

July 7, 1999

**IMPORTANT
DEADLINE: August 1, 1999**

MEMORANDUM

TO: Chief Business Officials
Community and Technical Colleges

FROM: Philip V. Albano, Director
Administrative & Facility Services

SUBJECT: CAPITAL IMPROVEMENT DATA UPDATE

We are preparing our annual report on capital improvement funds which have been expended or obligated. Information from this report is furnished to the State Board of Community Colleges and the General Assembly and is used to determine non-state overmatch. Attached is one NCCCS 3-5 Form for your home county and one for each county for which you have received state capital improvement funds.

Section I should include only those funds as of June 30, 1999, which have been expended, encumbered, or allocated for either a capital improvement or an acquisition of real property. The term "allocated" is used here to indicate that a NCCCS 3-1 Form, Project Proposal for Capital Improvement, has been approved by the State Board of Community Colleges. Capital improvement funds which become available only after June 30, 1999, are not, and should not be included in the data.

The "CCS Data" reflect our records of funding for your college. This data is derived by revising your figures from the "Corrected Data" column on the June 30, 1998, "Capital Improvement Data" form. Revisions were made to incorporate any changes to your capital improvement funding that were approved by the State Board of Community Colleges or reported to the System Office during the 1998-99 fiscal year. Footnotes to this section show your latest project(s) and funding that was included in the "CCS Data." If a project listed has been closed and the funding shown has changed, please line out the incorrect data, leaving it visible, and write in the revised figure above the lined-out data.

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Local funds that have been expended or encumbered under the Chart of Accounts Capital Outlay Object Numbers 5700, 5800 or 5900, and not already included in the "CCS Data," are applicable as local funds and should be reported. This would include any "small" capital improvement projects that were not required to be approved by the State Board of Community Colleges or the State Construction Office. Also, the value at the time of acquisition of any real property for which the college's board of trustees has title may be included in the **local funds** line.

Only those state funds which were appropriated for community college capital improvements and which have received approval from the State Board of Community Colleges should be reported on the state funds line. Report any other state funds that were obtained through the county, city, Department of Transportation, etc., as local funds. Any funds which have been reverted should not be included in these data. Please verify the "CCS Data" or make revisions in the column "Corrected Data."

The line entitled "Shared Match" is only used for those counties which have received state capital improvement funds and have either given (or received) a portion of their non-state matching funds to (or from) another county in their service area. A negative figure denotes non-state matching funds being debited from a county, while a positive figure denotes a credit to a county.

Section II, if applicable, shows state funds which have been appropriated but not yet approved in a construction project by the State Board of Community Colleges.

Section III shows the acreage for your main campus and any off-campus facility which has been approved by the State Board of Community Colleges. Generally, these are facilities for which your board of trustees has title or holds a long-term lease (20 years or more). We are not including the numerous facilities which are rented or made available for community college use such as schools, old stores, etc. Also, we are not including any land which is an investment property, a conservation area, a tract of timber, etc. Again, if there are any discrepancies, please line out the data and make the changes.

Please complete, sign, and return the attached form to Ms. Dee Burns of this office by August 1, 1999. Should you have any questions regarding these forms, please let us know.

PVA/db

c: Presidents
Kennon D. Briggs

Attachment(s)