

MEMORANDUM

To: Business Managers, Senior and Regional Campuses

From: Leslie Brunelli, Budget Director

Date: April 6, 2007

Subject: FY2008 Budget Reports Board of Trustees

As in prior years, in early June 2007 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. This year, as we discussed in the fall, I am requesting that you provide information for the FY2009 year in addition to next fiscal year.

Unrestricted Current Fund Resources and Uses:

- FY 2006 Actual Unrestricted Current Funds Summary by Fund Group
- FY 2007 Projected Unrestricted Current Funds Summary by Fund Group
- FY 2008 Proposed Unrestricted Current Funds Summary by Fund Group
- FY 2009 Preliminary Unrestricted Current Funds Summary by Fund Group

Restricted Funds Resources and Uses:

- Statement of Restricted Funds Resources and Uses for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary

Automated Master Summaries:

- Statement of Current Unrestricted Fund Resources and Uses FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary
- Statement of Total Current Fund Resources and Uses for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary

Auxiliary Funds:

- FY 2008 Budget Summary of Auxiliary Funds by Program or Major Activity for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY 2009 Preliminary

Designated and Local Funds:

- FY 2008 Schedule of Designated Funds Activities for FY 2006 Actuals, FY 2007 Projected, FY 2008 Proposed and FY2009 Preliminary
- FY 2008 Sources and Uses of Local Funds for FY 2007, FY2008 and FY2009

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. Included with the workbook is the capsule of college data worksheet for you to review and update.

Note that the automated master summaries are locked. We did not look the all formulas this year though.

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A separate Excel attachment is included for your 'A' Fund Sources and Uses. This document was previously a part of the BOT document and may be added back this year. This document is helpful in discussing the incremental change year over year especially during the President's budget meetings.

I will provide the "Summary of State Appropriations Worksheet" after the Senate Finance committee releases the appropriations bill.

The completed worksheets for the BOT document and the Sources and Uses Statement must be returned by Friday, May 4, 2007. 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 after this due date. The Budget Office must have presentation materials by Friday, May 11.**

Should you have any questions or need additional clarification, please contact your budget analyst or 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.