

***FISCAL YEAR 2005-2006
GENERAL OPERATING FUND
BUDGET MANUAL***



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**REVISED BUDGET CALENDAR
GENERAL OPERATING FUND
FISCAL YEAR 2006**

DATE	ACTIVITY
Monday, May 2	Budget manual and Request Forms are distributed to all Budget Managers.
Monday, May 2 – Friday, May 13	Budget Managers hold budget planning meeting with department personnel to prepare budget requests.
Tuesday, May 10	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.
Friday, May 13	Summary Worksheets and request forms are due to President's Planning Council members.
Monday, May 16 – Thursday, June 2	President's Planning Council members prioritize requests and compile Summary Worksheets and applicable request forms and prioritized lists for their areas of responsibility. Copies of resulting Summary Worksheets, request forms and prioritized lists should be provided to each Budget Manager.
Thursday, June 2	Budget requests are submitted to the appropriate Executive Council member.
Monday, June 6 – Thursday, June 23	Executive Council members prioritize requests and compile Summary Worksheets, Request Forms, and prioritized lists for their areas of responsibility. Copies of the Summary Worksheets, Request Forms and prioritized lists to the appropriate President's Planning Council member.
Thursday, June 23	Executive Council provides copies of the following to the Comptroller's Office: Summary Worksheets, Electronic listings of their division's requests for new equipment, Electronic listings of their division's requests for travel, Electronic listings of their division's requests for software and Electronic listings of their division's requests for contracted services.
Wednesday, June 29 – Tuesday, July 12	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.
Wednesday, July 13 – Thursday, July 14	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.
Monday, July 18	Appeal meetings with President and Executive Budget Committee take place
Tuesday, July 19	Executive Budget Committee finalize first draft of budget for Board of Trustees Budget Workshop
Thursday, July 21	Board of Trustees Budget Workshop to review first draft of budget
Monday, July 25 – Thursday, July 28	Executive Budget Committee meets to prepare the general operating fund budget's final draft.
Thursday, August 4	The general operating fund budget is presented to the Board of Trustees for final approval.

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 are prepared for 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, by which students achieve their educational objectives while meeting institutional standards in order to compete successfully in the 21st century.

INSTITUTIONAL OBJECTIVES, 2005 - 2008

1. To review and revise the processes for assessing and evaluating instructional programs,
2. To expand the research and development of new instructional programs,
3. To develop and implement strategies that address the college-preparedness of students,
4. To develop and implement a more efficient comprehensive advisement, counseling and orientation process for students,
5. To investigate the feasibility of expanding the College's district,
6. To implement processes that incorporate technology in the instructional programs and support services,
7. To upgrade the College's main information system to incorporate operational efficiencies,
8. To develop and implement personnel policies and procedures that ensure the hiring, retraining, and retention of qualified faculty and staff,
9. To develop and implement strategies to place LCC in a leadership position in the community's economic development,
10. To develop and implement processes which enhance internal communication and teamwork.

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, encourage broad participation in campus governance in an environment of mutual trust and respect, and provide timely internal and external communication of these processes.

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.

K. Technology – To further incorporate technology into instructional, student support, and operational processes and activities throughout the College.

L. Resource Development – To coordinate the exploration of additional resources from federal, state, private, and corporate entities to promote the College's mission.

BUDGET PREPARATION

INTRODUCTION

The 2005-2006 Budget Manual has been developed to:

- Provide information regarding the budgeting process at Laredo Community College.
- Provide a timeframe for amassing the necessary information via the budget calendar.
- 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 basis for the fiscal year 2006 budget will be the current modified budget.
- All information required to compile the budget has to be prepared timely so that we can stay within the budget calendar deadlines. Please refer to the budget calendar for submission deadlines.
- Separate budget requests should be made for each campus – LCC Main and LCC South on the Summary Worksheet. Not all departments will have activities at the second campus.
- Each budget request should indicate the IE Unit Objective addressed.
- Overtime budgets will be planned for only the Police Department.
- The Summary Worksheet will indicate whether an object is subject to zero base budgeting, prior year carry forward or planned for the institution by the budget committee.
- Budget request forms are provided for: the contracted services category, the equipment category, new position requests and software are provided for these specific budget items. Form **ORQ** should be used for any 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 through e-mail.

FORM NAMES

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

For Zero Based Budgets:

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

Other:

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

GENERAL INSTRUCTIONS

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 budget allocations for this fiscal year – 2005-2006 and year to date expenditure data. Year to date expenditures change daily. Current year to date expenditures may be obtained from the FRS system.

The worksheet will also include the basis to be used to plan next year's budget for each object – ZERO, PRIOR YEAR, N/A, or INST.

If the basis is ZERO, zero base budgeting will be used to budget for that object or category (e.g. equipment, software and contracted services). 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 (PY), the current budget for the current fiscal year (2004-2005) may be carried forward. However, if a smaller request is needed in 2005-2006, 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 INST. The 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 PY or N/A 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.

Required Documentation

The final **documentation to be submitted** to the planning council and the executive council should be the following:

1. Summary Worksheet with requests for all applicable objects. Submit the Summary Worksheet that was provided. No substitutes will be accepted.
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.

Objects & Department Lists

The listings of objects and department numbers previously included in the budget manual are now available online at the accounting department web page.

RESPONSIBILITIES

Budget requests should be prioritized using the following process:

- Departmental personnel develop budget requests. Priorities are established with concurrence of the Budget Manager.
- Budget Managers meet with their Planning Council member to prioritize budget requests.
- Planning Council members should complete prioritized lists for all zero based budget requests (e.g. equipment, contracted services, software and any exception items) for their area of responsibility. 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.
- Planning Council members meet with Executive Officers to prioritize budget requests.
- **Executive Council members should complete prioritized lists for all zero based budget requests (e.g. equipment, contracted services, software and any exception items) for their area of responsibility. 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. These listings are submitted to the Comptroller's Office.**
- **Executive Council members should submit a copy of the completed Summary Worksheet to the Comptroller's Office for each department in their division.**
- Comptroller's Office will compile a working copy of the General Operating Fund 2005-2006 Budget to submit to President and the Budget Committee.
- The President and the Budget Committee will approve the budget requests and finalize the 2005-2006 fiscal year's proposed budget.
- The 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

CONTRACTED SERVICES category 30

The following objects are subject to zero based budgeting:

3600 – Contracted Services
3608 – Licensing/ Certification
3690 – Tax Collection
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.

EQUIPMENT category 40

The following objects are subject to zero based budgeting:

4160 - Equipment
4163 – Lease Purchase
4171 – Maintenance Agreements
4173 – Rentals
4891 – Computer Upgrade

- 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.
- Equipment budgeted for 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.

BUDGET GUIDELINES

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.

REGISTRATION FEES object 6800

- Registration fees are zero based this year.
- Registration fees must be justified using form ORQ.
- A prioritized list must be submitted to facilitate the evaluation of requests.

STUDENT EXPENSES category 70

The following objects are subject to zero base budgeting

7360 – Contracted Services
7576 – Child Development Lab Meals
7860 – Programs
7870 – Drama Production
7871 – Opera Workshop
7872 – Dance Production
7873 – Symphony Production
7874 – Guitar Production
7875 – Exhibits
7876 – Mariachi Palominos
7950 – Child Development Lab Student Activities

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

NEW POSITION REQUESTS

For budget purposes, the grade/level and salary range should be obtained from the current year's salary schedules. The Human Resources department will update the salary amount once new salary schedules are approved. When completing the requested salary information, please assume step zero.

BUDGET REQUEST FORMS

Contracted Services Category Request Form

DEPARTMENT NAME:
DEPARTMENT NUMBER:
OBJECT CODE NUMBER:

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

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

New Equipment Category Request Form

Page 1 of 3

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?

New Equipment Request Category Form

Page 2 of 3

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: _____

New Equipment Request Category Form

Page 3 of 3

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: _____

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 Form (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: _____.

QUANTITY	
UNIT COST	\$
TOTAL COST	\$

PRIORITY		SIGNATURES & DATE	
DEPARTMENT:	LEVEL _____ OF _____	DEPARTMENT:	_____
PRES. COUNCIL:	LEVEL _____ OF _____	PRES. PLAN. COUNCIL:	_____
EXECUTIVE:	LEVEL _____ OF _____	EXECUTIVE:	_____

LCC 2006

FORM SRQ

New Position Request Form

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

SIGNATURES & DATE

DEPARTMENT: LEVEL ____ OF ____

PRES. COUNCIL: LEVEL ____ OF ____

EXECUTIVE: LEVEL ____ OF ____

DEPARTMENT:

PRES. COUNCIL:

EXECUTIVE:

Other Budget Request Form

(Other than equipment, software and contracted services)

DEPARTMENT NAME:

DEPARTMENT NUMBER:

OBJECT CODE NUMBER:

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

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