



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

August 24, 2005

MEMORANDUM

RESPONSE DEADLINE 09/16/05

TO: Selected College Tech Prep Coordinators

FROM: Robert J. Witchger
Associate Director for Tech Prep

SUBJECT: REQUEST FOR COLLEGE TECH PREP 2005-2006 BUDGET

Thank you for taking part in the recent interim review of your College Tech Prep program. The annual review provides us with an update of the various initiatives taking place throughout the State. These reviews also provide the opportunity for you, and the review team, to focus on the progress made in year one of the grant, review year two goals and objectives, and share best practices.

It is now time to finalize your College Tech Prep budget and officially submit it for this second year of the grant. For continuity, we are requesting that your business manager sign the initial budget. We have included an Excel form for your use. The "2005-2006 Budget Form" is also on our College Tech Prep web site. You need to also complete the "Reimbursement for Contractual Services Statement of Agreement" form. Please complete and submit the budget and agreement forms to our office by September 16, 2005. The budget will be reviewed and you will be notified of its approval. If you were missing data elements during your review, you are reminded that your budget will not be approved until all items have been submitted.

Budget modifications may be submitted to the College Tech Prep office during the program year. Both the initial budget form and the budget modification form are on our web site at www.nccommunitycolleges.edu/Tech_Prep/budget_forms.htm.

Thank you for all you do to support the College Tech Prep effort.

If you have any questions, please contact me at 919-807-7126.

RJW/dm

Attachments

c: Selected Presidents
Dr. Delores A. Parker
Ms. Elizabeth C. Brown

S05-023

Paper Copy and Email

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Reimbursement for Contractual Services

Statement of Agreement

Reimbursement from the North Carolina Community College System Office for costs incurred for release time and contracted services will be based on adherence to the following definitions.

Release Time

- Salary for a replacement for the individual released from existing duties to perform the approved grant duties/functions.

Contracted Services

- The hiring of outside personnel to perform the approved grant duties/functions, or hiring existing personnel beyond their normal contracted working hours to perform approved grant duties/functions. Existing employee contracts must be for additional hours and grant work may not overlap with the existing normal contracted working hours. All appropriate taxes must be withheld as usual.

_____ College agrees to comply with the above definitions.
College

President (print name)

Business Officer (print name)

President's Signature

Business Officer's Signature

Project Contact (print name)

Project Contact's Signature

Supportive Services				\$ -
Salaries (Supplemental/Release Time)	\$ _____	\$ _____	\$ \$ _____	-
Fringe Benefits	\$ _____	\$ _____	\$ \$ _____	-
Transportation	\$ _____	\$ _____	\$ \$ _____	-
Subsistence	\$ _____	\$ _____	\$ \$ _____	-
Purchased Services	\$ _____	\$ _____	\$ \$ _____	-
Supplies & Materials	\$ _____	\$ _____	\$ \$ _____	-
Equipment Purchase/Lease	\$ _____	\$ _____	\$ \$ _____	-
Other Expenses (specify)	\$ _____	\$ _____	\$ \$ _____	-
_____	\$ _____	\$ _____	\$ \$ _____	-
_____	\$ _____	\$ _____	\$ \$ _____	-
Evaluation (10%)				\$ -
Salaries (Supplemental/Release Time)	\$ _____	\$ _____	\$ \$ _____	-
Purchased Services (Contracted)	\$ _____	\$ _____	\$ \$ _____	-
Other: _____	\$ _____	\$ _____	\$ \$ _____	-
TOTAL	\$ -	\$ -	\$ -	

Please return form to: NCCCS ~ Attn: Darice McDougald ~ 5016 Mail Service Center ~ Raleigh, NC 27699-5016

Justification: Write your justification in this space, please write two or three sentences summarizing the rationale for your request to modify the budget. **You should be able to highlight over this text and write in or cut and past your justification in this area.** Thanks

Please return form to: NCCCS ~ Attn: Darice McDougald ~ 5016 Mail Service Center ~ Raleigh, NC 27699-5016