

# **ORANGE COUNTY COMMUNITY COLLEGE**

## **OFFICE OF THE COMPTROLLER**

TO: All Department Managers

From: Jo Ann Hamburg

Date: February 1, 2010

Re: 2010-2011 Operating Budget Request

Next year's budget projection reflects a planned increase in tuition, decrease in State Aid and a modest increase in County support. In order to balance the budget and provide for mandated salary and benefit increases, initiatives approved through Planning and Budgeting for Institutional Effectiveness will be included to the fullest extent possible. All other categories will be at 2009-10 level or less.

Please access in Banner (FGIBDST) your 2008-2009 and 2009-2010 expenditures. Please use this data to prepare your request for 2010-2011.

1. A timetable for the budget process
2. Budget instructions
3. The budget forms

Please review the packet and if you have any questions please call me at ext. 4904 or Cynthia Richichi at ext. 4046.

attachments