

MEMORANDUM

TO: AREA HEADS (CABINET OFFICERS)

FROM: LOUIS GENOVESE, COMPTROLLER

RE: *FY 2013 BUDGET*

DATE: OCTOBER 25, 2011

The college is anticipating level funding or less for FY 2013. In addition, it is our intention to maintain zero increase in tuition for our students. We are therefore seeking cost containments for FY 2013. You will be receiving an operating budget for FY 2013 (personnel and operating) based on FY 2011 actual expenditures. Your request for FY 2013 should **ONLY** include a request for *additional* operating new personnel (full-time/part-time) or a *reduction*.

Possible outcomes of the process we are implementing include the development of new programs, the revitalization of existing programs, maintenance of the status quo, and program deactivation. Any requests for additional operating or new personnel must be based on our institutional actionable foresights and goals as well as your 2012 departmental objectives.

The four actionable foresights are attached. You will want to reference this sheet when developing your justification for any increase in funding. In addition, I have attached the following:

- ❖ A packet entitled *“New Operating and Personnel Budget Request, Fiscal Year 2013,”* which you should use to request any *NEW* operating funds for FY 2013.
- ❖ Another packet entitled *“Capital Budget Request, Fiscal Year 2013,”* as well as the codes for capital items which you should also fill out if you have any capital needs. Here too you should provide compelling justification.
- ❖ *Area Head Summary/FY 2013 Capital Requests.*
- ❖ For Area Head use, a summary sheet entitled *“FY 2013 New Operating and Personnel Request,”* which Area Heads should fill out noting proposed changes. These will be shared at Cabinet.

The summary sheets should be submitted by the area heads to me by November 15, 2011.

Please contact me if you have any questions.

LG:em
Attch. 5

ESSEX COUNTY COLLEGE
CAPITAL BUDGET REQUEST
FISCAL YEAR 2013

Capital Account Numbers

CAPITAL ITEM	ACCOUNT
Office Equipment	7901
Furniture	7902
Administrative Computing	7903
Instructional Computing	7904
Instructional Equipment	7905
A/V Equipment	7907
Books & Media	7911
Renovations	7924
Facilities Equipment	7933

What is a capital item?

By definition, it costs at least \$500.00 and has an expected life of at least three (3) years.

An item is operating if costs less than \$500.00 and/or has a lifespan of less than three (3) years.

Is software a capital item?

Probably not. If software licenses are renewable every year and/or have annual maintenance costs, they are operating, not capital.

ESSEX COUNTY COLLEGE – FY 2013 CAPITAL REQUEST

Area/Division: _____

Department: _____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Please indicate your name, title, area head and date on each page:

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE – FY 2013 CAPITAL REQUEST

Area/Division: _____

Department: _____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Please indicate your name, title, area head and date on each page:

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE – FY 2013 CAPITAL REQUEST

Area/Division: _____

Department: _____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Org. Code: _____ Capital Account: _____

Item	Units	Unit Cost	Total Cost
_____	\$ _____	\$ _____	\$ _____

Justification:

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Please indicate your name, title, area head and date on each page:

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

Essex County College

AREA HEAD SUMMARY

FY 2013 Capital Requests

AREA: _____

Department	ORGN	Capital Request	Off Equip 7901	Furniture 7902	Admin Comp. * 7903	Instr. Comp. * 7904	Instr. Equip 7905	A/V Equip 7907	Books & Media 7911	Renov 7924	Facil Equip 7933	TOTALS	Amount Approved by Cabinet
		Dept/Div Request											
		Area Head Request											
		Dept/Div Request											
		Area Head Request											
		Dept/Div Request											
		Area Head Request											
		Dept/Div Request											
		Area Head Request											
		Dept/Div Request											
		Area Head Request											
		Dept/Div Request											
		Area Head Request											
TOTALS		Dept/Div Request											
		Area Head Request											

*Computers, Printers and Software Licenses

Area Head Signature

Date

Essex County College

AREA HEAD SUMMARY

FY 2013 Operating and Personnel Requests for Additional Funds or (Reductions)

Department/ Program	ORGN	Dept/Program FY FY 2013 Request	Area Head FY 2013 Request	Amount Approved by Cabinet	Date Approved by Cabinet
TOTALS					

Area Head Signature

Date

ESSEX COUNTY COLLEGE
NEW OPERATING AND PERSONNEL BUDGET REQUEST
FISCAL YEAR 2013

AREA/DIVISION: _____

DEPARTMENT: _____

ORGANIZATION CODE: _____

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE
NEW POSITIONS OR REDUCTIONS REQUESTED FY 2013

Area/Division: _____

Department: _____

ORG. CODE _____

New Position Requested OR Elimination/Reduction Requested: _____

	Administrator Request	Area Head Request
Base Salary \$	_____	\$ _____

Justification: Actionable Foresight Priority ____ **Institutional Goal/Objective** ____

New Position Requested OR Elimination/Reduction Requested: _____

	Administrator Request	Area Head Request
Base Salary \$	_____	\$ _____

Justification: Actionable Foresight Priority ____ **Institutional Goal/Objective** ____

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE
NEW POSITIONS OR REDUCTIONS REQUESTED FY 2013

Area/Division: _____

Department: _____

ORG. CODE _____

New Position Requested OR Elimination/Reduction Requested: _____

Administrator
Request

Area Head
Request

Base Salary \$ _____ \$ _____

Justification: Actionable Foresight Priority ____

Institutional Goal/Objective ____

New Position Requested OR Elimination/Reduction Requested: _____

Administrator
Request

Area Head
Request

Base Salary \$ _____ \$ _____

Justification: Actionable Foresight ____

Institutional Goal/Objective ____

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

**ESSEX COUNTY COLLEGE
NEW OPERATING FUND REQUEST FY 2013**

Area/Division: _____

Department: _____

Org. Code _____

Consulting – 7180 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Travel – 7310 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Catering – 7315 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

**ESSEX COUNTY COLLEGE
NEW OPERATING FUND REQUEST FY 2013**

Area/Division: _____

Department: _____

Org. Code _____

Telephone – 7401 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Postage – 7410 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Printing – 7420 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE
NEW OPERATING FUND REQUEST FY 2013

Area/Division: _____

Department: _____

Org. Code _____

Publications – 7450 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Memberships – 7460 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

General Supplies – 7501 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator Area Head
Request Request

	\$	\$

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

**ESSEX COUNTY COLLEGE
NEW OPERATING FUND REQUEST FY 2013**

Area/Division: _____

Department: _____

Org. Code _____

Instructional Supplies – 7505 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request Area Head
Request

	\$	\$

Repairs – 7620 Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request Area Head
Request

	\$	\$

– Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request Area Head
Request

	\$	\$

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

ESSEX COUNTY COLLEGE
NEW OPERATING FUND REQUEST FY 2013

Area/Division: _____

Department: _____

Org. Code _____

– Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request

Area Head
Request

	\$	\$

– Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request

Area Head
Request

	\$	\$

– Justification

Actionable Foresight Priority ____

Institutional Goal/Objective ____

Administrator
Request

Area Head
Request

	\$	\$

Name/Title of person filling out this form _____ Date _____

Area Head _____ Date _____

Essex County College

FY 2013 **NEW** Operating and Personnel Requests for Additional Funds or (Reductions)

Area: _____

Department/Program: _____

ORGN	Line Item	Additional FY 2013 Request	Area Head FY 2013 Request	Amount Approved by Cabinet	Date Approved by Cabinet
TOTALS					

Area Head Signature

Date