

## MEMORANDUM

To: Business Managers, Senior and Regional Campuses

From: Leslie Brunelli, Budget Director

Date: April 7, 2006

Subject: FY2007 Budget Reports Board of Trustees

As in prior years, in early June 2006 the Budget Office will send each Board of Trustees member a budget document book that provides the following information for your campus. The budget document book serves as a reference tool for each member as they review and approve our funding requests for the new year.

### Unrestricted Current Fund Resources and Uses:

- FY 2005 Actual Unrestricted Current Funds Summary by Fund Group
- FY 2006 Projected Unrestricted Current Funds Summary by Fund Group
- FY 2007 Proposed Unrestricted Current Funds Summary by Fund Group

### Restricted Funds Resources and Uses:

- Statement of Restricted Funds Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed

### Automated Master Summaries:

- Statement of Current Unrestricted Fund Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed
- Statement of Total Current Fund Resources and Uses for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed

### Auxiliary Funds:

- FY 2007 Budget Summary of Auxiliary Funds by Program or Major Activity for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed

### Designated and Local Funds:

- FY 2007 Schedule of Designated Funds Activities for FY 2005 Actuals, FY 2006 Projected, and FY 2007 Proposed
- FY 2007 Sources and Uses of Local Funds for FY 2006 and FY 2007

We request your assistance in preparing these summaries. Attached with this memorandum are written instructions and an Excel workbook that contains separate worksheets for each of the items shown above. I have also attached last year's capsule of college data worksheet and request that you also review and update it.

Note that formula cells and information submitted last year are in locked cells. If you have a need to change a cell please let me know.

I will provide the “Summary of State Appropriations Worksheet” after the Senate Finance committee releases the appropriations bill. **The completed worksheets must be returned by Monday, May 1.**

This due date will ensure that we have sufficient time to complete and mail the budget document book to individual board members before their June meeting. **Please note that budget hearings with Dr. Sorensen have been scheduled the week of this due date. The Budget Office must have presentation materials two full days before each hearing. The Regional Campuses and Continuing Education Office must receive presentation materials by Friday, April 28, 2006.**

Should you have any questions or need additional clarification, please contact me at 803-777-1967 or by email. Specific instructions and the Excel workbooks for the development of your campus’s line item budget allocations for all ‘A’ funds will be issued in early June with a completion date at the beginning of July.