

ORANGE COUNTY COMMUNITY COLLEGE

OFFICE OF THE COMPTROLLER

TO: All Department Managers

From: Roslyn Smith

Date: January 27, 2009

Re: 2009-2010 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 the Planning and Budgeting for Institutional Effectiveness are on hold at this time. All other categories will be at 2008-09 level or less.

Please access in Banner your 2007-2008 and 2006-2007 expenditures (FGIBDST). Please use this data to prepare your request for 2009- 2010.

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. 4903 or Cynthia Richichi Ext. 4046

attachments