

2011-12 Budget Development Guidelines

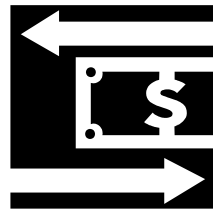


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FY 2011-12 Budget Message to Cost Center Managers

An important goal for MCC's Institutional Mission Achievement Plan, which includes the annual budget, is to effectively guide how resources should be allocated to best serve students and our four-county service area.

Please make this an inclusive process by assuring that everyone you represent has quality opportunities to understand and participate in development of their area and cost center mission achievement plans and budget requests. It is the quality of our collective efforts that will determine MCC's ability to achieve "great" outcomes.

Budget is simply an initial plan. Besides estimating actual revenues and expenditures, the budget should provide a responsible level of contingency protection and flexibility. It's important to note that just because a request makes it into the College's adopted budget, this does not guarantee the actual request for funds will be approved. Resource planning and utilization decisions are made based on what best serves the College's mission in light of current circumstances. All employees are accountable for the way they request and use College resources.

The budget system (CollegeSuite) will function basically the same as last year. **If you have budget questions or feedback, please contact Gordon Jensen by e-mail or by phone (457-2394).**

The following provides some guiding parameters for budget requests:

MCC's Mission Achievement Plan (MAP)

It is anticipated that the major initiatives in FY 2011-12 will be to continue to expand our capacity to meet the demand for our services and progress on our Higher Learning Commission accreditation project. Note that there will be additional emphasis put on "Understanding current, emerging and future needs in our service area" (Overall Strategy 1.) next year, so be thinking about how you can help advance this effort.

Review the updated draft of the Executive Summary Mission Achievement Plan which can be accessed from the Budget Development web page (<http://www.mccneb.edu/budget/>). This high-level MAP for FY 2011-12 will continue to be developed along with the budget, so be sure to share evolving thoughts on how to better position MCC's focus for next year and beyond. Also, many of you have been involved in updating achievement plans for your area and cost center(s), so carefully consider all available planning information as you make budget requests.

Also, the Planning/Budget Development Calendar follows this message.

Priority

Be prepared to justify the priority you assign to each of your budget requests. The priority should be based on the importance of the operation or project being supported and how critical the request is to that support.

Note that all conference fees, long distance travel and equipment requests should have no more than a “B” priority, unless a strong case can be made that the request is a “must have”.

It is helpful for planning and awareness purposes for you to input “nice to have” (“C” priority) requests. Also, if you know an item will not be funded, but it has grant/gift potential, you can use the “G” priority to clearly flag it for the Development Office.

New Regular Full-time and Part-time Personnel Requests

All requested positions require thorough justification when submitted. Staffing decisions will be made based on how students are best served. Please do not budget for “standard” furniture, equipment or software needs of requested positions.

Part-Time Temporary Employees and Employee Overtime

Requests for part-time temporary employee and overtime monies will be closely reviewed, so provide reasonably detailed descriptions and comments to help justify your need.

Part-Time Credit and Non-Credit Instruction

Part-time credit and non-credit instruction budget requests should be based on current year actual expenditures appropriately adjusted for planned growth in course sections, adjunct pay increase and changes in full-time faculty.

Copier Costs

In most cases, cost center managers should budget two cents per copy in object code 5275 – R&M Copier Equipment. This per copy charge covers everything except paper.

Software

Requests for software (object code 5297 – Software Licensing) will be

reviewed by the Software Review Group, so provide reasonably detailed descriptions and comments to help justify need.

Equipment

Requests for equipment (object code 5500) will be reviewed by the Equipment Budget Focus Group and any PC related items will be reviewed by the PC Matching Group, so provide reasonably detailed descriptions and comments to help justify your need. Note that Facilities Management does not budget for other department's furniture and equipment, even when related to new or renovation building projects.

Facility Needs

If you are making a budget request that will require facility or infrastructure work, make sure you forward the appropriate work order/request form to Facilities and note this with your budget request. The form can be found at <http://www.mccneb.edu/facilities/workrequestform.asp>.

Included below are points to consider before entering budget requests:

- Your 2010-11 General Fund budget requests, except for equipment, have been “rolled over” into 2011-12. Please check each of these requests and make appropriate changes.
- When entering descriptions and comments, make sure your statements are brief yet clearly explain the item requested.
- A list of object codes with descriptions is provided in the Budget Development Guidelines appendix.
- The PC Matching Group continues to identify and request replacements/upgrades for all PCs that no longer meet minimum requirements, so you should only make a budget request for a PC when you have a specific operational need (i.e. your current machine meets or exceeds minimum requirements, but you have higher needs due to special software requirements or the nature of your work). This group will also review all PC related printer and equipment requests.
- “Initiative” field instructions – If a budget request is being made to fund a new initiative, select “New” in the **Initiative** field.
- All budget forms needed by employees who are not Cost Center Managers are available on the Intranet: <http://www.mccneb.edu/budget/>. Forms include:
 - ✓ Audio Visual/Technology Room Equipment Form
 - ✓ Facilities Work Request
 - ✓ Personnel Description Questionnaire (PDQ)
 - ✓ Equipment/Furniture Request Form
(To be completed by employees who are not Cost Center Managers and submitted to the next level supervisor.)
 - ✓ Miscellaneous Request Form – for non-equipment requests
(To be completed by employees who are not Cost Center Managers and submitted to the next level supervisor)

FISCAL YEAR 2011-12 PLANNING/BUDGET CALENDAR

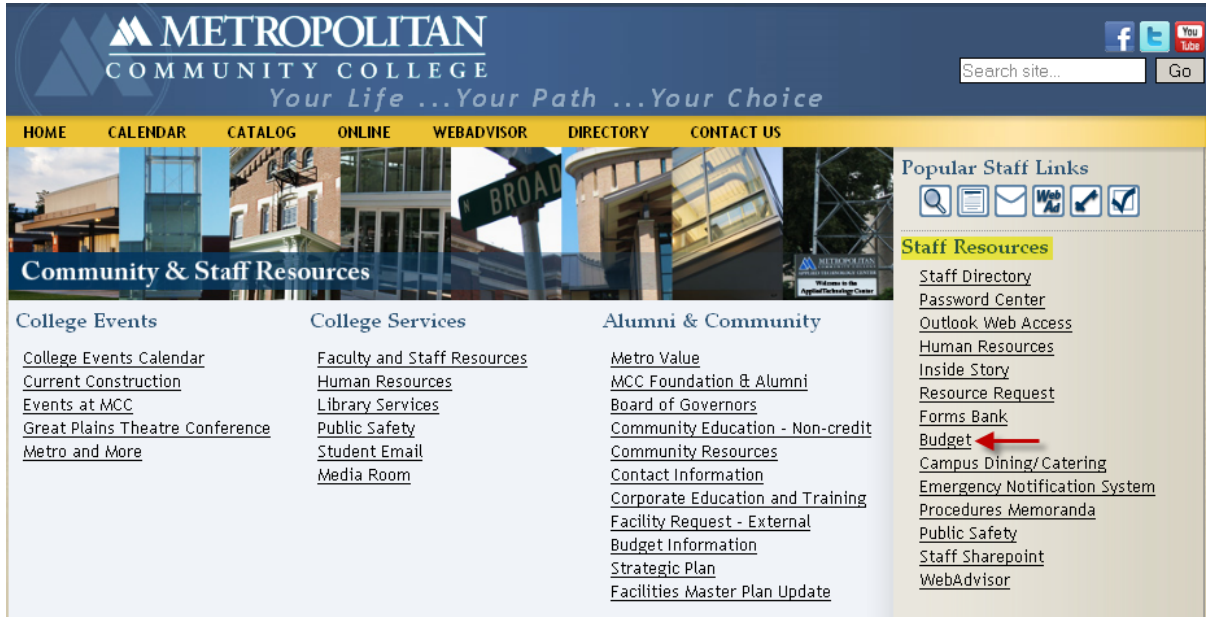
January 25	Discuss calendar, related processes, and initial thoughts on priorities with Board of Governors
February/March	Cabinet members work with their areas to update Mission Achievement Plan to help guide budget input
March 22	As requested, provide progress updates to Board of Governors
March 31	Share plans with cost center managers and open budget system for input
April 26	As requested, provide progress updates to Board of Governors
May 3	Cost center managers finish initial budget input
By May 15	Academic Affairs Equipment Review Group completes review; Equipment Budget Focus Group, PC Matching Group and Software Review Committee will meet
By End of May	Area achievement plan/budget presentations given to senior management and highlights shared with Administrator/Professional staff
May-June	As requested, discuss current draft of plans and budget with Board of Governors
July 1	Deadline for proposed mission achievement plan and adjustments to President's proposed budget
July 19	If requested, discuss proposed mission achievement plan and budget statement at pre-meeting of the Board of Governors
July 26	Board of Governors receives the executive level mission achievement plan and approves proposed FY 2011-12 budget
August 23	Public hearings held on the Board of Governors' proposed budget and amendments are considered and approved as necessary
September 13	Remaining public hearings are held and Board of Governors amends and adopts a final FY 2011-12 budget
September 20	Adopted budget filed with the State and Counties

MCC Budget Systems Instructions

The MCC Budget input screens are located on the Internet.

Accessing the Budget through Internet Explorer

1. Click on the **Internet Explorer** icon located on your Desktop.
2. Click **Community and Staff Resources**.
3. Click on **Budget** under **Staff Resources** (right side of page).



4. Click on **Budget System, Reports and Presentation Forms**.



5. The **College Suite** screen opens (might have to sign-in).



The screenshot displays the 'College Suite' interface. On the left is a navigation menu with the following items: College Suite, Budget, Utilities, Administrative, and Presentation Forms/Reports. The main content area features the Metropolitan Community College logo at the top. Below the logo, there are two sections: 'Announcements' with the sub-heading 'Fiscal Year 2011-12 Mission Achievement Plan Development Timeline', and 'Upcoming Events'. The 'Upcoming Events' section contains a table with two columns: 'Event' and 'Event Date'.

Event	Event Date
Discuss calendar, related processes, and initial thoughts on priorities with Board of Governors	01/25/11
Cabinet members work with their areas to update Mission Achievement Plan to help guide budget input	February - March
As requested, provide progress updates to Board of Governors	03/22/11
Share plans with cost center managers and open budget system for input	03/31/11
As requested, provide progress updates to Board of Governors	04/26/11
Cost center managers finish initial budget input	05/03/11
Academic Affairs Equipment Review Group completes review; Equipment Budget Focus Group, PC Matching Group and Software Review Committee will meet	By 05/15/11
Area achievement plan/budget presentations given to senior management and highlights shared with Administrator/Professional staff	By End of May

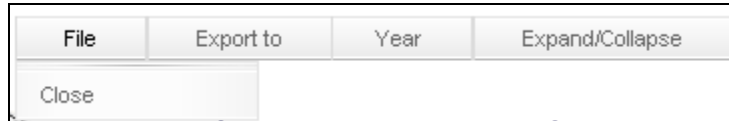
6. Most of the budget information will be entered in the **Request Screen**.

❖ **NOTE:** If you have any difficulties logging on, call Gordon Jensen – 457-2394.

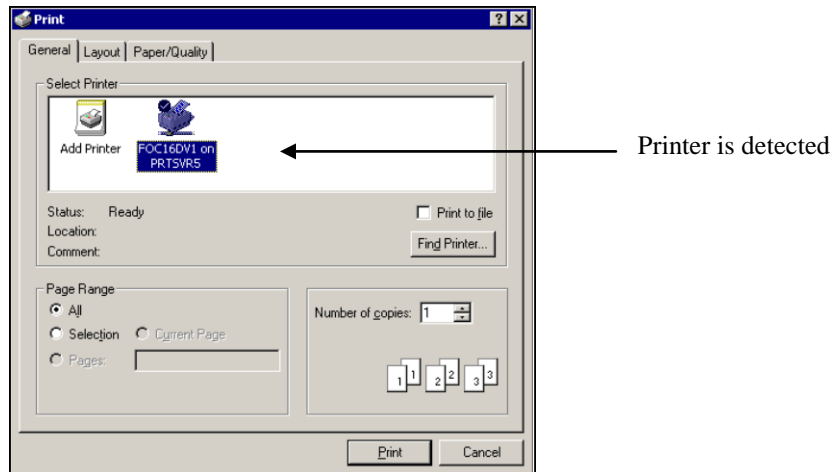
General Navigation Instructions

The following are general tips and techniques you may find useful to navigate within the budget screens. Refer to these when you need assistance.

1. To return to the Main Menu:
 - a. Click **File** and **Close** located on the Title Bar.



2. Check to see if a printer is detected by the system:
 - a. On the Menu Bar, click on **File** and **Print ...**



- b. If there is no printer listed, double-click on **Add Printer** to add a *network* printer.
 - c. Follow the Wizard steps.

❖ If you need assistance with the printer, call the Help Desk.

You **must** use a *network* printer.

3. Expand/collapse items:
 - a. Click on the + to expand an item.
 - b. Click on the - to collapse an item.
 - or-
 - c. Click on **Expand/Collapse** and **Expand all** (all items will be expanded).
4. Delete a row of information:
 - a. Click on the + to expand an item and press **Delete**.

5169	OVERTIME		\$1,500.00	\$2,700.00	\$1,637.73	\$2,346.83	\$2,434.19
Budget Detail							
Add new Budget Detail							Refresh
Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS
Winter Holiday Break	1	\$500.00	\$500.00	A - Must Have	N/A	Not Assigned	Edit Delete Detail
Corporate Cup	1	\$1,000.00	\$1,000.00	A - Must Have	N/A	Not Assigned	Edit Delete Detail

5. Keyboard shortcuts:
 - a. To move from left to right through the columns, press the <Tab> key.
 - b. To move back (right to left), press <Shift>+<Tab>.
6. To enter data into a new field, or to modify any record, use the mouse to click the field that you want to enter or modify.
7. Some fields may have drop-down lists.

Add new Budget Detail								Refresh
Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS	
Item Description:	<input type="text"/>	Priority:	A - Must Have	Priority:	A - Must Have	Activity:	N/A	
Quantity:	<input type="text"/>	Activity:	N/A	Activity:	N/A	Initiative:	Not Assigned	
Unit Cost:	<input type="text"/>	Initiative:	Not Assigned	Initiative:	Not Assigned	PCS:	<input type="text"/>	
SubTotal:	<input type="text"/>	PCS:	<input type="text"/>					
Update		Cancel						

- a. Click the **down arrow** to display the list.
8. Some items will have a checkmark ✓ in the **Locked** checkbox, signifying this item cannot be changed/edited.

5563	IT EQUIPMENT GE \$1,000	<input checked="" type="checkbox"/>
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If a "locked" item is selected, a new item cannot be added.

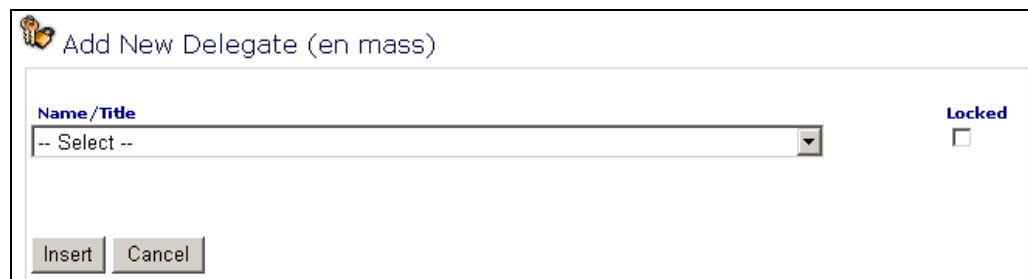
12. Assign Delegates to give others permission for budget input. When a person has been assigned as a *delegate*, they have the same logon privileges as a Cost Center Manager.


Add a new delegate to a specific fund/location/cost center:

- a. On the main screen, go to **Utilities** and click on **Assign Delegate**
- b. Click on the + to expand an item
- c. Select a name from the drop-down list

Add a new delegate to all your fund/location/cost centers:

- d. On the main screen, go to **Utilities** and click on **Assign Delegate**
- e. On the Menu Bar, click on **T**ools and select **Add Delegate (en mass)**
- f. A dialog box opens



- g. Enter a name
- h. Click  .

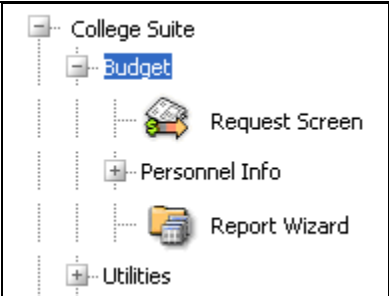
❖ **NOTE:** If you assign a delegate to **all** items (en mass), the delegate will have to be removed individually from each fund/location/cost center.



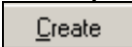

General Budget Requests

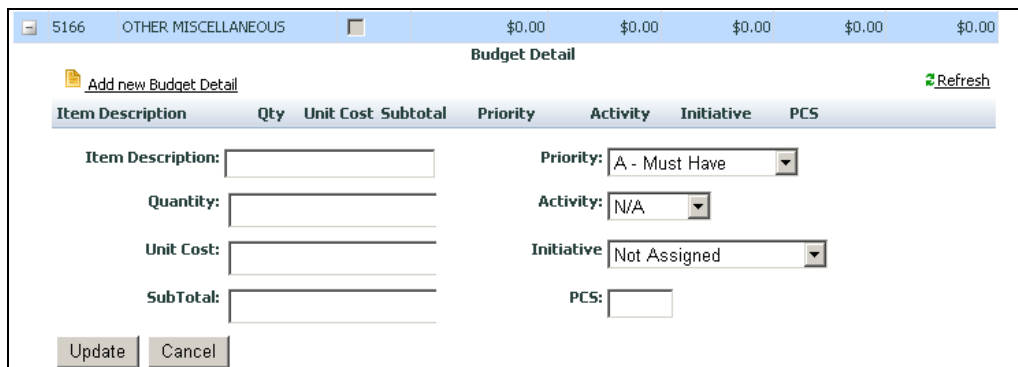
Interdepartmental Charges (Chargebacks)

You must budget for the following chargeback items: (See Appendix)

- Central Stores
- Copier Use
- Duplicating Center
- Foodservice
- Graphic Arts
- Instructional Design Services
- Mailroom (limited to a few select cost centers)
- Motor Vehicle Use

<p>1. Click on the + to expand Budget.</p>																																	
<p>2. Click on Request Screen.</p>																																	
<p>3. To modify a current budget detail request:</p>	<ul style="list-style-type: none"> • Expand the object code (click +) • Click Edit on the item you want to modify. <table border="1" data-bbox="573 1423 1498 1598"> <thead> <tr> <th>Object</th> <th>Object Description</th> <th>Locked</th> <th>2009 Requested</th> <th>2008 Original</th> <th>2008 Actual</th> <th>2007 Actual</th> <th>2006 Actual</th> </tr> </thead> <tbody> <tr> <td>5102</td> <td>INSTR - OVERLOAD</td> <td><input type="checkbox"/></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> </tbody> </table> <p style="text-align: center;">Budget Detail</p> <p style="text-align: center;"> Add new Budget Detail Refresh </p> <table border="1" data-bbox="573 1549 1498 1598"> <thead> <tr> <th>Item Description</th> <th>Qty</th> <th>Unit Cost</th> <th>Subtotal</th> <th>Priority</th> <th>Activity</th> <th>Initiative</th> <th>PCS</th> </tr> </thead> <tbody> <tr> <td><< Add Detail Description >></td> <td>1</td> <td>\$0.00</td> <td>\$0.00</td> <td>C - Nice to Have</td> <td>N/A</td> <td>Not Assigned</td> <td>Edit Delete Detail</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Make the necessary changes 	Object	Object Description	Locked	2009 Requested	2008 Original	2008 Actual	2007 Actual	2006 Actual	5102	INSTR - OVERLOAD	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS	<< Add Detail Description >>	1	\$0.00	\$0.00	C - Nice to Have	N/A	Not Assigned	Edit Delete Detail
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5102	INSTR - OVERLOAD	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00																										
Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS																										
<< Add Detail Description >>	1	\$0.00	\$0.00	C - Nice to Have	N/A	Not Assigned	Edit Delete Detail																										

<p>4. To add a new object code within fund, location, cost center:</p>	<ul style="list-style-type: none"> • Click on  Add new General Ledger • A New Account dialog box opens  <ul style="list-style-type: none"> • Click the drop-down arrow to make a selection • Click 
<p>5. To add a new line for a new budget request:</p>	<ul style="list-style-type: none"> • Click on an object code • Click  Add new Budget Detail
<p>6. The Budget Detail Screen opens.</p>	



<p>7. Item Description</p>	<p>Enter description of the item you are requesting.</p>
<p>8. Quantity</p>	<p>Enter the quantity. (If there is no quantity, type 1)</p>
<p>9. Unit Cost</p>	<p>Enter the unit cost. (Do not type commas or dollar signs. E.g. if amount is \$175, type 175; if amount is \$2,150.75, type 2150.75)</p>
<p>10. Subtotal</p>	<p>Automatically calculated.</p>
<p>11. Priority</p>	<p>Select a priority from the drop-down list.</p> <ul style="list-style-type: none"> • A – Must Have • AC – Must Have If • B – Should Have • BC – Should Have If • C – Nice To Have • G – Grant/Gift Request

- D – Delete (will not be included in request amounts)
- P – Perkins
- U – Undecided (allows user to identify requests they are still questioning)

12. **Activity**

Defaults to N/A

(This is available for users to track projects or special work. If you have something you would like to track in one or more of your cost centers, please call Gordon Jensen to get an activity set up for selection.)

13. **Initiative**

Defaults to N/A

If this budget request is being made to fund a new initiative, select **New** in the **Initiative** field.

14. **Detail**

Click **Detail** to enter any additional comments.

BudgetRequestID	GeneralLedger	ItemDesc	Quantity	UnitCost	Subtotal
142269	011611405166	<< Add Detail Description >>	1	\$0.00	\$0.00

Comments:

Update Cancel

Enter comments, if desired.

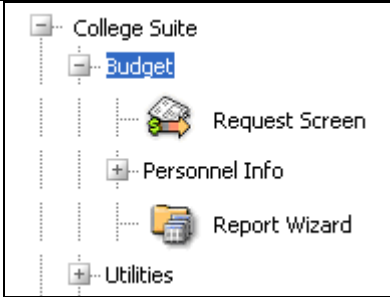
Click .

Equipment Budget Request


*All budget requests for equipment are requested using object code **5500**.*

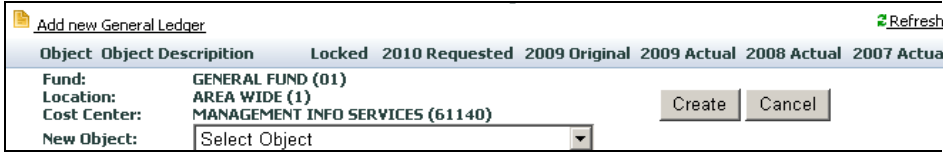
*All equipment requests will be reviewed by the Equipment Budget Focus Group. The Equipment Budget Focus Group will review your requests for completeness of information, standard pricing and justification for non-standard requests. Please ensure that justification for non-standard prices is provided in the “Justification” field. (The "Justification" field is found by clicking on the **Other** button.)*

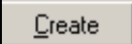
Standard pricing available in Appendix, Page 35.

<p>1. Click on the + to expand Budget</p>																	
<p>2. Click on Request Screen</p>																	
<p>3. To modify a current budget detail request:</p>	<ul style="list-style-type: none"> • Expand the 5500 object code (click +) • Click Edit or Detail on the item you want to modify. <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center; margin: 0;">Budget Detail</p> <p style="margin: 0;"> Add new Budget Detail Refresh </p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Item Description</th> <th style="text-align: center;">Qty</th> <th style="text-align: right;">Unit Cost</th> <th style="text-align: right;">Subtotal</th> <th style="text-align: left;">Priority</th> <th style="text-align: left;">Activity</th> <th style="text-align: left;">Initiative</th> <th style="text-align: left;">PCS</th> </tr> </thead> <tbody> <tr> <td>Bookcase - Metal 4 Shelf</td> <td style="text-align: center;">1</td> <td style="text-align: right;">\$425.00</td> <td style="text-align: right;">\$425.00</td> <td>A - Must Have</td> <td>N/A</td> <td>Not Assigned</td> <td style="text-align: right;"> Edit Delete Detail </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • Make the necessary changes 	Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS	Bookcase - Metal 4 Shelf	1	\$425.00	\$425.00	A - Must Have	N/A	Not Assigned	Edit Delete Detail
Item Description	Qty	Unit Cost	Subtotal	Priority	Activity	Initiative	PCS										
Bookcase - Metal 4 Shelf	1	\$425.00	\$425.00	A - Must Have	N/A	Not Assigned	Edit Delete Detail										


4. If you need to add the **5500** object code:

- Click on  [Add new General Ledger](#)
- A **New Account** dialog box opens

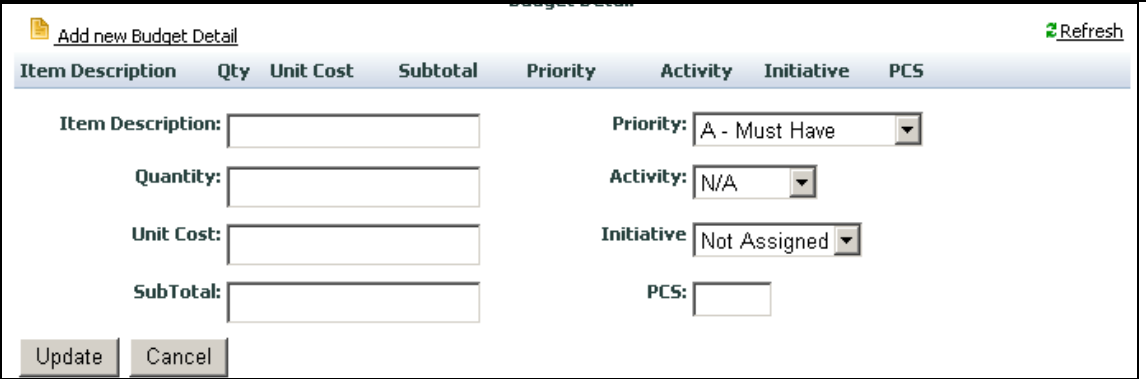


- Click the drop-down arrow to make a selection
- Click 

5. To add a new budget item:

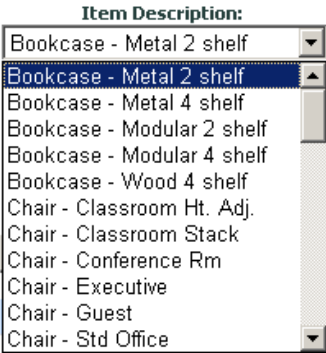
- Click on the **5500** object code
- Click  [Add new Budget Detail](#)

6. The **Budget Detail** grid opens



7. **Item Description**

Select an item from the drop-down list.



8. **Quantity**

Enter the quantity.
(If there is no quantity, type **1**)

9. **Unit Cost**

For most items an amount is automatically entered. If this item is not standard or no default amount is provided, enter the unit cost.
(Do not type commas or dollar signs. E.g. if amount is \$175, type **175**; if amount is \$2,150.75, type **2150.75**)

10. Subtotal	Subtotal is automatically calculated.
11. Priority	<p>Select a priority from the drop-down list.</p> <ul style="list-style-type: none"> • A – Must Have • AC – Must Have If • B – Should Have • BC – Should Have If • C – Nice To Have • G – Grant/Gift Request • D - Delete • P – Perkins • U – Undecided (allows user to identify requests they are still questioning)
12. Activity	<p>Defaults to N/A</p> <p>(This is available for users to track projects or special work. If you have something you would like to track in one or more of your cost centers, please call Gordon Jensen to get an activity set up for selection.)</p>
13. Initiative	<p>Defaults to N/A</p> <p>If this budget request is being made to fund a new initiative, select New in the Initiative field.</p>
14. Detail	<p>Click Detail to enter the specific description and additional information. Justification must be provided in the <i>Justification</i> field.</p> <div data-bbox="537 1220 1328 1650" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a web form titled "Equipment Detail". At the top, there is a table with columns: Budget Request ID, General Ledger, Item Desc, Quantity, Unit Cost, Subtotal, Campus, Building, Room, Need Date, Inventory #, and Add / Replace. The first row contains: 155615, 011611405500, Bookcase - Metal 4 Shelf, 1, \$425.00, \$425.00, 2, FOC2, 12/1/2009 12:00:00 AM, and Replace. Below the table are several input fields: Description (Bookcase - Metal 4 Shelf), Need Date (12/1/2009), Add / Replace (Replace), Disposition (Central Stores), Inventory # (empty), Campus (FORT OMAHA), Building (Building FOC2), and Room (-- Select --). There is a Justification text area containing "We have a 4-shelf bookcase that is falling apart and needs to be replaced." and a Comments text area. At the bottom left are "Update" and "Cancel" buttons.</p> </div> <p>Description</p> <ul style="list-style-type: none"> • Use for further description or if an "other" item was selected from Detail Description <p>Need Date</p> <ul style="list-style-type: none"> • Enter the month/year the item is needed

Audio Visual Equipment to Support On-Campus Technology

Several years ago the budgeting and purchasing of audiovisual technologies was centralized within Instructional Design Services. This allowed the College to buy in bulk and obtain attractive prices during the bidding process. As well, it allowed the College to standardize on most equipment and be able to have available replacement parts and hot spares.

*To assist with preparing the budget, complete the **Audio Visual/Technology Room Equipment** online form. This form can be accessed from the **Budget Development** page:*

BUDGET DEVELOPMENT

- [Budget Development Statement](#)
- [Budget Development Guidelines](#)
- [Budget System, Reports and Presentation Forms](#)
- [Audio Visual/Technology Room Equipment Form](#) 
- [Position Description Questionnaire](#)
- [Facilities Work Request](#)

The following forms are to be used by employees who are not cost center managers:

- [Equipment/Furniture Request Form](#)
- [Miscellaneous Request Form](#)

- *Forward your requests to Mary Wise, FOC, Bldg. 3*
- *This form should be submitted by **March 31, 2011***

Personnel Requests

Requests for New Regular Full-time or Part-time Regular Personnel

*The requests for new positions are made through the Organization screen. The Organization screen should only be used for **NEW** full-time and part-time regular personnel requests.*

*As part of the annual budgeting process, supervisors must have all proposed new non-faculty positions classified (given a pay grade) **prior to completing** their budget request. To do so, the supervisor:*

1. *Must complete a Position Description Questionnaire (PDQ).*

*The PDQ can be accessed from the **Budget Development** page:*

BUDGET DEVELOPMENT

- [Budget Development Statement](#)
- [Budget Development Guidelines](#)
- [Budget System, Reports and Presentation Forms](#)
- [Audio Visual/Technology Room Equipment Form](#)
- [Position Description Questionnaire](#) ←
- [Facilities Work Request](#)

The following forms are to be used by employees who are not cost center managers:

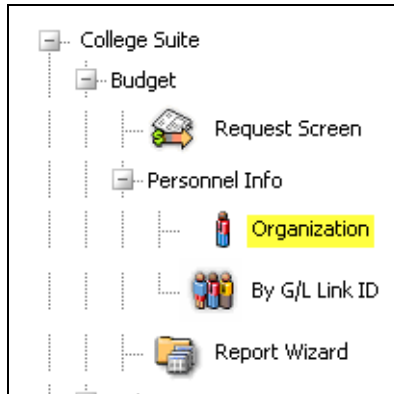
- [Equipment/Furniture Request Form](#)
- [Miscellaneous Request Form](#)

2. *Submit the PDQ, electronically, to Carolyn Makary (Human Resources) for proper classification and grade assignment.*

Please allow enough time for completion of the questionnaire and for committee evaluation of the position.


Input information for new Personnel as follows:

1. Click on **Organization** (located under **Personnel Info**).



- This lists all the people who report to the Cost Center Manager.
- Click on an individual name to see budget information.

2. On the left side of the screen, click on the name to whom the new position will report.

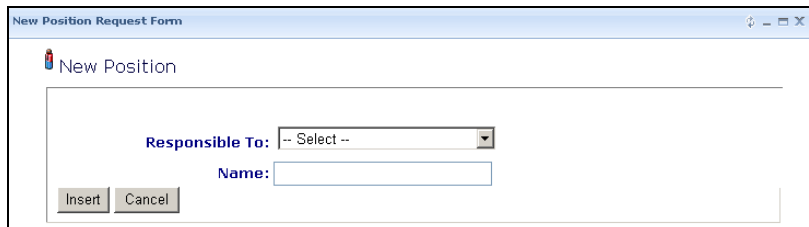
If the following dialog box appears, click  and click on a name on the left side to which the new position will report.




3. On the Menu Bar, click on **Positions** and **Add New Position**.



4. A **New Position** dialog box opens.



- Type the new position.
- Click  .

5. On the left side of the screen, click the + to see the new position name.
6. The **New Position Detail** form appears.

2010 New Position Detail for - Runner

Request ID	Title	Funding Source	Priority	Full Time	FTE
367	Runner				

New Position Request Form

Title: Funding Source: Full Time:

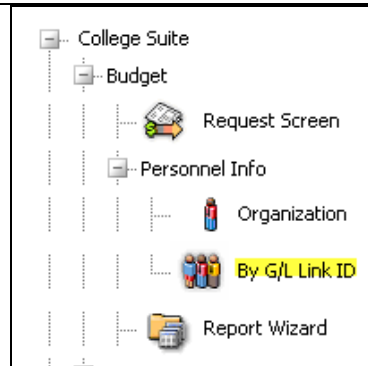
Priority: Pay Grade: Added FTE:

1. State problem / opportunity you will address with this position. Attach supporting data and proposed job description. Note estimated length of need. (Data/Information examples: How this relates to Mission and Goals; Enrollment Trends; Full-time / part-time credit hour rate; costs and revenues over the past three years.)

- Fill out the form.
- Click .

View information for Personnel as follows:

1. Click on **Personnel**
(located under **Personnel**)



- Shows where each position is being funded

Requests for Existing Full-time and Regular Part-time Personnel

NOTE: Compensation and fringe benefits are calculated by the Budget Office.

If any of the existing regular full-time or part-time positions in your Cost Center(s) will end or be moved to another Cost Center, location or fund, please forward this information to Gordon Jensen by e-mail.

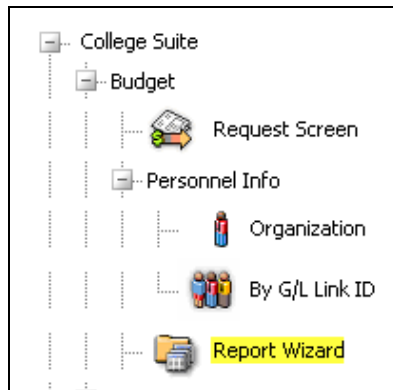
Pivot Tables

A Pivot Table is an interactive table that you can use to quickly summarize data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

If you are interested in learning how to use pivot tables, training is available. Contact Gordon Jensen – 457-2394.

Print Reports

1. Click on **Report Wizard**



2. The report request screen opens.

Include Regular Personnel Object Codes
 Included Items Only


User: mgahan
Position: -- Make Selection --
FYE: 2009

Fund: -- Choose a Fund --
Location: -- Choose a Location --
Cost Center: -- Choose a Cost Center --
Object: -- Choose an Object Code --

Budget Reports: Request Detail w/o Equipment
Equipment Detail
Summary
Personnel Detail

Display Report

- Click the **down arrows** to display the lists.
- Choose from the list of **Budget Reports**.
- Click, **Display Report**.

3. On the menu bar, click  to print.

01 - GENERAL FUND

2009 Budget Equipment Detail

Gahan, Michael - DIRECTOR, MANAGEMENT INFORMATION SERVICES (0000031) Monday, March 3, 2009 12:01:29 PM

Equip ID	Description	Building & Room	Add/Replace	Priority	Qty	Unit Cost	Total
01 - GENERAL FUND							\$115,230
1 - AREA WIDE							
55 - EQUIPMENT 01 1 61140 - MANAGEMENT INFO SERVICES (AREA WIDE)							\$115,230
142261	Other	Building FOC2 - Room	Add	B	1	\$50,000.00	\$50,000
<i>Specific Description: Document Imaging</i>							
<i>Justification: Currently the only document imaging at the College is in Central Records and it is a very limited system. We are looking at a College-wide solution, that will interface with Colleague and will not only support Central Records, but Human Resources, the Business Office and other departments as well.</i>							
142262	Other	Building FOC2 - Room		B	1	\$25,000.00	\$25,000
<i>Specific Description: Schedule29</i>							
<i>Justification:</i>							
142263	Other		Add	B	1	\$40,000.00	\$40,000
<i>Specific Description: FRx Financial Reporting</i>							
<i>Justification: This system will allow the Business Office to offer more detail budget/actual financial reporting and analysis to Cost Center Managers. Input from Cost Center Managers have indicated they did not have enough information to manage their budgets throughout the year.</i>							
142266	Bookcase - Metal 2 shelf			A	1	\$230.00	\$230
<i>Specific Description:</i>							
<i>Justification:</i>							

Appendix

General Ledger Number Structure

An example of a General Ledger Number – 01-1-52304-5120

01	Fund
1	Location
52304	Cost Center number
5120	Object code

Fund

01	General
03	Other Restricted
21	Con Ed
3x	Auxiliary
4x	Auxiliary
5x	Federal
71	Cap Acquisition
73	ADA/Hazardous
81	Student Clubs

Location

1	Area wide
2	Fort Omaha Campus
3	Elkhorn Valley Campus
4	South Omaha Campus
5	Fremont Center
6	Sarpy Center
7	Bellevue/Offutt
8	Applied Technology Center

Cost Center

A Cost Center number has been assigned to you.

Object Code

See Appendix, Pages 25-31.

Object Codes

Descriptive Chart of Object Codes for Expenditures

All object codes which begin with a "5" are used to record expenditures.

Note: Personnel Service object codes that are marked with an "*", are budgeted by the Business Office based on established positions. These marked object codes are referred to as screened objects in the Budget Request System, as cost center managers will not enter budget amounts for these objects.

Note: Object codes marked with an "R" are restricted to specific cost centers.

PERSONNEL SERVICES

Object codes used to record salary, wage and benefit costs for College Personnel. These object codes are restricted to payments made through the College's HR/Payroll system.

<u>OBJECT CODE</u>	<u>OBJECT CODE NAME</u>	<u>DESCRIPTION</u>
* 5101	INSTRUCTOR - FT	Salaries to FT instructors for their regular credit contracts.
5102	INSTR –OVERLOAD	Salaries to FT instructors for credit assignments beyond their annual loads (usually paid in Spring term).
5103	INSTR—FT—PT CR CONTRACT	Salaries to FT instructors for PT credit contracts.
5104	INSTR—PT CREDIT	Salaries to PT instructors for credit contracts.
5105	INSTR—PT NON-CREDIT	Salaries to instructors teaching non-credit courses. Generally restricted to Continuing Ed and Workforce Development Institute.
5106	INSTR—SUMMER FT CREDIT	Salaries to FT instructors for summer credit contracts.
5107	INSTR—SUMMER PT CREDIT	Salaries to PT instructors for summer credit contracts.
5108	INSTR—JUMPSTART	Salaries to instructors for jumpstart work.
5109	INSTR- FACULTY DEPT REP	Salaries to instructors for department rep work.
5110	INSTR SUBST/SABB REPL	Salaries to PT instructors for substitution or sabbatical replacements.
5111	INSTR EVALUATORS	Salaries to instructors for evaluation work.
* 5115	COUNSELORS—FT	Salaries to FT counselors.
* 5120	ADMINISTRATORS	Salaries to FT administrators.

*	5121	PROFESSIONAL	Salaries to FT professionals.
	5125	ADMIN INTERN	Wages to interns for admin support.
*	5140	CLASSIFIED	Wages to FT classified staff.
*	5142	INSTRUCTIONAL ASSISTANT	Wages to FT instructional assistants.
*	5150	OP/MAINT/PSA/IT TECH	Wages to staff on the Operations & Maintenance, Public Safety and IT salary schedule.
*	5160	PT REGULAR	Wages to part-time regular personnel.
	5165	PT TEMPORARY	Wages to temporary employees paid through the payroll system.
	5169	OVERTIME	Overtime and premium wage payments.
R	5170	WORKSTUDY	Wages to students on Federal College Work Study Program.
*	5180	F.I.C.A.	Required employer matching payroll taxes.
*	5185	RETIREMENT	Retirement program.
*	5186	HEALTH INSURANCE	Group health insurance.
*	5187	LIFE INSURANCE	Group life and accident insurance.
*	5188	L.T.D. INSURANCE	Group long-term disability insurance.
*	5190	CASH IN LIEU OF COV.	Payments to staff that elect not to receive College-paid health insurance benefits.
R	5191	AWARDS	Payments for service awards.
*	5192	UNEMPLOYMENT INSURANCE	Reimbursement to the State of Nebraska unemployment compensation plan.

GENERAL OPERATING EXPENSES

The following group of operating expense accounts is used to record payments for services or service-related costs for the operation of the College:

	5209	ALT. LEARNING PROMOTION	Promotion of telecourses (restricted to Marketing & PR).
	5210	ADVERTISING	Print, voice and video advertising, excluding advertisements for College employment opportunities and telecourses.
	5211	POSTAGE	U.S. postal services, including postage meter expense, other mail delivery services (UPS, Federal Express), post office box rental, stamps, postal registries and postal insurance fees.
	5212	COMMUNICATIONS/PHONE	Voice and data telecommunication and other related services (excludes equipment purchases and maintenance). Includes cell phone usage.
R	5213	EMPLOYEE ADVERTISING	Advertising for College employment/recruiting opportunities.
	5215	DUPLICATING EXPENSE	Services provided to publish reports and legal notices, advertising, copy services, film processing, micro-filming and photographic services. Costs for custom design, layout and photography not provided by a College department should be coded to the account 529X series.
R	5216	COLLEGE CATALOG	Printing of the College catalog (restricted to Marketing & PR).
	5217	INSURANCE	Insurance premiums for physical damage insurance on property, liability coverage and surety bonds. Also includes payments for uninsured losses and deductibles.
R	5219	BOOK BINDING	Book binding (restricted to Library).
R	5220	LIBRARY SUBSCRIPTIONS	Library subscriptions (restricted to Library).
	5221	DUES & SUBSCRIPTIONS	Institutional dues, subscriptions and memberships.
	5222	CONFERENCES/MEETINGS	Registration fees for conferences/meetings and approved expenditures for internal meetings. Other internal meeting costs should be charged to more descriptive object codes; e.g. rent of facilities, supplies, travel or contractual services.
	5223	GED APPLICATION FEES	GED application fees.

R 5225	EMPLOYEE RELOCATION	Personnel relocation costs, including meals, lodging, moving of household goods and mileage. Relocation expenses are restricted to the extent authorized by College policy.
R 5226	CANDIDATE RECRUITMENT	Recruitment of academic, administrative, managerial and professional personnel.
R 5231	ELECTRICITY	Electricity (restricted to Facilities Mgmt.).
R 5232	NAT GAS/WATER/SEWER	Natural gas, water and sewer and other consumable energy commodities (restricted to Facilities Mgmt.).
5240	RENT—REAL PROPERTY	Rental space for classrooms, offices and storage.
5254	RENT—EQUIPMENT & OTHER	Rental or lease of all office furniture, equipment, computer or communications equipment.
5259	MEDIA LICENSE FEES	Films, leasing of TV programs and other audio-visual media for classroom use, broadcasting or alternative delivery.
5260	R & M REAL PROPERTY	Repair and maintenance services of contracted materials and labor for buildings. Use for fees and permits. Do not include costs or services for renovation projects that change the structure of the building.
5272	R & M VEHICLES	Repair and maintenance services for vehicles.
5273	R & M OTHER EQUIPMENT	Repair and maintenance services for office furniture, office equipment, machines, and all other equipment. Excludes copiers and vehicles.
5275	R & M COPIER EQUIPMENT	Allocation of copier expenses based on actual use. Repair and maintenance services for copier equipment (includes maintenance agreements).
5280	PUBLISHING	Publishing of brochures and the class schedule.
R 5281	ELECTION COSTS	Cost of elections for Board of Governors.
R 5288	RECOGNITION EXPENSE	Nominal plaques and miscellaneous recognition supplies (restricted to HR and Staff Development).
5289	NON-EMPLOYEE TRAVEL	Consultant travel expense, separate from consulting fees. All reimbursements must be supported by original detailed receipts for actual expenses incurred. Includes all Student Travel expenses. Travel expenses not supported by original detailed receipts will be coded to Object Code 5299.

R 5291	LEGAL SERVICES	Legal counsel, court costs, and notary, appraisal and witness fees.
R 5292	BANK SERVICE CHARGES	Bank service charges, including bank card processing and discount fees.
5293	CONTRACT INSTRUCTION	Contracted instruction. Restricted for use to approved independent contractors. These payments are subject to IRS Form 1099 MISC reporting. Cannot be used to pay individuals via the College HR/Payroll system.
5294	ARCHITECTS FEES	Professional services performed by architects.
R 5295	ACCOUNTING/AUDITING	Professional accounting and auditing services.
5296	MANAGEMENT CONSULTING FEES	Fees for management consultants.
5297	SOFTWARE LICENSING	Software purchasing and licensing use fees. (Software is not a supply.)
5299	OTHER CONTRACTUAL SERVICES	Miscellaneous contractual services not specifically classified elsewhere. These payments are subject to IRS Form 1099Misc. reporting. Includes payments to temporary employment agencies for contracted temporary staff.

OPERATING SUPPLIES

Object codes used to record payments for the acquisition of consumable supplies and materials necessary for the operations of the College. Furniture and equipment beyond what would be considered office supplies, should be coded to account group 55XX - equipment.

5310	OFFICE SUPPLIES	General office supplies used in department offices, including paper, forms, publications, printer ribbons, -small equipment items costing less than \$100 per unit, and other general supplies. Note: Use Object 5540 for bulk purchases of small equipment items (less than \$100 per unit) when purchase total exceeds \$1,000. e.g. 50 chairs @ \$70.
5320	CLASSROOM SUPPLIES	Supplies and repair parts used for instruction, educational and recreational programs, including instruction and teaching aids, and books.
5322	TESTING SUPPLIES	Supplies for testing.
5330	CUSTODIAL SUPPLIES	Supplies for custodial use.
5331	UNIFORMS	Uniforms for College staff.
5341	SAFETY PROJECTS	Safety supplies.
5351	LIBRARY MATERIALS	Books, publications and films, museum materials, and specimens for inclusion in a library collection (restricted to Library).
5360	MAINTENANCE SUPPLIES	Materials and supply items used for repair and maintenance of property and buildings. Do not use for construction or renovation projects that change the structure of a building.
5370	GROUNDS SUPPLIES	Supplies used to maintain grounds.
5380	VEHICLE/EQUIP SUPPLIES	Automotive repair parts, fuel and lubricants.
R 5395	RESALE MERCHANDISE	Merchandise for resale (restricted to Auxiliaries).

TRAVEL

Object codes used to record the cost of travel by College personnel.

5410	TRAVEL—LOCAL	Travel between the campuses and centers and on approved business within the four-county area.
5413	TRAVEL—COLLEGE VEHICLE	College vehicle usage.
5430	TRAVEL—LONG DISTANCE	Travel overnight and beyond the four-county area. Includes meals, lodging, airfare and miscellaneous Expenses.

CAPITAL OUTLAY

Object codes used to record furniture and equipment purchases. All requested furniture and equipment is budgeted for in object code 5500, but must be recorded in the appropriate object code when purchased.

	5500	BUDGETED CAPITAL ASSETS	Used for budget only. Do not use to record actual expenditures.
R	5510	LAND	Land.
R	5511	LAND IMPROVEMENTS	Major land improvements include construction of interior roads, parking lots, fencing, and are exhaustible over time. Project #s must be used to identify separate improvement projects.
R	5521	BUILDINGS & BUILDING IMPROVEMENTS	Construction of new buildings, structures and renovation projects that change the structure of a building. Includes services and materials that become a permanent part of the structure and cannot be removed. Project #s must be used to identify separate buildings or projects.
	5530	CAPITALIZED EQUIPMENT	Movable furniture and equipment with a cost greater than or equal to \$2,500 per unit.
	5540	NON-CAPITALIZED EQUIPMENT	Movable furniture and equipment with a cost greater than \$100 per unit but less than \$2,500 per unit. Also use Object 5540 for bulk purchases of small equipment items (less than \$100 per unit) when purchase total exceeds \$1,000. e.g. 50 chairs @ \$70.

Interdepartmental Charges

Interdepartmental Charges (also referred to as “charge backs”) are defined as items or services performed by a College department for the benefit of another College department.

Central Stores	Stocks only copier supplies and items printed with the Metropolitan Community College logo (letterhead, miscellaneous College forms, notepads, folders, etc.). Most computer supplies, computer and copier paper, and miscellaneous office supplies should be purchased directly through Office Depot Business Services Division or designated vendors. This includes paper for departmental and shared copy machines and printers. Cost center managers should build these direct purchases into their budget requests.
Copier Use	Allocations to each cost center will be based on a "cost per copy" charge of two cents to cover all costs associated with the copier except for paper. If several cost centers utilize the same area copier, each will be charged a percentage of the estimated usage. Cost center managers, with the help of the Business Office, will need to budget for their copier usage in object code 5275.
Duplicating Center	There will be a charge for all jobs taken to the Duplicating Center. A Duplicating Request Form is required before any work will be done. Cost centers will be charged appropriately. It is especially important for grants and other special funded projects to go through the Duplicating Center in order to accumulate cost information. An auxiliary cost center was established for the Duplicating Center. Paper supplies and maintenance of the copiers in the Duplicating Center are offset by the charges to cost centers for duplicating jobs. Cost center managers should build duplicating expense into their budget requests.
Culinary Services	Procedures are in place for Culinary Services to charge Cost centers for services provided. Cost center managers should budget for these expenses.
Graphic Arts	Procedures are in place for Graphic Arts to charge cost centers for services provided. Cost center managers should budget for these expenses.
Instructional Design Services	Procedures are in place to charge cost centers for services provided. Cost center managers should budget for these expenses.
Mailroom	Costs are allocated to individual cost centers based upon completed mailing request forms accompanying mailings of over 100 pieces. Cost center managers should budget for these expenses.

Motor Vehicle Pool

Many college-owned “specific use” vehicles (Public Safety, Central Stores, etc.) will be charged directly to the cost center/area that uses them.

Repair, maintenance, fuel and replacement costs of college-owned “general use” vehicles will be charged to an auxiliary cost center and will be offset by charges to user cost centers at the rate of \$0.50 per mile. Cost center managers are responsible for budgeting for this college vehicle use charge.

Grant Charge Backs

There will be a charge back for new telephone instruments and installation of voice, video, or data cable necessary for setup of grant related projects. The cost of installing voice communications is \$600. This cost covers the cost of the telephone instrument and the telephone switch port. A cost is also being assessed for installation of new voice, video and data jacks. The cost per jack (one jack connection is required for device such as a computer, printer, telephone or fax machine) is \$110. This figure was derived from costs associated with labor and parts. Cost center managers should budget for these expenses.

Equipment/Furniture Cost Estimates

<u>Equipment Type</u>	<u>Cost</u>
Bookcase - Metal 2 shelf	\$300.00
Bookcase - Metal 3 shelf	\$350.00
Bookcase - Metal 4 shelf	\$425.00
Bookcase - Wood 4 shelf	\$400.00
Chair - Classroom Ht. Adj.	\$200.00
Chair - Classroom Stack	\$75.00
Chair - Conference Rm	\$325.00
Chair - Executive	\$600.00
Chair - Guest	\$270.00
Chair - Std Office	\$600.00
Desk - Wood U-Shaped	\$900.00
Desk - Metal w/return	\$1,800.00
Desk - Wood	\$700.00
Desk - Wood w/return	\$1,000.00
File - Lateral 2 drw	\$400.00
File - Lateral 3 drw	\$525.00
File - Lateral 4 drw	\$825.00
File - Wood Lateral 4 drw	\$950.00
File - Metal Overhead 48"	\$300.00
File - Vertical 4 drw	\$400.00
File - Vertical 5 drw	\$450.00
Keyboard Tray	\$250.00
PC Desktop	\$1,100.00
PC Notebook - New	\$1,800.00
Storage Cabinet	\$650.00
Table - 18x60	\$310.00
Table - 24x60 Flip Top	\$525.00
Table - Computer 30x72 no-power	\$435.00
Table - Conference Round 36"	\$350.00
Table - Conference	\$600.00

Information Technology (IT) Request Guidelines

IT Equipment Maintenance and Requests

When a MAC or PC is requested, the PC Matching Group will review the request. Decisions regarding upgrades or reallocation of equipment will be based on the needs and priorities of the entire College. If it is determined that a need can only be satisfied by the purchase of a new MAC or PC, the Cost Centers will be charged the cost of this purchase (approximately \$1,100 for a PC and \$2400 for a MAC, prices vary year to year depending on final specifications). For the coming budget year, there will be no charge to the Cost Centers receiving recommended upgrades or computer reallocations. This applies to desktop and or laptop systems. Information Technology Services (ITS) will budget for repair and maintenance of computers and printers. Cost Center Managers should not replace computers and printers just because warranties have expired or will be expiring.

All computers below targeted base requirements have been identified for replacement by the PC Matching Group and will be covered in a college-wide budget request. You do not have to identify or budget for these less than base requirement computers! The current plan for FY 2011- 12 is to replace all computers with MCC numbers below 046535. Cost Center Managers should only request a computer if they need an additional machine or the current machine exceeds base requirements but is inadequate and hinders their ability to do their jobs. PC Lifecycle Management information is provided on the college website here: <http://www.mccneb.edu/its/lifecycle.asp>.

The targeted base requirements for a standard PC will be a 2 dual-core 2.13 Ghz processors, 2 Gig of RAM, a 80 Gig hard drive, with Microsoft Office 2007 and Microsoft Windows XP or higher.

Printer Requests

When a printer is requested, the PC Matching Group will work with the Budget Strategy Group to review the request. It is important you indicate the approximate number of pages printed per month in the *justification field* of your budget request. Remember, check your area to determine whether there are other existing printers available that may fulfill your printing needs. This may eliminate the need for additional printers.

Other IT Related Equipment

Before you request any peripherals, please check whether this equipment is available elsewhere at your campus/center as “common use” networked equipment. If not, please contact ITS to assure equipment being considered to meet the need is compatible with the available hardware and the College’s network.

Specific Computer and Printer Requests

For specific computer or printer requests above and beyond what will be the standard purchase will be reviewed on a case by case basis by the PC Matching Group will and the Budget Strategy Group. Full justifications should be submitted with the budget request so appropriate evaluations can take place. Please be prepared to share regarding these requests during budget presentations.

Software

When software is requested the Software Review Committee will work with the Budget Strategy Group to review the request. When budgeting for software, specify the software rather than just stating “software” and provide the use and justification as with other budget requests. Please also budget for maintenance or support for any software that is not identified below which requires annual software maintenance or support if the maintenance or support needs to be continued or renewed.

IT Computer Software

The anticipated College standard load will include the software listed below and will be provided at no cost to the user.

1. Microsoft Windows XP Professional
2. Microsoft Office Professional (MS Word, MS Excel, MS PowerPoint, and MS Access).
3. Datatel UI/WebUI
4. Outlook (e-mail, scheduling, and task list)
5. Internet Browsers (Internet Explorer and Firefox)
6. Symantec Antivirus
7. Windows Media Player
8. Quicktime
9. Adobe Acrobat Reader
10. Windows Messenger
11. Altiris Client
12. MalwareBytes
13. CutePDF
14. PowerArchiver
15. CyberLink PowerDVD (Only on PCs with DVD drives)
16. ViewMail for Outlook
17. CoreFTP
18. iTunes (Podcast support for Course Management System)

If other software is needed, please refer to the Software Review Committee form at http://www.mccneb.edu/formsbank/forms/request_to_purchase_install_software.asp

This is primarily to assure alternative solutions already available to the College are properly considered.

Also, please refer to the Procedure Memorandum for Appropriate Use information.

http://www.mccneb.edu/procedures/X-15_Technology_Resources_Use.htm

New Positions

If additional regular full-time or part-time positions are requested, please do not budget for new equipment or software. This will be added to your budget request if the position is approved for funding in the budget.

For More Information

If you have any questions or need help with your Information Technology budget request, feel free to contact:

- Clifton Pee, Director of IT Network Services
(457-2908 or cmpee@mccneb.edu)
- Gordon Jensen, Budget Coordinator
(457-2394 or gjensen@mccneb.edu)