

Use and Finance Bi-Annual Reporting Form

Reporting Period (check one): January 1, 2019 through June 30, 2019
 July 1, 2019 through December 31, 2019

University/College: MONTCALM COMMUNITY COLLEGE

Number of Projects to Report: NONE

Estimated Impact on Tuition and Fee Rates:¹ NONE

	Project Description	Project Timeline	Project Costs	Funding Sources
1.		Start Date:	Property Acquisition \$ _____ Remodeling \$ _____	Tuition \$ _____ Millage \$ _____
		Completion:	Additions \$ _____ Landscaping/Roads \$ _____ Equipment \$ _____ Other (specify) \$ _____ Total: \$ _____	Bond Proceeds \$ _____ Donations \$ _____ Federal \$ _____ Other (specify) \$ _____ Total: \$ _____
2.		Start Date:	Property Acquisition \$ _____ Remodeling \$ _____	Tuition \$ _____ Millage \$ _____
		Completion:	Additions \$ _____ Landscaping/Roads \$ _____ Equipment \$ _____ Other (specify) \$ _____ Total: \$ _____	Bond Proceeds \$ _____ Donations \$ _____ Federal \$ _____ Other (specify) \$ _____ Total: \$ _____

¹ This amount shall be calculated by dividing the amount of tuition revenue that is annually budgeted for the institution's share of a project's cost by the most recent fiscal year equated student count for the institution.

Instructions:

1. Projects shall be reported on this standard form and submitted to the Joint Capital Outlay Subcommittee, the fiscal agencies, and the State Budget Office . Submission to the above parties shall be accomplished by posting the reports on the institution's website under the "Budget and Performance Transparency Reporting" section. If an institution has no projects to report for a six-month period, enter "None" next to "Number of Projects to Report" located on the top of the form.
2. Reports shall include all contracts entered into for new construction of . Projects funded by State capital outlay appropriations are not to be included in these reports. Once submitted, a project does not have to be listed in any subsequent report, unless a change in project cost has occurred. In such case, the subsequent use and finance report shall clearly state that the project cost has changed, listing the dollar amount of the change, and including reasons for the cost change.