

Orange County Community College

Office of the Comptroller

To: All Department Managers

From: Jo Ann Hamburg

Date: February 1, 2015

Re: 2015-2016 Operating Budget Request and Planning Cycle

The Business Office is ready to begin the 2014-2015, Operating Budget Cycle and we hope that you are, too. All budget request forms can be accessed at the Business Office Website located under Faculty and Staff/Business Office/Budget. On the Business Office web site, you will find the budget calendar, instructions, and all budget forms necessary to complete your departmental request.

All departments must complete at a minimum the following forms: the Contract Services form, the Budget Certification form, and the Budget Authorization form. Most departments will submit additional budget forms such as the capital equipment form or the Civil Service Over-time/Part-time/Part-time Staff form dependent upon departmental needs. All completed Budget Forms must be submitted to your Vice-President/Interim Vice President or Associate Vice-President for approval by March 2, 2015.

A Banner form labeled "FZRBCMP" OCCC Budget Comparison Report will be emailed to each budget manager for use in preparing their 2015-16 budget requests. This form compares fiscal year 2014-15 adjusted budget to fiscal year 2013-14's budget.

A careful review of the current year's "adjusted" budget and expenditures should be made prior to completing the 2015-2016 request forms. Since economic realities continue to affect our enrollment levels, all budget requests must be realistic. Departmental contract service budget lines for 2015-2016 cannot exceed the total contract lines in your current 2014-2015 budget. Decreases should be sought wherever possible.

Explanation for significant changes in the prioritization of budget lines and specific s for justification of any increases or decreases **must be** provided (i.e. additional license required to serve X number of students or service contract canceled).

Next year's budget projection anticipates a \$100 increase in tuition, no increase in state or county aid, and a decrease in enrollment. We are still hopeful that there will be an increase in State Aid from the NYS legislature although we now know that the Governor's Executive budget recommends maintaining Base Operating Aid at the 2014-2015 level of \$2497 per FTE.

Department Managers and Chairs with programs or departments at both the Middletown and Newburgh campuses must submit separate budgets for each site. Do not submit both budgets on the same form. Budgets submitted as a single request will be returned to the department for correction.

We have worked with the County and the Hudson Valley Education Consortium to find better pricing on instructional expenses and contracts and will continue to explore new initiatives. We appreciate the efforts made this past year to control costs and find additional savings. The Business Office will continue to work towards finding additional cost savings in every area to support the funding of expenditures that support the Mission and Goals of SUNY Orange. The Business Office appreciates your help in achieving these goals. Please take advantage of the meeting times listed on the calendar to have your specific budget questions answered.

Planning 2015-2016

Departmental plans and goals must be entered into the PIP system no later than March 31, 2015. Specific planning instructions and expectations will be forthcoming from your supervisor.

Initiatives' approved through Planning, Budgeting, and Institutional Effectiveness will be included by the Business Office to the fullest extent possible. We will seek funding opportunities through grant initiatives and private sources whenever possible.