

***FISCAL YEAR 2007-2008
GENERAL OPERATING FUND
BUDGET MANUAL***



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**BUDGET CALENDAR
GENERAL OPERATING FUND
FISCAL YEAR 2008**

DATE	ACTIVITY
Monday, April 2	Budget Manual and Request Forms are distributed to all Budget Managers.
Monday, April 2 – Friday, April 27	Budget Managers hold budget planning meeting with department personnel to prepare budget requests.
Friday, April 27	Summary Worksheets and request forms are due to President's Planning Council members.
Monday, April 30 – Thursday, May 17	President's Planning Council members prioritize requests and compile Summary Worksheets and prioritized lists for their areas of responsibility. Copies of resulting Summary Worksheets and priority lists should be provided to each Budget Manager.
Thursday, May 17	In the instructional and student services division, Summary Worksheets and priority lists are due to Associate Vice Presidents.
Monday, May 21 – Thursday, May 31	Associate Vice Presidents 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, May 31	Budget requests are submitted to the appropriate Executive Council member.
Monday, June 4 – Thursday, June 21	Executive Council members prioritize requests and compile Summary Worksheets and prioritized lists for their areas of responsibility. Copies of the Summary Worksheets and prioritized lists should be provided to the appropriate President's Planning Council member.
Monday, June 18 - Wednesday, June 20	Executive Council members request the following necessary additional approvals if necessary: <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.
Thursday, June 21	Executive Council provides copies of the following to the Comptroller's Office: <ol style="list-style-type: none"> 1. Summary Worksheets, 2. Electronic listings of their division's requests for new equipment, 3. Electronic listings of their division's requests for travel, 4. Electronic listings of their division's requests for software and 5. Electronic listings of their division's requests for contracted services.

DATE	ACTIVITY
Monday, June 25 – Thursday, July 12	Comptroller’s Office compiles a working copy of the general operating fund budget for the Budget Committee, who will meet to prepare the general operating fund budget’s first draft.
Monday, July 16 – Tuesday, July 17	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 23 – Tuesday, July 24	Appeal meetings with President and Executive Budget Committee take place.
Monday, July 30	Executive Budget Committee finalizes first draft of budget for Board of Trustees Budget Workshop.
Thursday, August 2	Board of Trustees Budget Workshop to review first draft of budget.
Monday, August 6 – Thursday, August 9	Executive Budget Committee meets to prepare the general operating fund budget final draft.
Thursday, August 23	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, 2007 - 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 2007-2008 Budget Manual has been developed to:

- Provide information regarding the budgeting process at Laredo Community College.
- Provide a timeframe for compiling 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 2008 budget will be the modified 2007 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.
- There is a new layer of authorization in the instructional and student service areas. Requests will be reviewed by the Associate Vice Presidents before being sent to the Executive Vice President.
- 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.
- The Summary Worksheet shows your department budget for the fiscal year. Also, it indicates whether an object is subject to zero base budgeting, prior year carry forward or planned for the institution by the budget committee.
- Prioritized lists must be submitted for all zero based requests. Excel formats for the prioritized lists of requests will be provided through e-mail. Remember to justify all zero based requests.
- IE Unit Objectivities will not be identified for the FY 2007-2008 Budget.
- The responsibility for obtaining additional approvals for computer equipment, audio/visual equipment and equipment requiring large amounts of electricity has been shifted to the Executive Council level.
- 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 priority lists ERQ and SRQ.)
- New computers should only be requested for new personnel, new computer labs and to replace damaged equipment.
- Audio-Visual equipment requests need approval from the Media Center Coordinator. (See priority list 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 priority list ERQ.)
- Priority list ORQ should also be used to justify budget increases and decreases for other requests.
- Overtime budgets will be planned for only the Police Department.
- Instructional supplies budgets will be assigned based on the lab fees collected from Summer Session I 2006 through Spring 2007.
- Budget for out-of-town travel is pooled at the Executive level.

FORM NAMES

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

Electronic Priority Lists:

- | | |
|---|---------------------------------------|
| 1. FORM CRQ = Contract Services Category Request | 2. FORM SRQ = Software Request |
| 3. FORM ERQ = Equipment Category Request | 4. 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 – 2006-2007 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 based 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 priority lists. An Excel file containing formats for priority lists will be distributed by e-mail. In addition, the zero based request must be prioritized to facilitate the evaluation of each request.

For objects with the basis prior year (PY), the current budget for the current fiscal year (2006-2007) may be carried forward. However, if a smaller request is needed in 2007-2008, 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 have been designated with the basis of N/A.

Exceptions

- Various objects other than those detailed above have been designated as being subject to zero based budgeting. Justification for these objects should be prepared and submitted using the ORQ priority 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. The priority list ORQ must be used to submit justification for these requests.

Required Information and Documentation

The final **information/documentation to be submitted** to the Planning Council, Associate Vice-Presidents, and the Executive Council and the Comptroller's Office 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. Excel file containing the completed Priority Lists.

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.

Please note that the responsibility for obtaining these additional approvals has been shifted to the Executive Council level. Deadlines are provided in the budget calendar.

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 at the following URL: <http://www.laredo.edu/accounting/>.

Requests for computers

In general, it should not be necessary to request new computers this year. The College has established a PC refresh plan where all computers are automatically replaced after four years. **The PC refresh list compiled by Information Technology can be accessed in the Accounting and Purchasing Public Documents folder in the intranet.**

Theoretically, computers requests should only be necessary for:

1. Computers that are not in the refresh list compiled by the Information Technology department which need to be replaced.
2. Computers needed for new requested and approved positions.
3. Computers needed to outfit new computer labs.

Also, the responsibility to obtaining approvals from the Director of Information Technology for new computers has been shifted to the Executive Council. The reason for this change is to reduce the volume of approvals needed.

Note regarding the transition to the new Banner Information System: As many of you know, LCC will begin using the new Banner Finance system in August 2007. This means that we will have new account numbers beginning on September 1, 2007. For the time being, the 2008 budget will be planned using the current account numbers. However, new account numbers will be issued this summer which will be effective with the implementation of Banner. Beginning the 2008 fiscal year, the new Banner account numbers will be used; the current account numbers will be discontinued.

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, total cost, and justification. An Excel format will be provided.**
- **Planning Council members in the instructional and student service divisions will submit prioritized lists for all zero based budget requests to the Associate Vice-Presidents. All other Planning Council members should submit their information to the Executive Council.**
- Associate Vice-Presidents 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, total cost and justification. An Excel format will be provided.**
- Associate Vice-Presidents submit prioritized lists for all zero based budget requests to Executive Officers.
- 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, total cost and justification. An Excel format will be provided by the Comptroller's Office.**
- **Executive Council members will obtain any additional approval that is necessary for equipment and software requests.**
- Executive Council members should submit the final completed Summary Worksheet and the Priority Lists (on Excel) to the Comptroller's Office for each department in their division.
- **Executive Council members should submit all requests for New Positions (form PRQ) to the Human Resources Director.**
- Comptroller's Office will compile a working copy of the General Operating Fund 2007-2008 Budget to submit to the President and the Budget Committee.
- The President and the Budget Committee will approve the budget requests and finalize the 2007-2008 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

- Requests for the above objects must be justified using priority list CRQ.
- A prioritized list must be completed 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

- Requests for the objects above must be justified using priority list 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.
- Do not submit a request for a computer that is in the refresh list compiled by IT.

Computers requests should only be necessary for:

1. Computers that are not in the refresh list compiled by the Information Technology department which need to be replaced.
 2. Computers needed for new requested and approved positions.
 3. Computers needed to outfit new computer labs.
- Equipment requests require additional approvals as detailed in the General Instructions section above.
 - Equipment budgets are approved on an item-by-item basis not by the total department budget allocated for equipment.
 - New equipment requests (object code 4160) 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 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 cont'd

SOFTWARE object 5455

- Budget requests for software must be zero based.
- Software requests must be justified using priority list SRQ
- A prioritized list must be completed to facilitate the evaluation of the requests.
- 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.

NEW POSITION REQUESTS

The New Position requests will be handled by the Human Resources Department (HR). Instructions for New Position requests will be distributed by HR.

For budget purposes, the grade/level and salary range should be obtained from the current year's salary schedules (see web address below). 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.

http://www.laredo.edu/HumanRes/Main_Frame.htm

NOTE REGARDING RECLASSIFICATIONS

The reclassification process is handled by the Human Resources Department (HR). Instructions for reclassification will be distributed by HR.

PRIORITY LISTS

Contracted Services Requests Priority List
Contracted Services Category

Department Name _____
 Department Number _____

Note: This format should be used for the following objects subject to zero based budgeting: 3600, 3608, 3690, 3920.

Instructions

- 1 Input the account number (department number) and object number above and in the individual line items.
- 2 Fill in the item description, quantity, unit cost and shipping cost for each item.
- 3 Key M for the Main campus or S for the South campus. The subtotals and grand total will be calculated automatically.
- 4 When budgeting for the same item for both campuses, use separate lines for each campus.
- 5 Please assign a priority for each line item. If an item is mandatory, designate the priority as M.

Priority	Account Number	Object Number	Description	*IE Unit Objective	Quantity	Unit Cost	Main (M) or South (S)	Main Campus Subtotal	South Campus Subtotal	Grand Total Both Campuses	Justification
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
Total								0.00	0.00	0.00	

***NOTE:** IE Unit Objectives will not be requested for FY 2007-2008 budget process.

Equipment Requests Priority List
Equipment Category

Department Name _____
Department Number _____

Note: This format should be used for the following objects subject to zero based budgeting: 4160, 4163, 4171, 4173, and 4891.

- Instructions:
- 1 Input the account number (department number) and object number above and in the individual line items.
 - 2 Fill in the item requested, quantity, unit cost and shipping cost for each item.
 - 3 Key M for the Main campus or S for the South campus. The subtotals and grand total will be calculated automatically.
 - 4 When budgeting for the same item for both campuses, use separate lines for each campus.
 - 5 Please assign a priority for each line item. If an item is mandatory, designate the priority as M.
 - 6 Please obtain signatures from the Media Center, Information Technology, and/or Physical Plant.

Priority	Account Number	Object Number	Item Requested	Additional Approval Signature	*IE Unit Objective	Replacement (Y/N)	Quantity	Unit Cost	Shipping Cost	Main (M) or South (S)	Main Campus Subtotal	South Campus Subtotal	Grand Total Both Campuses	JUSTIFICATION
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
											0.00	0.00	0.00	
Totals											0.00	0.00	0.00	

NOTE: Additional approvals will be obtained at the Executive Level and they are as follows:

- Audio-visual equipment requests require approval from the Media Center Coordinator.
- Computer Equipment requests require approval from the Director of Information Technology.
- Equipment requests that add a significant demand on electricity require concurrence of the Physical Plant Director.

*NOTE: IE Unit Objectives will not be requested for FY 2007-2008 budget process.

Software Requests Priority List (Object 5455)

Department Name _____
Department Number _____

Note: This format may only be used for object 5455.

Instructions:

- 1 Input the account number (department number) above and in the individual line items.
- 2 Fill in the item being requested, quantity, unit cost and shipping cost for each item.
- 3 Key M for the Main campus or S for the South campus. The subtotals and grand total will be calculated automatically.
- 4 When budgeting for the same item for both campuses, use separate lines for each campus.
- 5 Please assign a priority for each line item. If an item is mandatory, designate the priority as M.

Priority	Account Number	Object Number	Item Requested	Additional Approval Signature	*IE Unit Objective	Quantity	Unit Cost	Shipping Cost	Main (M) or South (S)	Main Campus Subtotal	South Campus Subtotal	Grand Total Both Campuses	Justification
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
		5455								0.00	0.00	0.00	
Total										0.00	0.00	0.00	

NOTE: Additional approvals will be obtained at the Executive Level and they are as follows:

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.

*NOTE: IE Unit Objectives will not be requested for FY 2007-2008 budget process.

Other Requests Priority List

Department Name _____

Department Number _____

Notes:

- 1 This format may be used for all other objects not designated for zero based budgeting (I.e. exception items).

Instructions

- 1 Input the account number (department number) and object number above and in the individual line items.
- 2 Fill in the item description, quantity, unit cost and shipping cost for each item.
- 3 Key M for the Main campus or S for the South campus. The subtotals and grand total will be calculated automatically.
- 4 When budgeting for the same item for both campuses, use separate lines for each campus.
- 5 Please assign a priority for each line item. If an item is mandatory, designate the priority as M.

Priority	Account Number	Object Number	Description	*IE Unit Objective	Quantity	Unit Cost	Main (M) or South (S)	Main Campus Subtotal	South Campus Subtotal	Grand Total Both Campuses	Justification
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
								0.00	0.00	0.00	
Total								0.00	0.00	0.00	