

**NHTI - Concord's Community College – Budget Request Form**

**Fiscal Year 2021 (July 1, 2020 - June 30, 2021)**

**INSTRUCTIONS:**

**\*All budget requests must align with both the NHTI 2020 - 2025 Strategic Plan and Academic Program Outcomes\***

Enter your Department and Org in the boxes below - this information can be found on your monthly or weekly Budget Status Report. Please use only one Fund/Org per form. **New for this year: Enter the specific Strategic Plan number that aligns with your funding request (e.g. 4.1) and Program Outcomes on the applicable lines in these new columns.** At the bottom of this Worksheet, you will find tabs for the different Finance Accounts within the budget. Complete each requested category on the applicable worksheet tab. The totals will automatically calculate on each worksheet, and will also auto populate to the this "Main" summary page. When printing this document, be sure to select "Print Workbook" to print all of the pages. If you only have a few account sheets filled out, please just print those sheets individually. Be sure to save your file when you are complete and include your ORG code in the filename.

**You will need to meet with either Melanie Kirby or Stephanie Milender before April 15, 2020 to go over your request. After your budget meeting, you will then be required to submit your completed budget request to Academic Affairs by May 1, 2020. You may be asked to speak/justify your budget at some point before final approval. Once the budget is approved by the President and CCSNH, the entire College budget will be loaded into Banner Finance. All budget requests are subject to funds availability and institutional priorities.**

Department:  Fund:  Org:

SUMMARY						
Banner Account	Category	Funding Request	Office use only	Strategic Plan Alignment	Program Outcomes Alignment	Notes
7100	Consumables	\$0	\$0			
7200	Food and Catering	\$0	\$0			
7300	Rents and Lease	\$0	\$0			
7400	Utilities	\$0	\$0			
7500	Maintenance - Non Building	\$0	\$0			
7600	Organizational Dues	\$1	\$0			
7800	Equipment	\$0	\$0			
7C00	Consultants	\$0	\$0			
7D10	Own Forces Maintenance	\$0	\$0			
7D20	Contractual Maintenance	\$0	\$0			
6200	Adjunct, Tutors, AAES	\$0	\$0			
7F10	In-State Travel Expenses	\$0	\$0			
7F30	Out-of-State Travel Expenses	\$0	\$0			
7F50	Professional Development	\$0	\$0			
<b>Totals:</b>		\$1	\$0			

Banner Account Code: **6200** Category: **Adjunct Personnel, Tutors, Agreements for Additional Ed. Services**

Adjunct Personnel, Tutors, Agreements for Additional Educational Services for employees only, not outside consultants.

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
<b>Total:</b>			\$0 \$0

Do not enter information below this line:			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7100** Category: **Consumables**

Office Supplies, Advertising, Calculators, Telephone/ Data, Software under \$500, Computer Supplies, Clothing, Books & Subscriptions, Postage, Printing & Binding, Maintenance Supplies, Transportation of Students, and Equipment under \$5,000.00.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		\$0	
		\$0	
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7200** Category: **Food and Catering**

Food for organized meetings and local Department Advisory Boards.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7300** Category: **Rents / Leases**

Copiers, Equipment , Tools, Lab or Maintenance Gases, Uniforms, Table/Booths, Conference Rooms, Room Rentals for Retreats, Space Rental.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7400** Category: **Utilities**

Water, Sewer, Electric, Natural Gas, Fuel Oil.

			Office Use Only
Items:		Cost:	Approved Amount
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7500** Category: **Maintenance - Non Building**

Repairs of machinery and equipment not affixed to a building. Examples: lab equipment, printers, software License maintenance, computer hardware maintenance.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		\$0	
		\$0	
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7600** Category: **Organizational Dues**

Memberships, Associations, Accreditations (Accreditations are tied to the departmental budgets).

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$1	
		\$0	
		\$0	
<b>Total:</b>			\$1 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0



Banner Account Code: **7800** Category: **Equipment over \$5,000.00.**

Equipment with a cost of over \$5,000.00.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7C00** Category: **Consultants**

Agreements for Educational Services for non-employee instruction, legal, medical, engineering, entertainers, coaches, referees, athletic trainers (services typically performed through a short form contract).

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
<b>Total:</b>			\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0 \$0

Banner Account Code: **7D10** Category: **Own Forces Maintenance**

Parts and or supplies purchased for Buildings and Grounds worked performed by NHTI staff.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
<b>Total:</b>			\$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0

Banner Account Code: **7D20** Category: **Contractual Maintenance**

Repairs for Buildings and Grounds - performed by contracted vendors.

			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
<b>Total:</b>			\$0

			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>			\$0



Banner Account Code: **7F10** Category: **In-State Travel Expenses**

Registration fees, mileage, meals, lodging, fuel for NHTI vehicles.

<b>Level Service or Maintenance Budget</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
		<b>Total:</b>	\$0 \$0

<b>Do not enter information below this line:</b>			Office Use Only
Items:	Justification	Cost:	Approved Amount
		<b>Total:</b>	\$0 \$0

Banner Account Code: **7F30** Category: **Out of State Travel Expenses**

Registration Fees, airfare, meals, lodging, mileage, fuel for NHTI vehicles.

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		\$0	
<b>Total:</b>		\$0	\$0

Do not enter information below this line:			Office Use Only
Items:	Justification	Cost:	Approved Amount
<b>Total:</b>		\$0	\$0

**NHTI – Concord’s Community College  
Fiscal Year 2020 (7/1/19 – 6/30/20)  
Budget Development Template  
Departmental Program Goals**

Please provide a Program Goals Statement for your Department  
Program Goals Statements should be short; 1 to 3 sentences.

An Effective Program Goals Statement:

- Is based on your core competencies, needs assessments and
- Motivates and inspires faculty/staff commitment
- Focuses on student success
- Clear and easy to understand
- Provides insight into why you do what you do

**Department:**

**Fund:**

**Program Goals Statement:**

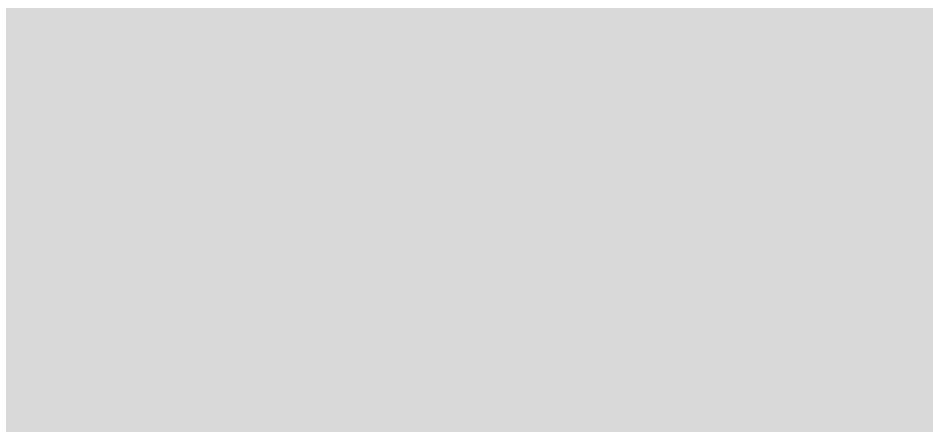


it. This should be a concise description of the purpose and value of your Department. These

nd program outcomes

141100

**Org.**



## Budget Report

On the first of the month you will receive an email which is a budget report that will be sent monthly to all department heads. If you have any questions, please feel free to call me and I can look up any detail. Anytime you would like an updated report just email me. Below is an explanation of the report

### Columns (from left to right):

- **Fund:** (budget dollar's fall into one of these broad categories) 141100 Operating (includes academic depts), 143000 Wellness & Student Center, 143200 Athletics, 144000 Child & Family Development Center, 145000 Board and 146000 Residence Halls
- **Group Type:** Revenue, Payroll and Direct Expenditure
- **Type:** each "Type Description" has an associated "type" #
- **Type Description:** A more detailed explanation of the line item
- **FY 17 Activity:** This is last fiscal year's total expenditures (7/01/16 through 6/30/17).
- **Adj Budget:** This is the current fiscal year's budget (7/01/17 through 6/30/18), which includes original budget and any transfers made since the previous report.
- **YTD Activity:** This is what has been spent from the budget to date.
- **Commitments:** This is purchase orders that have been obligated, but not yet paid.
- **Avail Balance:** This the balance of Budget left to spend, (i.e., Adj Budget - YTD Activity and Commitments = Avail Balance
- **%Avail:** This is the Avail Budget as a percentage that is left to spend

### Revenues: (not all departments have revenue)

- 52 **Tuition & Fees:** fees charged for allied health clinicals, material fees, nursing exams, dental fees, room rentals, etc. This will not include any tuition or lab fees, because those are not assessed by program.

### Payroll Expenditures:

- 61 **Full-Time Permanent:** FT Salary, Per Diem and Medical Buyout.
- 62 **Part-Time Personnel:** This is for both part time employees, Additional Educational Services Agreement (AAES) adjuncts, Tutors and Running Start.
- 63 **Overtime:** hours worked over 40, Shift Differential
- 66 **Benefits:** taxes, retirement and insurances

### Direct Expenditures:

- 71 **Operating Expenses:** office and classroom supplies, and equipment less than \$5,000 per expense
- 72 **Food Expenses:** food for advisory board meetings
- 73 **Rents and Leases:** Smokestack Lease and Airgas Rentals
- 74 **Utilities:** electric, water, natural gas
- 75 **Software License Maintenance:** renewal of software, maintenance agreements on equipment, and repair of equipment
- 76 **Organization Dues:** accreditation fees and memberships
- 78 **Equipment Expense:** Equipment that cost \$5,000 or more
- 7C **Service Agreements:** Contracts with non-employees, education service agreements and coaches
- 7D **Own Forces Maintenance:** Materials for projects that NHTI maintenance department performs
- 7N **Contractual Repairs:** Services of buildings and grounds that outside contractors perform.
- 7F **In State Travel Expenses:** any travel expense within the state
- 7I **Out of State Travel:** any travel expense outside of NH
- 7K **Staff Development:** any tuition or registration fee
- 7M **Marketing:** i.e. TV, newspaper, brochures
- 7X **Bad Debt Expense:** uncollected tuition and fees
- 7Z **Banking Services:** banking and credit card fees

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