

July 27, 1999

**IMPORTANT**  
**Deadline: August 23**

**MEMORANDUM**

**TO:** Presidents  
Business Officers

**FROM:** Kennon D. Briggs  
Vice President for Business and Finance

**SUBJECT:** 1999-2000 Budgets

Enclosed are the college budgets for fiscal year 1999-2000. The Finance and Capital Needs Committee of the State Board approved these budgets at its July 27 meeting. These budgets include all expansion items approved by the General Assembly with the exception of the following:

1. \$125 bonus
2. Additional hospitalization
3. Carryover equipment and library book funds
4. Equipment reserve funds (purpose 921)
5. Renovation funds
6. Special appropriations

These funds will be allocated at a later date.

Instructions for completing the Form 2-1 (Summary of Revenues and Expenditures), along with a Form 108, will be sent to you within the next few days. The Form 2-1 and the transfers establishing your non-instructional funds must be completed and returned to my office on or before August 23.

If you have any questions concerning these allocations, please contact me or Larry Morgan.

KDB/LLM/jmh  
Enclosures

CC99-209  
Paper Copy