

Nashua Community College Budget Process

The budget process allows department and programs directors the flexibility to make decisions that affect their areas directly. The process also allows for transparency in how funds are allocated for the improved institutional effectiveness. As such the allocation of budgets will be tied to not only every day needs, but also to departmental and institutional strategic goals and program support and improvement.

The President, in consultation with the President's Senior Team will make decisions about initial operating budget allocations. Decisions are based on the following: history of expenditures (prior year's spreadsheet), Strategic Planning initiatives, NECHE, projections, program enrollment, equipment needs, legislative allocations and other factors. The college's process for program review will also inform the budget process.

Budget Request will be organized by category and line item (See Budget Line Items sheet Pg. 2). Departments are asked to make itemized requests under the two below heading in each spending category. Department heads will consult with the Director of IT regarding all computers, software and software related services:

1. **Level Service or Maintenance Budget:** This request reflects maintaining the status quo, and operating at a level comparable to the prior year. While the actual proposed costs may increase due to inflation or alternating ways of operating, the assumption is that the programs and services proposed are comparable to those of the prior year. Initially, in this budget cycle, it is important that you ask for only what is critical to deliver your program.
2. **Improvement or Investment Budget:** This request reflects the department's plans to build or improve its programs or services.

As with any budget process, there may be instances in which the Administration may have to adjust spending according to college needs with a re- allocation of resources.

Nashua Community College – Fiscal Year 2021 (July 1, 2021 – June 30, 2022)
Operating (non-grant) Budget Request Form

Instructions:

Enter your Department Name and Banner Org below. This information can be found on your Budget Status Report. [Only one Fund/Org allowed per form.](#) At the bottom of this Excel Worksheet, you will find tabs for the different Banner Accounts that funds are being requested. Fill out the form on each applicable sheet. The totals will automatically calculate on each page and will also report to the "Main" sheet Summary section. If printing this document, be sure to select "Print Workbook" to print all of the pages, or if you only have a few account sheets filled out, please print them individually. [Be sure to save your file when you are complete and include your ORG code at the beginning of the above filename.](#)

Submit this request to your division President, Vice President or Associate VP and Chief Accounting Officer for review by the due date. All requests are subject to availability and institutional priorities.

Department: Fund: Org:

Banner Account (Type)	Category	SUMMARY		Office Use Only	
		Level Funding	Improvement Funding	Approved Level Funding	Approved Improv. Funding
7100 (71)	Consumables	\$12,500	\$0	\$0	\$0
7200 (72)	Food and Catering	\$250	\$0	\$0	\$0
7300 (73)	Rents and Lease	\$0	\$0	\$0	\$0
7400 (74)	Utilities	\$0	\$0	\$0	\$0
7500 (75)	Maintenance - Non Building	\$1,000	\$3,000	\$0	\$0
7600 (76)	Organizational Dues	\$1,000	\$0	\$0	\$0
7800 (78)	Equipment	\$0	\$0	\$0	\$0
7C00 (7C)	Consultants	\$0	\$0	\$0	\$0
7D20 (7N)	Contractual Maintenance	\$0	\$0	\$0	\$0
6200 (62)	Adjunct, Tutors, AAES	\$0	\$0	\$0	\$0
7F50 (7K)	Professional Development	\$0	\$0	\$0	\$0
7F00 (7F)	All Travel Expenses	\$0	\$0	\$0	\$0
7M00 (7M)	Marketing Expenses	\$1,000	\$12,000	\$0	\$0
Totals:		\$15,750	\$15,000	\$0	\$0

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

Use Budget Line Items sheet to determine what should be covered under this account.

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
Misc Consumables	Fluids, Refrigerant, Cleaners as needed	\$5,000	
Tools and teaching supplies	tools, electrical supplies, shop supplies	\$7,500	
		Total:	\$12,500
			\$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0
			\$0

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

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
meeting food	advisory meeting snacks, drinks, etc	\$250	
Total:			\$250 \$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
Total:			\$0 \$0

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

Use Budget Line Items sheet to determine what should be covered under this account.

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

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

Use Budget Line Items sheet to determine what should be covered under this account.

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
Lift Inspections	lift inspections	\$1,000	
		Total:	\$1,000 \$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
updates	alignment, scan tool updates	\$3,000	
		Total:	\$3,000 \$0

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

Examples: Memberships, Accreditations (Accreditations are tied to the departmental budgets)

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
memberships	Mitchell, Alldata, etc	\$1,000	
		Total:	\$1,000 \$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

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

Examples: Agreements for Educational Services for non employee instruction, short form contracts for other consulting (legal, medical, engineering, entertainers, coaches, referees, athletic trainers).

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
Total:			\$0 \$0

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

Examples: Repairs for Buildings and Grounds, long form contract must be done for services over \$25,000. Specific insurance is required and the current requirements can be provided by the CFO.

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

Banner Account Code: **7F50** Category: **Professional Development**

Examples: Tuition, Workshops, and Conference costs to register. Associated travel is calculated elsewhere. IMPORTANT - Before submitting, you must ensure that ALL of your eligible full-time departmental employees have been presented with the request forms and had time to submit to you.

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

Banner Account Code: **7F** Category: **Travel Expenses**

Examples: Registration fees for college fairs, mileage, meals, lodging; Gas for State Cars

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

Banner Account Code: **7M00** Category: **Marketing Expenses**

Level Service or Maintenance Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
Marketing	brochures, advertising, etc	\$1,000	
		Total:	\$1,000 \$0

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
ADAS (Advanced Driver Assistance System)	New vehicle technology is making it difficult to perform even routine repairs without affecting any of the many systems controlled by ADAS. To stay ahead of the curve, we need to start training students in how these systems work and are calibrated once a repair has been completed. This would need to be taught in all 3 programs. Cost of this system would be shared by all 3 programs equally. Total cost is estimated at \$36,000.00.	\$12,000	
		Total:	\$12,000 \$0

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

Adjunct Personnel, Tutors, Agreements for Additional Ed Services (employees only, not outside consultants)

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

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

Examples: Water, Sewer, Electric, Natural Gas, Fuel Oil

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0

Banner Account Code: **7800** Category: **Equipment any one item \$5,000 or over**

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

Improvement or Investment Budget			Office Use Only
Items:	Justification	Cost:	Approved Amount
		Total:	\$0 \$0