

# **2023-24 BUDGET DEVELOPMENT GUIDELINES**

## **MESSAGE TO COST CENTER MANAGERS**

Welcome to the 2023-24 Budget Season. As always, we will center our endeavors around how we can best serve our students and our communities. It is important to remember that we are moving forward with our modernization initiatives as well as building upon our current practices to continue to move Metropolitan Community College into a bright future.

These guidelines contain some important updates to the budget process as well as some helpful reminders for entering budget requests. A separate document with a “how to” guide on entering budget requests will be included in the Budget email.

The 2023-24 MAP continues to be simple and straightforward to align our strategic energies on students and basic college operations, while focusing on the following four College priorities for the next fiscal year:

Priority 1: Programs and Partnerships – the heart of our daily work together

Priority 2: Path Forward – our team effort to help more students reach their finish lines

Priority 3: Operational excellence – ensuring our systems work for students today and tomorrow

Priority 4: Future stability and growth – laying a foundation for the next 50 years

Please reach out to Elizabeth Zlikovac with any questions, concerns or issues you may have with filling out your budget requests. If she is not immediately available by phone, please send her an email or an IM via Microsoft Teams. She will respond to all inquiries within one business day.

Elizabeth Zlikovac

Phone: 531-622-2397

Email: eazlikovac@mccneb.edu

Microsoft Teams: Elizabeth Zlikovac

**Thank you for being part of our efforts to continue to achieve great outcomes at MCC. We look forward to another year of supporting our students working towards their educational goals.**

*Brenda Schumacher – College Business Officer*

# UPDATES TO THE BUDGET PROCESS

**\*\* PLEASE READ ME, I'M IMPORTANT \*\***

## Facilities Requests/Capital Improvement Requests

A facilities request/capital improvement request is anything for which you would normally need to fill out a facilities work request form. These include items such as room renovations, maintenance and new facilities.

- Please fill out the [Facilities Work Request Form](#) to request these items.
- DO NOT enter these items as “Budget Requests” in your budget request screen.

## Vehicle Requests

Vehicles include anything that is traditionally considered a vehicle such as a car, truck or van. Vehicles also include heavy machinery such as forklifts.

- Please use object code 5540 if the vehicle is less than \$5,000 and object code 5530 if it is \$5,000 or more.

## Priority Codes

The Priority Code is located under the priority code drop down in College Suite. Please use the following logic for entering priority codes going forward.

- A – Must Have => This should be your most used code. These are items that you need for the following year.
- AS – Admin Share and S – Shared Pool => These are used for any items that would be in the shared pool. Please continue to use these as we have in the past.
- G – Grant/Gift Request => Continue to use as we have in the past.
- P – Perkins => Continue to use as we have in the past.
- AC – Must Have If => This should be used for contingency items and should be used sparingly. Please reach out to Elizabeth Zlikovac before you enter any item with an AC Priority Code.

## **REMINDERS AND QUICK TIPS**

### **Rollover**

The first thing you will see when you open up College Suite is all of your rollover items. Please review to see what adjustments you need to make or remove items you no longer need. Your 2022-23 Budget has been rolled over except for equipment and contingency requests. Please review the roll over items to make sure that they are still needed. Please note, only your “Must Haves” (A priority) from last year have rolled over. If you need to add some AC priorities, please reach out to Elizabeth Zlikovac before adding them.

### **Activity Drop Down**

We are no longer using HEERF or COVID as an activity code. Please do not use these activity codes or make comments related to HEERF or COVID.

### **New Full-Time or Part-Time Regular Personnel Requests**

All requests for new positions should first be submitted to HR for approval. If approved, this will be added by HR for Budget purposes. We will be sending out additional instructions.

### **Advertising and Printing/Publishing**

With few exceptions, advertising (5210) and printing/publishing (5280) needs should be discussed with Public Affairs to establish a plan and budget estimates. Remember, advertising includes sponsorships, tradeshow/event booth rentals and swag (giveaway) items in addition to traditional advertising (print, TV, radio, online).

### **Software and Web Processing Services**

Requests for software and web processing services in object code 5297 and will be reviewed by the Software Review Group, so provide reasonably detailed descriptions and comments to help justify need.

### **Additional Reminders**

- When entering comments and descriptions, please be brief but as descriptive as possible.
- The PC Matching Group continues to identify and request normal replacements/upgrades for all PCs, so you should only make a budget request for a PC when you have a special operational need (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.

## FISCAL YEAR 2023-2024 BUDGET CALENDAR

February/March	Cabinet members work with their areas to draft updated mission achievement plans to help guide budget input
February 28 <sup>th</sup>	Share the proposed budget calendar with the Board of Governors
March 28 <sup>th</sup>	If requested, discuss status of plans and budget, and review tuition and fees with Board of Governors
April 3 <sup>rd</sup>	Open budget system for input
April 25 <sup>th</sup>	If requested, discuss status of plans and budget with Board of Governors
May 5 <sup>th</sup>	Cost center managers finish initial budget input
May 23 <sup>rd</sup>	If requested, discuss current draft of plans and budget with Board of Governors
By May 31 <sup>st</sup>	Equipment Budget Focus Group, PC Matching Group and Software Review Committee will complete reviews
June 27 <sup>th</sup>	If requested, discuss current draft of plans and budget with Board of Governors. Board to consider and approve resolution authorizing College President to continue to operate the College under the 2022-2023 budget
June 30 <sup>th</sup>	Deadline for proposed mission achievement plan and adjustments to President's proposed budget
July 25 <sup>th</sup>	Board of Governors receives the executive level mission achievement plan and approves proposed FY 2023-2024 budget statement
August 22 <sup>nd</sup>	First of two required public hearings held on the Board of Governors' proposed budget statement, and additional 1% restricted funds authority and any required amendments are considered and approved by resolutions as necessary (Sec. 13-506 et seq)
September 5 <sup>th</sup>	If the College's property tax request is to increase by more than the "allowable growth percentage," this is the deadline for the College to provide a phone number and the amount of the 2023 property tax request to the County Clerks in Dodge, Douglas, Sarpy, and Washington Counties (Sec. 77-1633(3)(g)). (In 2022, the Douglas County Clerk moved this deadline to August 29, 2022.)
September XX (Date set by Douglas County Clerk)	If College's property tax request is to increase by more than the "allowable growth percentage," the College must participate in a joint public hearing to be scheduled and organized by Douglas County (Sec. 77-1633 and Sec. 13-508)

- September 26<sup>th</sup> If the College's property tax request does not increase by more than the "allowable growth percentage," the second of two required public hearings is held prior to the Board of Governors' regular meeting (if the College has not already participated in joint public hearing organized by Douglas County).
- Subsequently, at its regular meeting, the Board of Governors will adopt, or amend and adopt, a final FY 2023-2024 budget, property tax requirement, levy and property tax request (Secs. 13-506, 13-508, and 77-1633), and a separate resolution to approve the additional 1% restricted funds authority (Sec. 13-519(2)) if that was not approved at the August meeting.
- On or before September 30<sup>th</sup> Adopted budget statement and property tax requirements certified and filed with the State Auditor and County levying boards pursuant to Sec. 13-508
- Within 20 days after adoption of budget If adopted budget statement reflects a change from that shown in the notice approved and published, a summary of such change(s) is to be published in the *Omaha World-Herald* pursuant to Sec. 13-506. The Affidavit of Publication regarding the notice of changes is to be sent to the counties and to the State Auditor.
- On or before October 15<sup>th</sup> Resolution setting property tax request under Property Tax Request Act to be certified and forwarded to County Clerks pursuant to Sec. 77-1633(5).