

Due Date: 01/21/05

BUDGET REVIEW
FISCAL YEAR 2004-2005

The _____ department budget for fiscal year 2004-2005 has been reviewed. Requested changes for this departmental budget are as follows:

<u>Account Code</u>	<u>Budget Increase</u>	<u>Budget Reversion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification for budget increases are as follows:

Departmental concerns or comments:

Department Head: _____ Date _____

Division Head: _____ Date _____

Vice President: _____ Date _____

Note: Please attach copies of any new planning objectives that you would like to have considered with this review.

MEMORANDUM

TO: All Departments

FROM: Dr. Edward H. Wilson, Jr.
President

Alice W. Wadsworth
Comptroller

DATE: January 9, 2004

SUBJECT: Mid-year Budget Review

As we begin the last half of our fiscal year, all areas are requested to review their departmental budgets and financial needs for the balance of this school year. It is our goal to meet the needs of all areas to the best of our ability with limited resources and to make the best possible use of all available college dollars. Please keep your requests realistic.

To help with your review, the following factors should be noted:

1. Most Spring Semester P.T. contracts have been obligated at this point--consider additional needs for the month of June.
2. Complete purchase orders on a timely basis so that materials will be on hand when needed. Departmental reports will list outstanding encumbrances if purchase orders are properly processed.
3. Please note any unfunded or underfunded departmental objectives. This will be a good time to request funds.
4. Specify funds needed for any new planning objective written for fiscal year 2003-2004. Attach a copy of the planning objective.

All departments will benefit if a thorough review of our budget is made. If a complete review is not made, some departments may not have ample funds to meet student needs while other departments may have excess funds at June 30.

Please complete the attached form, obtain the appropriate signatures, and return it to the business office by January 21, 2004. If you need further explanation or assistance, do not hesitate to call the business office.