

***FISCAL YEAR 2004-2005
GENERAL OPERATING FUND
BUDGET MANUAL***



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**BUDGET CALENDAR
GENERAL OPERATING FUND
FISCAL YEAR 2005**

DATE	ACTIVITY
May 6	Budget manual and Request Forms are distributed to all Budget Managers.
TBD	<p>Budget Managers will meet with executive council to present Budget Requests.</p> <p>Also, budget requests must be submitted for approval as follows:</p> <ul style="list-style-type: none"> • Request for computer equipment and software must be reviewed and approved by the Director of Information Technology • Requests for audio/visual equipment must be reviewed and approved by the Coordinator of the Media Center. • Requests for equipment that will add a significant demand on electricity must be reviewed and approved by the Director of the Physical Plant.
TBD	Executive Council provides copies completed Summary Worksheets to the Comptroller's Office.
June 21 – July 2	Comptroller's Office compiles a working copy of the general operating fund budget for the Executive Budget Committee, who will meet to prepare the general operating fund budget's first draft.
June 28 – July 2	Executive Council members communicate to departments on the status of their budget requests. Budget Managers schedule meetings with President and Executive Budget Committee for appeals.
July 22	Present first draft of fiscal year 2005 budget to Board of Trustees
July 26 – August 5	Executive Budget Committee meets to prepare the general operating fund budget's final draft.
August 19	The general operating fund budget is presented to the Board of Trustees for final approval.

Budget Calendar
Carl D. Perkins Grant
Fiscal Year 2005

<i>Date</i>	<u>Activity</u>
April 27	Perkins Application became Available on-line Password was sent to Perkins contact person
April 28	Program evaluation instruments and data will be distributed to Workforce and Health Science Dept. Chairs in order to perform their yearly self-evaluation. Dept. will begin brainstorming on FY 05 requests.
May 12	Program evaluations are due at the Perkins contact office. Non-instructional department will submit their Perkins requests for FY 05 Local Perkins plan will be reviewed and modified as needed.
May 17 – 21	District level evaluation will be completed and will be keyed into the Perkins application along with program evaluation results
May 26	Dept. Chairs leaders will submit their Perkins budget requests on appropriate forms to appropriate Dean.
May 27	Each instructional Dean will prepare a Perkins prioritized budget request list and prioritize the division's requests. The requests will be sent to Perkins contact person for compilation
May 31	Perkins Planning Committee will discuss compiled budget requests and finalize the priorities
June 1	Final budget requests will be presented to Executive Council for approval.
June 2 - 3	Perkins contact person will prepare grant application
June 4	Perkins Grant will be submitted electronically

Note: This calendar is subject to change pending notification of the 2004-2005 Perkins allocations. The due date is 30 days after grant allocation notification has been given.

INSTITUTIONAL INFORMATION

STATEMENT OF PHILOSOPHY AND MISSION

Laredo Community College is a comprehensive community college committed to providing educational services that meet the needs of the community, its citizens, and its service area. As a border community college, we respond to changes-both national and international-in the technological, industrial, and educational environment.

Our philosophy is that education enhances the individual's opportunity for full participation in society. Therefore, we strive to ensure that all citizens have the opportunity to educate themselves to the full extent of their abilities and needs. Consequently, we are committed to an open-door policy which ensures opportunities for all types of students.

LCC seeks to implement its educational philosophy by offering occupational programs, transfer curricula, adult and continuing education, developmental education, student development services, and community services.

VISION STATEMENT

Laredo Community College shall provide for quality education with a commitment to excellence, where students achieve their educational objectives while meeting institutional standards in order to compete successfully in the 21st century.

INSTITUTIONAL OBJECTIVES FOR 2002 – 2003

INSTRUCTION

1. To develop a student performance assessment plan by May 2003 for full implementation in Fall 2003.
2. To increase the College's percentage of contact hours completed while continuing to exceed the state average. (*THECB IE Measure 9*)
3. To increase the College's Fall-to-Spring retention rates of first-time-in-college students while continuing to exceed the state averages. (*THECB IE Measures 7 and 8*)
4. To increase the College's completion (graduation/transfer) rates of first-time-in-college students while continuing to exceed the appropriate state standards. (*THECB IE Measures 3, 4, 5, 6*)
5. To increase the number of the College's workforce education program graduates while continuing to exceed the state requirements. (*THECB IE Measures 10 and 14*)
6. To increase the placement (transfer/employment) rates for workforce education program graduates while continuing to exceed the state requirement of 90%. (*THECB IE Measures 11 and 15*)
7. To increase the placement (transfer/employment) rates for workforce education program non-completers/non-returners while continuing to exceed the state average. (*THECB IE Measure 12*)
8. To increase the College's continuing education/workforce development course enrollments to support the needs of the local industry. (*THECB IE Measure 13*)

STUDENT SUPPORT

9. To increase the proportion of women/men and minorities in all workforce education programs to be comparable to the College's overall enrollment according to state standards. (*THECB IE Measure 2*)
10. To implement processes and procedures that improve the advisement and counseling services to students by decreasing the performance gap identified in the Student Satisfaction Inventory. (*SSI 2002*)
11. To implement processes and procedures that improve the students' safety and security on campus by decreasing the performance gap identified in the Student Satisfaction Inventory. (*SSI 2002*)

INSTITUTIONAL SUPPORT

12. To finalize instructional, operational, and financial plans for the College's second campus by December 2002.
13. To implement processes and procedures that improve inter-departmental and institutional communication by decreasing the performance gap identified in the Campus Quality Survey. (*CQS 2001*)
14. To implement processes and procedures that improve employee teamwork and planning by decreasing the performance gap identified in the Campus Quality Survey. (*CQS 2001*)

INSTITUTIONAL GOALS

A. Mission

To state clearly and review periodically the mission and goals of the College.

B. Planning and Evaluation

To provide and document comprehensive research, planning, and information services that support continuous evaluation and revision of every facet of college operations.

C. Educational Programs

To provide an open door admission policy with a comprehensive curriculum made up of a broad range of certificate and degree programs based on the occupational and educational needs of the residents of the service area of the LCC District.

D. Educational Support Services

To provide comprehensive student support services to facilitate student growth and to enhance student success in the academic, social, and economic community.

E. Faculty and College Community

To hire, through fair employment practices, a qualified faculty and staff to accomplish the mission of the institution.

F. Administrative Processes

To practice effective decision-making and encourage broad participation in campus governance in an environment of mutual trust and respect.

G. Financial Resources

To provide effective and efficient administrative management of fiscal resources while maintaining full fiscal accountability and keeping expenditures within available resources.

H. Physical Resources

To build and maintain facilities and grounds that functionally and aesthetically meet institutional needs and create a physical environment conducive to learning.

I. Student Development

To provide the resources, by which students can acquire basic knowledge and skills necessary to be self-learners and effective problem-solvers.

J. Community and Culture

To enrich the lives of students and community residents by offering cultural programs, short courses, workshops, literacy education and other educational events of interest to them.

BUDGET PREPARATION

INTRODUCTION

The 2004-2005 Budget Manual has been developed to:

- Provide information regarding the budgeting process at Laredo Community College.
- Provide a timeframe for compiling the necessary information.
- Provide a procedure to compile the data for departmental budgets including forms and instructions.

HIGHLIGHTS

The following are requirements to keep in mind when preparing Budget Requests for the upcoming fiscal year:

- The budget process is being streamlined this year. Budget requests will be submitted directly to the Executive Council.
- The basis for the fiscal year 2005 budget will be the current modified budget.
- Separate budget requests should be made for each campus – LCC Main (01) and LCC South (02) on the Summary Worksheet. Not all departments will have activities at the second campus.
- Each budget request should indicate the IE Unit Objective addressed.
- It is important that all information required to compile the budget be prepared timely. Please refer to the budget calendar for submission deadlines.
- Overtime budgets are being planned for only the Police Department.
- The Summary Worksheet will indicate whether an object is subject to zero base budgeting or prior year carry forward. (See sample of Summary Worksheet form.)
- Budget request forms for contracted services, equipment, travel and software are provided for these specific budget categories. Form ORQ should be used for **all other** zero based requests.
- Software and computer equipment requests require an approval from the Director of Information Technology to ensure that software is compatible with existing computer equipment prior to inclusion in the budget. (See forms ERQ and SRQ.)
- Audio-Visual equipment requests need approval from the Media Center Coordinator. (See form ERQ.)
- The Director of the Physical Plant must approve requests for equipment that will require a large amount of electricity before including those as budget requests. (See form ERQ.)
- Prioritized lists must be submitted for all zero based requests; Excel formats for the prioritized lists of requests will be provided to each department.

FORM NAMES

Please use the forms below as needed to support budget requests.

For Zero Based Budgets:

1. **FORM CRQ** = Contract Services Request
2. **FORM ERQ** = Equipment Request
3. **FORM SRQ** = Software Request
4. **FORM PRQ** = (New) Position Request
5. **FORM ORQ** = Other Request
6. **FORM TRQ** = Travel Request

Other:

Summary Worksheet = Forms for individual departments will be distributed by the accounting department.

GENERAL INSTRUCTIONS

Request made directly to Executive Council

Meetings will be scheduled for later this year at which each department manager and the corresponding President's Planning Council member will be responsible for presenting each department's budget request to the Executive Council.

Budget Basis

The Summary Worksheet (worksheet) distributed to all departments lists all objects normally used to account for each department's expenditures. Additionally, the worksheet includes: actual expenditures for the past two years, the modified budget allocations for this fiscal year – 2004-2005 and year to date expenditure data. Year to date expenditures change daily so the information on the departmental expense statements probably will differ from the worksheet amount. The worksheet will also include the basis to be used to plan next year's budget for each object – ZERO, PRIOR YEAR, N/A, and INSTL.

If the basis for an object is ZERO, zero base budgeting will be used to budget for that object (e.g. equipment, software, contracted services & travel). The budget for these objects will have to be built from \$0 providing a justification for each item/amount comprising the aggregate budget request. The justification should be documented using the forms included in the Budget Request Forms section of this manual. In addition, each form must be supported by a prioritized list of all requests, by priority, to facilitate the evaluation of each request. An Excel file containing formats for priority lists will be distributed by e-mail.

For objects with the basis PRIOR YEAR, the budget requests for the current fiscal year (2003-2004) may be carried forward. However, if a smaller request is needed in 2004-2005, the lesser amount must be requested. Additionally, budget dollars may be shifted between objects as necessary. However, the aggregate request of the PRIOR YEAR basis objects may not be increased.

In general, no budget request is necessary for objects with the basis N/A or INSTL. The Executive Budget Committee or another party will plan budgets for these objects. For instance, certain objects will be budgeted at the institution level such as telephone, building repairs & alterations and copy services. Other objects are budgeted using other means such as salaries, which are subject to approved salary schedules. Additionally, where budgets have been eliminated (i.e. overtime), no budget request will be necessary. These objects were designated with the basis of N/A.

Exceptions

- Various objects other than those detailed above have been designated as being subject to zero base budgeting. Justification for these objects should be prepared and submitted using form ORQ. Additionally, it will be necessary to provide a prioritized list.
- Departments having extraordinary circumstances or new needs may submit budget requests for objects designated as PRIOR YEAR, N/A or Minus X% and treat these objects as zero based items. Form ORQ must be used to submit justification for these requests. Additionally, a prioritized list must be submitted to the President's Planning Council and Executive Council for evaluation.
- If your department needs a budget for an object not used in previous years, please make this request using a zero based budgeting approach since no history is available for that object in your department. Use the appropriate zero based budget form for this purpose.

Required Documentation

The final documentation to be submitted to the Executive Council should be the following:

1. Summary Worksheet with requests for all applicable objects.
2. Justification form(s) for each of the zero based objects – *including exception objects treated as zero based.*
3. Prioritized list for each justification form.
4. Form ORQ for each exception item.

Additional Approvals for Equipment and Software

Requests for equipment and/or software require additional approvals as follows:

- a. The Director of Information Technology must approve all requests for computer equipment & software.
- b. The Director of the Physical Plant must approve all requests for equipment that will require a large amount of electricity (e.g. a new computer lab).
- c. The Media Center Coordinator must approve all requests for audio-visual equipment.

ASSIGNMENT OF RESPONSIBILITIES

Budget requests should be prioritized using the following process:

- Departmental personnel develop budget requests. Priorities are established with the concurrence of the Budget Manager.
- Budget Managers meet with their Planning Council member to prioritize budget requests.
- Budget Managers should complete prioritized lists for all zero based budget requests (e.g. equipment, contracted services, travel, software and any exception items) for their department(s). Prioritized lists should contain the following information: priority number, department name, item description, quantity, unit price and total cost. An Excel format will be provided for preparation of prioritized lists.
- Budget Managers and their corresponding Planning Council members meet with the Executive Budget Committee to present budget requests.
- Executive Council members will complete prioritized lists for all zero based budget requests (e.g. equipment, contracted services, travel, software and any exception items) for their area of responsibility. Prioritized lists must contain the following information: priority number, department name, item description, quantity, unit price and total cost. An Excel format will be provided to prepare the prioritized listings. These listings are submitted to the Comptroller's Office.
- Executive Council members will submit a copy of the completed Summary Worksheet for each department in their division to the Comptroller's Office.
- Executive Council members will submit prioritized lists (on Excel) for zero based budget requests for their divisions to the Comptroller's office.
- Comptroller's Office will compile a working copy of the General Operating Fund 2004-2005 Budget to submit to President and the Executive Budget Committee.
- The President and the Executive Budget Committee will approve the budget requests and finalize the proposed budget for fiscal year 2004-2005.
- The Executive Budget Committee will provide the final request lists and Summary Worksheets to the Comptroller's Office for preparation of the Proposed Budget Working Papers.

BUDGET GUIDELINES

NEW POSITION REQUESTS category 10

- New positions requests must be justified using form PRQ (position request).
- New positions are budgeted using approved salary schedules.
- Staffing positions are classified into one of the following:
 1. Faculty/Counselors/Librarians
 2. Classified
 3. Administrative/Professional/Technical
 4. Executive
- New positions should be budgeted at step 0 of the appropriate grade of the salary schedule.
- Faculty/Counselors/Librarians positions should be budgeted at degree level I of the salary schedule.
- Benefits should be calculated at 8.41% of the salary for new positions.
- Changes to personnel budgets should be submitted to the Office of Human Resources who in turn will forward the information to the Comptroller's Office to update departmental budgets.
- The Board of Trustees approves new positions, reclassifications and salary rates.

NOTE: Contact the Office of Human Resources for information regarding the approved salary schedules.

CONTRACTED SERVICES category 30

The following objects are subject to zero based budgeting:

3265 – Professional Services – Audits
3270 – Elections
3300 – Membership Dues
3303 – Subscriptions
3600 – Contracted Services
3608 – Licensing/ Certification
3690 – Tax Collection
3720 – Services/Handicapped
3920 – Publications

- Requests for the above objects must be justified using form CRQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.
- Budget items that the college is obligated to pay either by contract or by state/federal regulations should be designated as mandatory by assigning an (M) as the priority number. Mandatory items should be listed first.

BUDGET GUIDELINES

EQUIPMENT category 40

The following objects are subject to zero based budgeting:

4160 - Equipment
4163 – Lease Purchase
4171 – Maintenance Agreements
4173 - Rentals

- Requests for the objects above must be justified using form ERQ
- A prioritized list must be submitted to facilitate the evaluation of request.
- Equipment is defined as items having these characteristics: (a) An acquisition value of **\$300.00** or more **and** an expected life of more than one year and (b) All office furniture including desks, chairs, tables, computer workstations and file cabinets.
- Equipment requests require additional approvals as detailed in the General Instructions section above.
- Required equipment is approved on an item-by-item basis not by the total department budget allocated for equipment.
- Equipment requests during the fiscal year require Board approval.
- Once the operating budget is approved, an itemized list of equipment to be purchased will be distributed to all President's Planning Council Members so that departments may be informed regarding which requests were approved.

NOTE: Contact the Purchasing Department for assistance in obtaining prices of equipment or the Department of Information Technology for prices of computer equipment.

SUPPLIES category 50

There are no objects subject to zero based budgeting:

- Requests for the objects above must be justified using form ORQ
- A prioritized list must be submitted to facilitate the evaluation of request.

SOFTWARE object 5455

- Budget requests for software must be zero based.
- Software requests must be justified using form SRQ
- A prioritized list must be submitted to facilitate the evaluation of request.
- Software purchases with a cumulative total under \$500 for the fiscal year may be purchased with expendable supplies funds at the department's option.
- Equipment requests require additional approvals as detailed in the General Instructions section above.

BUDGET GUIDELINES

TRAVEL objects 6110, & 6800

- Administrative travel will be pooled at the executive level.
- Instructional travel will be pooled at the executive level.
- Travel expenses are zero based this year.
- Travel must be justified using form TRQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.
- Travel expenditures include such costs as registration fees, transportation, lodging and meals. In state travel should be approved in advance by the appropriate President's Planning Council member and Executive Officer. Out of state travel requires the President's approval.

Note: although individual departments will be assigned travel budgets, Executive Council members need to know how much travel is planned in order to secure an adequate budget for his area.

STUDENT EXPENSES category 70

There are no objects subject to zero base budgeting

- Budget requests must be justified using form ORQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.

EXPENSE OBJECTS

(Will be made available on the Accounting Department web page)

DEPARTMENT NUMBERS

(Will be made available on the Accounting Department web page)

BUDGET REQUEST FORMS

NEW POSITION REQUEST

DEPARTMENT NAME:

DEPARTMENT NO:

POSITION TITLE:

DEPARTMENT AND OBJECT CODE NO:

GRADE/LEVEL: _____

SALARY RANGE:

FROM \$ _____ TO \$ _____

FOR PART-TIME POSITION (20 Hrs or Less):
_____ HOURS PER WEEK

EXPENSE CATEGORY		REQUESTED		FINAL APPROVAL
SALARY		\$ _____		\$ _____
BENEFITS (8.41% of salary)		\$ _____		\$ _____
EQUIPMENT (from form ERQ)		\$ _____		\$ _____
OTHER		\$ _____		\$ _____
TOTAL		\$ _____		\$ _____

JUSTIFICATION (Attach additional sheets as needed.):

IE Unit Objective addressed:

PRIORITY
DEPARTMENT: LEVEL ____ OF ____
PRES. COUNCIL: LEVEL ____ OF ____
EXECUTIVE: LEVEL ____ OF ____

SIGNATURES & DATE
DEPARTMENT:
PRES. COUNCIL:
EXECUTIVE:

Department Name: _____ Department Number: _____ Object _____
Person Responsible: _____ E-mail address: _____

Item Being Requested	Quantity	Unit Cost	Shipping Cost	Total Cost

Specific Equipment Details: _____

Other Equipment Needs Associated with this Request: _____

Replacement Information - Complete only if requested item is a replacement.

Item(s) being replaced: _____

For Equipment being replaced:

Tag Number: _____ Date of Acquisition: _____ Original Cost: _____

Reason for replacement: _____

Usage Quotient: _____ Useless _____ Useful

What will be done with the old equipment? _____

For Computer Replacements:

_____ Hardware unable to handle software needs

_____ Lack of sufficient hard drive space and/or memory

Attach list of service calls performed on equipment item.

Has an upgrade been requested?

Is transfer from another department a possibility?

JUSTIFICATION:

Intended Use of Item Being Requested:

IE Unit Objective being addressed:

Location Where Equipment Will Be Placed:

IMPACT ON INSTRUCTION:

Course(s) where item will be used during the 2004-2005 school year:
Include Estimated Time Usage in relation to Course Length (i.e., 3 weeks/16 weeks)

Expected enrollment in above listed courses:

How is the instruction of the concept being handled now?

How will the instruction of the concept be handled if this request is not approved?

HISTORY:

Attach Program Enrollment History for the past two years.

Attach Prior Equipment Request Form Where Item was Disapproved or Not Funded.

OTHER APPROVALS:

Audio-visual equipment requests require approval from the Media Center Coordinator.

___ Approved ___ Disapproved

Signature: _____ Date: _____

Computer Equipment requests require approval from the Director of Information Technology.

___ Approved ___ Disapproved

Signature: _____ Date: _____

Equipment requests that add a significant demand on electricity require concurrence of the Physical Plant Director.

___ Approved ___ Disapproved

Signature: _____ Date: _____

		President's Planning Council Approval	Executive Approval	Final Approval
Quantity				
Unit Cost	\$	\$	\$	\$
Total Cost	\$	\$	\$	\$

Dept. Priority: Number ___ of ___ Signature: _____ Date: _____

Pres. Planning

Council Priority: Number ___ of ___ Signature: _____ Date: _____

Executive

Council Priority: Number ___ of ___ Signature: _____ Date: _____

Appeal Process:

Notification of Non-Funding: _____

Date Appeal was Requested/New Justification Submitted: _____

Date of Appeal: _____

Outcome of Appeal: _____

SOFTWARE REQUEST (Object Code 5455)

DEPARTMENT NAME:

DEPARTMENT NUMBER:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)

IE Unit Objective addressed:

All software requests must be reviewed and validated by the Department of Information Technology. Software requests from CIS & CET offices are exempt from this requirement.

IT Representative _____ Review Date: _____.

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		

CONTRACTED SERVICES REQUEST

DEPARTMENT NAME:
 DEPARTMENT NUMBER:
 OBJECT CODE NUMBER:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)
 IE UNIT objective addressed:

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		

TRAVEL REQUEST

DEPARTMENT NAME:

DEPARTMENT NUMBER:

OBJECT CODE NUMBER:

IE UNIT OBJECTIVE ADDRESSED:

NUMBER OF PERSONS TRAVELING	DESTINATION	PURPOSE	DEPT. ESTIMATED COST*	PRESIDENT'S PLAN. COUNCIL APPROVED AMOUNT

SIGNATURE & DATES

TOTAL:

DEPARTMENT:

PRESIDENT'S PLANNING COUNCIL:

**NOTE: ESTIMATED COST SHOULD INCLUDE
COST FOR MEALS, LODGING,
TRANSPORTATION AND REGISTRATION
FEES. LIST TRAVEL FEES BY
DEPARTMENT'S LEVEL OF PRIORITY.**

OTHER BUDGET REQUEST

(Other than equipment, software, contracted services and travel)

DEPARTMENT NAME:

DEPARTMENT NUMBER:

OBJECT CODE NUMBER:

DESCRIPTION & JUSTIFICATION (Attach additional sheets as needed.)

IE UNIT objective addressed:

	DEPARTMENT	PRES. PLAN. COUNCIL APPROVAL	EXECUTIVE APPROVAL	FINAL APPROVAL
QUANTITY				
UNIT COST	\$	\$	\$	\$
TOTAL COST	\$	\$	\$	\$
PRIORITY		SIGNATURES & DATE		
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT: _____		
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL: _____		
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE: _____		

SAMPLE FORM

**Laredo Community College
FY 2005 General Operating Budget
Summary Worksheet**

DATE

								FY 2005	FY 2005	
				<u>FY 2002</u>	<u>FY 2003</u>	<u>FY 2004</u>	<u>FY 2004</u>	MAIN CAMPUS	LCC SOUTH	
DEPT#	OBJECT	DEPT NAME	DESCRIPTION	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>YTD</u>	<u>BASIS</u>	<u>REQUEST</u>	<u>REQUEST</u>
210107	1000	COMPTROLLER/ACCT SVC	SAL PROFESSIONAL	174,550.85	221,831.26	262,373.00	144,655.24	N/A		
210107	1020	COMPTROLLER/ACCT SVC	SAL STAFF REGULAR	149,334.11	64,335.95	73,505.00	36,158.96	N/A		
210107	1025	COMPTROLLER/ACCT SVC	SAL STAFF OVERTIME	8,666.73	1,480.69	0.00	0.00	ZERO		
210107	3222	COMPTROLLER/ACCT SVC	TELEPHONE	436.17	279.95	0.00	105.09	ZERO		
210107	3224	COMPTROLLER/ACCT SVC	TELEPHONE R&A	800.00	774.00	0.00	100.00	Institnl		
210107	3303	COMPTROLLER/ACCT SVC	SUBSCRIPTIONS	0.00	208.00	180.00	92.00	ZERO		
210107	3600	COMPTROLLER/ACCT SVC	CONTRACTED SERVICES	5,912.50	15,912.50	0.00	0.00	Institnl		
210107	3605	COMPTROLLER/ACCT SVC	CONTRACTED COPY	941.83	593.39	0.00	408.81	Institnl		
210107	3690	COMPTROLLER/ACCT SVC	TAX COLLECTION E XP	272,355.23	292,969.22	342,600.00	171,143.00	ZERO		
210107	4160	COMPTROLLER/ACCT SVC	EQUIPMENT	2,860.62	3,441.43	0.00	0.00	ZERO		
210107	5212	COMPTROLLER/ACCT SVC	POSTAGE	734.79	857.09	1,260.00	331.48	ZERO		
210107	5450	COMPTROLLER/ACCT SVC	SUPPLIES EXPENDABLE	14,577.21	12,091.91	9,563.00	4,707.42	ZERO		
210107	6110	COMPTROLLER/ACCT SVC	TRAVEL,ADMINSTRATIVE	2,254.56	2,628.72	0.00	0.00	ZERO		
210107	8424	COMPTROLLER/ACCT SVC	COMPUTER CENTER CHRG	18,000.00	21,000.00	21,000.00	12,250.00	Institnl		
210107	8525	COMPTROLLER/ACCT SVC	MEDIA CENTER CHARGES	15.39	3.80	50.00	0.84	Institnl		
210107	8526	COMPTROLLER/ACCT SVC	PRINT SHOP CHARGES	<u>1,602.68</u>	<u>1,880.50</u>	<u>1,650.00</u>	<u>895.08</u>	<u>Institnl</u>		
210107	Total			<u>653,042.67</u>	<u>640,288.41</u>	<u>712,181.00</u>	<u>370,847.92</u>		<u>0.00</u>	<u>0.00</u>