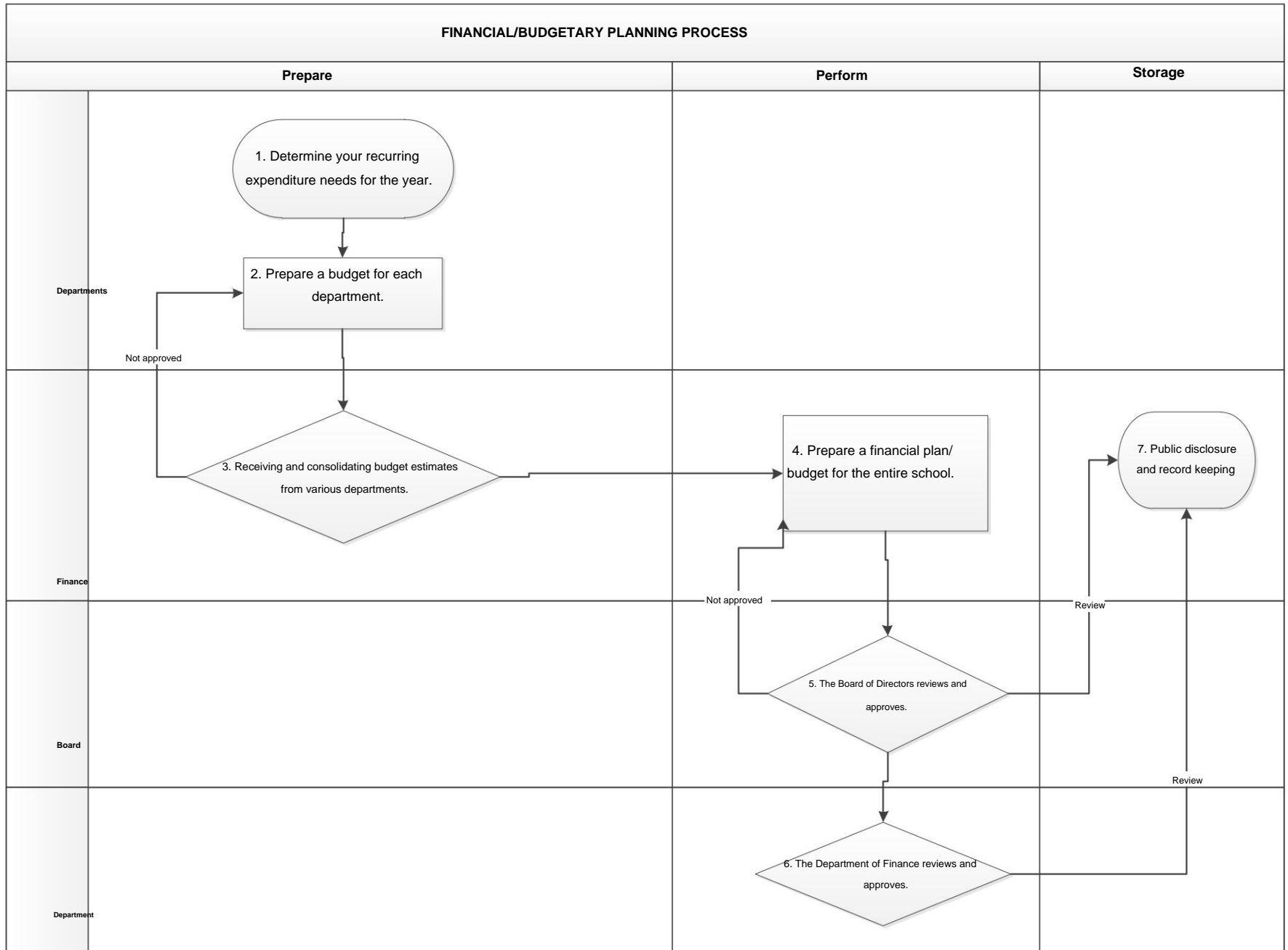
- Based on Decree No. 16/2015/ND-CP dated February 14, 2015 of the Government on Regulations governing the autonomy mechanism of public non-profit organizations;

- Based on Circular 107/2017/TT-BTC dated October 10, 2017 of the Ministry of Finance Regarding the issuance of accounting regulations for administrative and non-business entities;

- Based on Decision No. 32/QD-CDYT dated February 16, 2022, of the Principal Thai Binh Medical College regarding the issuance of internal expenditure regulations for the year. 2022.

2. Forms/Instructions

No.	Form/Instruction Name	Encryption
1.	Budget Estimate 2.	BM/QT.07/P.KHTC/01-01
	Summary Table of Budget Estimates for the Entire School 3.	BM/QT.07/P.KHTC/01-02
	Financial Revenue and Expenditure Estimate/State	BM/QT.07/P.KHTC/01-03
	Budget 4. Public Disclosure of Financial Revenue and Expenditure Estimate/State Budget	BM/QT.07/P.KHTC/01-04



SPECIFICATION OF THE FINANCIAL/BUDGETARY PLANNING PROCESS

No.	Job step name	Specification	Set department/unit responsible	Set coordinating unit/department	Results achieved	Deadline	Form
1	Determine your recurring expenditure needs for the year.	- Departments and divisions determine their needs. Use of supplies, chemicals, machinery, equipment, etc., used in teaching. - The Department of Educational Management determines the teaching, enrollment, and graduation plans for the year. - The Human Resources Department determines the funding needs for recurring expenses such as: repairs, maintenance, purchase of machinery and equipment, electricity, water, security, environmental services, etc.	Departments and divisions	Room <small>Urban Management,</small> TCHC	Admission, training, and graduation plan - Estimated procurement of supplies and equipment - Estimated repairs and maintenance...	Within 10 days	BM/QT.07/P.KHTC/01-01
2	Prepare budget estimates for each department fate	Departments, divisions, and units, based on their tasks, workload, material consumption norms, and expenditure norms, shall coordinate with the Human Resources and Training Management Department to prepare the plan. This includes budgeting for recurring expenses such as: funds for purchasing supplies, equipment, stationery, machinery repairs, etc., as well as payments for teaching hours and student enrollment.	Departments and divisions	Room <small>Urban Management,</small> TCHC	Budget estimate	Within 20 days	BM/QT.07/P.KHTC/01-01
3	Receiving and compiling proposals mathematics of parts	The Planning and Finance Department receives and compiles budget estimates from departments and divisions.	KTV	Departments and divisions	Summary of budget estimates	Within 5 days	BM/QT.07/P.KHTC/01-01 BM/QT.07/P.KHTC/01-02

4	Prepare a budget/ financial plan for the entire school.	Based on the budget estimates of the departments and divisions, the budget estimates of the previous year, and the balance of revenue sources, the accounting department prepares the revenue and expenditure budget for the entire school's operations and submits it to the Head of Planning and Finance and the Board of Directors for approval.	KTV, City. KHTC	Departments and divisions	Financial revenue and expenditure forecast	Within 10 days	BM/QT.07/P.KHTC/01-01 BM/QT.07/P.KHTC/01-02 BM/QT.07/P.KHTC/01-03
5	The Board of Directors will review and approve.	The Board of Directors reviews, adjusts, and approves the financial revenue and expenditure budget. If the budget meets the requirements, proceed to the next steps. If the budget estimate does not meet the requirements, return it to the Planning and Finance Department for revision.	Board of Directors	Departments and divisions	The financial revenue and expenditure budget was approved by the Board of Directors.	After 2 days	BM/QT.07/P.KHTC/01-01 BM/QT.07/P.KHTC/01-02 BM/QT.07/P.KHTC/01-03
6	The Department of Finance reviews and approves.	The Department of Finance reviews and approves the project. State budget accounting (in cases where the school receives funding from the state budget)	Department of Finance	Room KHTC	Estimated revenue and expenditure of the state budget. approved	After 5 day	BM/QT.07/P.KHTC/01-03
7	Public disclosure and record keeping	The Planning and Finance Department receives notifications and decisions approving the budget. - Publicly disclose the budget at the conference. Employees - Store and organize records according to regulations.	Room KHTC	Board of Directors City Planning and Finance Department	Financial revenue and expenditure forecast The state budget has been approved.	In Conference CNVC	BM/QT.07/P.KHTC/01-04