SAUT Operating Budget Request Instructions

The new SAUT Operating Budget Request form is a two-part spreadsheet. The first tab is a summary sheet that is populated by the data input on the second tab. It also includes the college wide strategic plan that should be linked to each line item budget request. The request form has built in formulas that will total each of the following sections:

- Part-time and Student Workers
- Professional Contract Services
- Travel
- Operational Expenditures
- Capital Outlay

<u>DO NOT ENTER DATA ON FIRST SHEET!</u>

Heading -- enter department name, first six digits of account number and name of department supervisor.

Part-time and Student Workers – enter number of hours per week, number of weeks and wage rate. Minimum wage rate is $8.50. Link to strategic plan in drop box.

PCS – enter vendor name and amount of PCS contract. Link to strategic plan in drop box.

Travel – Travel expenditure requests include purpose of trip, lodging rate, airfare, mileage, registration, per diem and other. *Click on link for information on Federal Per Diem Rates.* Use the "Travel for Instructional Purposes" for all instructional group travel (student travel). Link each trip to the strategic plan in drop box.

Operational Expenditures – include repairs, classroom supplies, office supplies, books/subscriptions, copying, printing, memberships, and other. Supplies can be listed in a lump sum. List cell phone plans, and other data plans under the category, "Other". Link to strategic plan in drop box.

Notes Section – use the notes section to request new full-time positions. Salaries and fringe benefits of current full-time employees will be calculated by VCFA. If needed, use this section for any clarification or additional information to support request.

Capital Outlay – includes office furniture, equipment, computers, printers, software, upgrades, space renovations, and other. Link to strategic plan in drop box.

Summary:	
Part-Time & Student Workers Salaries	$ 5,100.00
Professional (Contract) Services	6,000.00
Travel Expenditures	7,000.28
Operational Expenditures	13,879.00
Capital Outlay	-
Total Budget Request	**$ 31,979.28**

Strategic Plan Code:

2 **Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality instruction, programs, and services.**

1.1 Advance student achievement through relevant academic and student support services.

1.2 Continue to enhance the College's assessment of student learning model to improve student success.

1.3 Develop, evaluate, and improve services to respond to the needs of student through a variety of activities and cultural events.

1.4   Facilitate the transition of students from the College, either to other higher learning institutions or into the workforce.

1.5 Continue the development of a comprehensive institutional effectiveness program and quality academic programs by maintaining accreditation through AQIP.

Access to Higher Education – To increase the College's core enrollment.

2.1 Examine and develop programs that are relevant to student needs and economic growth through the implementation of the Core Growth Enrollment Plan.

2.2 Strengthen partnerships with public schools to enhance the high school concurrent credit program.

2.3 Facilitate the transition of students into the College.

2.4 Develop strategies to address affordability and reduce financial burdens for students.

2.5 Continue to develop partnerships to support literacy to better prepare students to be successful in college.

Resource Development, Institutional Effectiveness, and Accountability– To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.

3.1 Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students' at all educational levels.

3.2 Seek, examine, and evaluate revenue sources and provide responsible stewardship for the effective management of the College's resources.

3.3 Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and the need for grounds beautification and maintenance.

3.4 Through evaluation of the College's internal controls and compliance with federal and state regulations, develop processes to systematically identify and manage potential and perceived risks involved in all college programs and events.

Partnerships, Collaborative Efforts, and Workforce and Economic Development – To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's constituencies.

4.1 Become a significant contributor toward economic development and workforce development in the region.

4.2 Expand community service and education through outreach programs and cultural activities.

PART-TIME AND STUDENT WORKERS SALARIES: Total: $ 5,100.00

(Show # of students or persons, hours and weeks x rate of $8.50 per hour)

-Federal Work Study *(Do not include on this form. Request direct to Fin. Aid.)*

N/A

	-Part-Time Students (Institutional Work Study)	Hrs/Wk	# Wks	Wage Rate		
R	Academics Student Worker	20	30	$8.50	5,100.00	3.2 ▼
A					-	▼
N					-	▼
K					-	▼
					-	▼
					-	▼
					-	▼
					-	▼
					-	▼
					-	▼
	Part-Time Students Total				$ 5,100.00	

	-Part-Time - Non-Students	Hrs/Wk	# Wks	Wage Rate		
R		0	0	$0.00	-	▼
A					-	▼
N					-	▼
K					-	▼
					-	▼
					-	▼
					-	▼
					-	▼

		-	▼
		-	▼
	Part-Time Non-Students Total	$ -	

PROFESSIONAL (CONTRACT) SERVICES (CONSULTANTS, AUDITORS, ARCHITECT   Total: $ 6,000.00

R	Program Reviews (3 @ $2,000 each)	6,000.00	1.1 ▼
A		-	▼
N		-	▼
K		-	▼
		-	▼
		-	▼
		-	▼
		-	▼
		-	▼
		-	▼

TRAVEL EXPENDITURES: Total: $ 7,000.28

-Travel - Instructional Purposes

		-	▼
R		-	▼
A		-	▼
N		-	▼
K		-	▼
		-	▼

Travel - Instructional purposes, field trips, local travel, etc. Total $ -

-Travel - Field Trips, Administrative/Staff travel, local travel, etc.

[www.gsa.gov/portal/category/21287 --- Federal Per Diem Rates](www.gsa.gov/portal/category/21287)
(Mileage Rate/Per Mile: $0.42)

R	Trip Purpose: Other travel			Registration Amt:				
A	Lodging:		Airfare:		Miscellaneous/Other:			
N		# Days	PD Rate	Total		Miles	Mlg Rate	Total	1.1 ▼
K	Per Diem:			$0.00	Mileage:			$0.00	2,260.00

Trip Purpose: ACC Conference (2 employees)				Registration Amt:		$350.00	
Lodging: $1,100.00		Airfare: $0.00		Miscellaneous/Other:		$250.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	1.1 ▼
Per Diem:	3	$59.00	$177.00	Mileage:	392	$0.42	$164.64	2,041.64

Trip Purpose: Nuventive (TracDat Users Conference)				Registration Amt:		$650.00	
Lodging: $600.00		Airfare: $208.00		Miscellaneous/Other:		$200.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	1.5 ▼
Per Diem:	4	$64.00	$256.00	Mileage:	196	$0.42	$82.32	1,996.32

Trip Purpose: Admin Specialist PD				Registration Amt:		$200.00	
Lodging: $0.00		Airfare: $0.00		Miscellaneous/Other:		$0.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	
Per Diem:	0	$0.00	$0.00	Mileage:	196	$0.42	$82.32	282.32 1.1 ▼

Trip Purpose: Local Travel				Registration Amt:		$0.00	
Lodging:		Airfare:		Miscellaneous/Other:			
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	
Per Diem:			$0.00	Mileage:	1000	$0.42	$420.00	420.00 1.1 ▼

Trip Purpose:				Registration Amt:		$0.00	
Lodging: $0.00		Airfare: $0.00		Miscellaneous/Other:		$0.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	
Per Diem:	0	$0.00	$0.00	Mileage:	0	$0.00	$0.00	- ▼

Trip Purpose:				Registration Amt:		$0.00	
Lodging: $0.00		Airfare: $0.00		Miscellaneous/Other:		$0.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	
Per Diem:	0	$0.00	$0.00	Mileage:	0	$0.00	$0.00	- ▼

Trip Purpose:				Registration Amt:		$0.00	
Lodging: $0.00		Airfare: $0.00		Miscellaneous/Other:		$0.00	
	# Days	PD Rate	Total		Miles	Mlg Rate	Total	
Per Diem:	0	$0.00	$0.00	Mileage:	0	$0.00	$0.00	- ▼

Travel - Field Trips, Administrative/Staff travel, local travel, etc. Total $ 7,000.28

EXPENDITURES, OPERATIONAL: Total: $ 13,879.00

Equipment Repair/Maintenance: *(Be specific as to equipment to be maintained.)* $ - ▼

R   -   - ▼

RANK	Item	Amount	Code
R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Supplies - Classroom: *(Briefly list types and quantities of items.)* $ - ▼

RANK	Item	Amount	Code
R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Supplies - Office: *(Briefly list types and quantities of items.)* $ 12,879.00 ▼

RANK	Item	Amount	Code
R	- iPad Data (Rita & Valerie)	814.00	1.1 ▼
A	- Postage	100.00	1.1 ▼
N	- Cell Phone	625.00	1.1 ▼
K	- Office Supplies	9,990.00	1.1 ▼
	- SafeCollege subscription for Student Success	1,350.00	1.1 ▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Supplies - Subscriptions & Books: *(Be specific.)* $ -

R
A
N
K

- -
- -
- -
- -
- -
- -
- -
- -
- -
- -

Supplies - Copying: *(Explain how you arrived at the request.) (# x $0.02 bw/ $0.08 color)* $ 1,000.00
   - Copying 1,000.00
   - -

Supplies - Printing: $ -

R
A
N
K

- -
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- -
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- -
- -
- -
- -
- -
- -

Other - Membership: *(List each.)* $ -

R
A
N
K

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- -
- -
- -
- -
- -
- -
- -

				▼
	-		-	▼
	-		-	▼
Other: *(Anything not included above.)*		$ -		▼
R	-		-	▼
A	-		-	▼
N	-		-	▼
K	-		-	▼
	-		-	▼

NOTES FOR DEPARTMENTAL EXPENDITURES

Adjunct: $9,900 (division chair stipends)

CAPITAL OUTLAY: (Indicate item, purpose, cost and priority)		**Total:**	**$ -**	
Office Furniture/Equipment:			$ -	▼
R	-		-	▼
A	-		-	▼
N	-		-	▼
K	-		-	▼
	-		-	▼

				▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼
	-		-	▼

Instructional/Classroom Equipment: $ -   ▼

R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Computers: *(Also indicate why current computer is not adequate.)* $ -   ▼

R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Printers: $ -   ▼

R	-	-	▼

A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

Computer Software: *(Indicate type, purpose, and cost.)* $ -

R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼
	-	-	▼

I.T. Upgrades: $ -

R	-	-	▼
A	-	-	▼
N	-	-	▼
K	-	-	▼
	-	-	▼
	-	-	▼
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	-	-	▼

Space Renovations: $ -

R	-	-	▼
A	-	-	▼

N   -   - ▼
K   -   - ▼
    -     - ▼

Other: $ - ▼

R   -   - ▼
A   -   - ▼
N   -   - ▼
K   -   - ▼
    -     - ▼
    -     - ▼
    -     - ▼
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NOTES FOR CAPITAL REQUESTS