

**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Meeting**  
February 13, 2017

**QUARTERLY UPDATE - BUDGET ACCOUNTABILITY**

**2**

(Quarter Ending December 31, 2016)

**Status:**            **Information**

Presented by: Christine Statton  
Vice President, Administrative Services

**Issue**

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.

**Recommended Action**

The Office of Administrative Services will continue to provide accountability for the budget process to the Governing Board.

**2016/17 General Fund Budget**

	1/9/17 Unrestricted Budget	2/13/17 Unrestricted Budget	Variance		1/9/17 Restricted Budget	2/13/17 Restricted Budget	Variance
Revenue Limit	53,033,913	53,033,913	-		-	-	-
<b>Total Revenue</b>	<b>56,611,129</b>	<b>56,702,158</b>	<b>91,029</b>		<b>19,919,928</b>	<b>20,153,588</b>	<b>233,660</b> (h)
Academic Salaries 10000	23,819,885	23,988,927	169,042		2,110,671	2,112,758	2,087
Contract Faculty	14,791,416	14,789,185	(2,231)	(b)	1,349,613	1,349,613	-
Faculty Overload	1,856,311	1,856,311	-		49,041	49,041	-
Adjunct Faculty	3,023,591	3,168,722	145,131	(c)	11,247	11,247	-
Summer School	955,640	955,640	-		22,500	22,500	-
Administrator	2,130,360	2,140,251	9,891	(d)	207,449	207,733	284
Hourly Counselor/Librarian	209,338	225,589	16,251	(b)	388,645	388,645	-
Retiree Incentive	262,843	262,843	-		-	-	-
Classified Salaries 20000	10,224,109	10,319,431	95,322	(e)	4,728,068	4,763,335	35,267
Classified	6,741,688	6,815,249	73,561		3,069,104	3,068,169	(935)
Student Help	412,896	412,896	-		494,990	494,990	-
Administrator	1,886,381	1,903,046	16,665		935,285	971,153	35,868
Confidential	524,159	529,255	5,096		-	-	-
Professional Expert	305,093	305,093	-		135,011	135,011	-
Retiree Incentive	175,467	175,467	-		-	-	-
Benefits 30000	12,716,834	12,395,018	(321,816)	(f)	2,727,599	2,738,687	11,088
Supplies 40000	1,010,804	1,008,804	(2,000)		2,424,242	2,555,638	131,396
Services 50000	6,231,733	6,233,733	2,000		4,426,305	4,453,396	27,091
Capital Outlay 60000	1,674,193	1,675,222	1,029	(g)	1,909,140	1,965,556	56,416
Other Outgo 70000	872,994	872,994	-		1,593,903	1,564,218	(29,685)
<b>Total Expenses</b>	<b>56,550,552</b>	<b>56,494,129</b>	<b>(56,423)</b>		<b>19,919,928</b>	<b>20,153,588</b>	<b>233,660</b>
<b>General Fund Surplus/(Deficit)</b>	<b>60,577</b>	<b>208,029</b>			<b>-</b>	<b>-</b>	

<b>Surplus/(Deficit)</b>			
Final Adopted Surplus	637,836	Misc Salary Adjustments Classified	62,515
One-time augmentation Tutorial Ctr VTEA backfil	(36,738)	Misc Salary Adjustments Certificated	166,998
C/F MAA	(256,976)	Misc Salary Adjustments Management	(884)
C/F Above Base LRC signage	(15,000)	Increase interest & non-resident income	90,000
<b>General Fund Surplus 10/10/16</b>	<b>329,122</b>	6% COSAFA negotiated raise	(171,177)
One-time augmentation FEC	(3,626)	<b>General Fund Surplus 2/13/17</b>	<b>208,029</b>
C/F Safety Budget	(7,772)		
C/F Food Service & Welcome Ctr Remod	(32,055)		
C/F Live Oak	(49,876)		
C/F Campus Signage	(12,000)		
C/F Department Budgets	(12,096)		

C/F TRIO Remodel	(10,048)
C/F Tulare AG Repair	(50,000)
C/F Instructional Equipment	(200,000)
Misc Salary Adjustments Certificated	12,767
Misc Salary Adjustments Classified	93,995
Misc Salary Adjustments Management	33,038
<b>General Fund Surplus 11/14/16</b>	<b>91,449</b>
Misc Salary Adjustments Classified	47,874
Misc Salary Adjustments Management	(79,355)
<b>General Fund Surplus 12/12/16</b>	<b>59,968</b>
One-time Mandate Cost revenue increase	609
<b>General Fund Surplus 1/9/17</b>	<b>60,577</b>

<b>Revenue Changes 10/16/16</b>	<b>Unrestricted</b>	<b>Restricted</b>
Categorical C/F		
Kings/Tulare WIA		100,615
PELL/FWS/SEOG Admin Allowance		5,625
TRIO		56,734
MSEIP		70,369
Lottery Prop 20		728,030
Basic Skills		91,516
Student Equity Plan		898,190
SSSP Student Success		868,329
Adult Ed		66,843
DSN Health Care		95,529
DSN Health Care Local		6,225
DSN Advanced Manufacturing		92,054
DSN Advanced Manufacturing Local		14,688
Health Center		20,186
Parking		3,535
Healthy Community match		65,688
Constitution Testing		12,890
FWS Local		1,621
True up CCPT #1 allocation		(11,782)
New grant RSCCD CTE Data Unlock		50,000
New grant KCCD CTE		11,000
Faculty Staff Diversity augmentation		54,894
TRIO augmentation		35,297
<b>Revenue Changes 11/14/16</b>		
Testing Revenue increased to Actuals	4,260	
New Grant STEM-REALM increase		647,934
C/F Federal Workstudy, Veterans, Health Center		28,224
EOPS & CARE to final allocation increase		98,790
New Grant Strong Workforce - Regional increase		519,254
CTE Hlth FY17 allocation increase		100,000
SEP to final allocation increase		58,425
Correct C/f CTE Advance Manufacturing and Hlth decrease		(200,000)

C/F Valley Can Air increase		22,685
FY17 KCCD Prop 39 increase		45,500
FY17 KCCD CTE		2,000
<b>Revenue Changes 12/12/16</b>		
Partial increase Hanford Center Status	95,000	
Mandate Cost one-time Furniture/Tech Alpine Bldg	95,000	
Instructional Material Fees increase	49,563	
Testing Revenue increased to Actuals	1,466	
FY17 allocation TANF increase		14,586
FY17 allocation CalWorks increase		162,273
KCCD CTE increase		3,000
FY17 allocation CAA increase		54,000
<b>Revenue Changes 1/9/17</b>		
Mandate Cost one-time increase	770,609	
Foster Care increase		10,250
<b>Revenue Changes 2/13/17</b>		
(a) Interest income increase to estimated actual	80,000	
Non-Resident tuition increase to estimate actual	10,000	
Library lost book income increase to actual	1,029	
(h) Foster Care increase		28,079
CCPT #2 year 2 allocation increase		205,581

<b>Unrestricted Major Expense Changes 10/10/16</b>	
<b>Student:</b> One-time budget augmentation tutorial ctr	36,738
C/F MAA	1,590
<b>Supplies:</b> C/F MAA	8,135
<b>Services:</b> C/F MAA	233,482
<b>Capital:</b> C/F MAA	13,769
C/F Above Base LRC signage	15,000
<b>Unrestricted Major Expense Changes 11/14/16</b>	
Misc Salary adjustments Certificated, Classified, Managers decrease	(139,800)
<b>Supplies:</b> C/F Safety increase	7,772
Increase for Testing Revenue	3,760
Expense transfer to Services decrease	(3,100)
<b>Services:</b> Expense transfer from Supplies	3,100
C/F Department Budgets increase	11,484
C/F Campus Signage increase	12,000
C/F Food Service Remodel increase	10,000
C/F AG Repair increase	50,000
C/F Welcome Center Remodel increase	22,055
Increase for Testing Revenue	500
<b>Capital:</b> C/F Instructional Equipment increase	200,000
C/F Live Oak increase	49,876
C/F TRIO Remodel increase	10,048
<b>Unrestricted Major Expense Changes 12/12/16</b>	
<b>Administrator:</b> Misc increase management salaries	69,317

<b>Classified:</b> Misc decrease classified salaries	(35,059)
<b>Supplies:</b> Instructional Material Fee increase	49,563
Expense transfer from Professional Expert increase	5,000
Expense transfer from Services increase	4,000
Expense transfer to Services and Capital decrease	(7,541)
Increase for Testing Revenue	1,466
<b>Services:</b> Expense transfer from Supplies increase	7,305
Expense transfer to supplies decrease	(4,000)
Mandate Cost one-time furniture/tech Alpine Bldg increase	95,000
<b>Capital:</b> Expense transfer from Supplies increase	236
Partial Hanford Center increase Hanford VocEd remodel	95,000
<b>Professional Expert:</b> Expense transfer to Supplies decrease	(5,000)
<b>Unrestricted Major Expense Changes 1/1/17</b>	
<b>Supplies:</b> Expense transfer to Services decrease	(12,135)
<b>Services:</b> Expense transfer from Supplies increase	12,135
One-time Mandate Cost increase: ADA Compliance	12,000
Web Consulting	30,000
Courseleaf	23,000
Facilities Master Plan addendum	20,000
<b>Capital:</b> One-time Mandate cost increase: Additional Wireless/Computer refresh	205,000
Daily Parking Permit Machines	48,000
<b>Other Outgo:</b> Transfer to Capital Projects increase: Pool Renovation	50,000
Emergency Outdoor Audio	90,000
ADA Compliance	42,000
Parking Lot Reseal	60,000
Turf Replacement Fund	190,000
<b>Unrestricted Major Expense Changes 2/13/17</b>	
(b) <b>Contract Faculty:</b> Misc salary adjustment decrease	(118,440)
Health & Welfare stipend expense transfer from benefits increase	132,460
(c) <b>Adjunct Faculty:</b> 6% COSAFA negotiated raise increase	145,131
(d) <b>Administrator:</b> Health & Welfare stipend expense transfer from benefits increase	9,124
(e) <b>Classified:</b> Misc salary adjustment decrease	(42,337)
Health & Welfare stipend expense transfer from benefits increase	137,659
(f) <b>Benefits:</b> Misc salary adjustments and 6% COSAFA raise decrease	(42,573)
Health & Welfare stipend expense transfer from benefits decrease	(279,243)
(g) <b>Capital Outlay:</b> Lost library book income increase	1,029

**College of the Sequoias**  
**Unrestricted General Fund**  
**Annualized Revenue Projections 2016/2017 Fiscal Year**  
**1/25/2017**

Revenue Category	Adopted Budget	Annual Projection As of 1/25/17	Collected as of 1/25/2017	Net Annual Change	Percent Collected
<b>Federal Revenue</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 230</b>	<b>-</b>	<b>3.28%</b>
<b>State Revenue</b>	<b>39,553,188</b>	<b>40,513,797</b>	<b>21,779,643</b>	<b>960,609</b>	<b>53.76%</b>
State Apportionment	29,647,638	29,742,638	15,887,070	95,000	53.42%
EPA Proceeds	7,980,513	7,980,513	4,005,743	-	50.19%
Property Taxes	165,192	165,192	59,411	-	35.96%
Other State Income	396,655	396,655	209,668	-	52.86%
Mandate Cost	263,190	1,128,799	1,128,799	865,609	100.00%
Lottery	1,100,000	1,100,000	488,953	-	44.45%
<b>Local Revenue</b>	<b>16,035,043</b>	<b>16,181,361</b>	<b>11,953,944</b>	<b>146,318</b>	<b>73.87%</b>
Property Taxes	12,846,927	12,846,927	8,316,834	-	64.74%
Interest/Investments	75,000	155,000	95,939	80,000	61.90%
Enrollment-Student Fees	2,298,643	2,298,643	2,773,808	-	120.67%
Other Local Income	414,473	470,791	359,000	56,318	76.25%
Non-Resident Tuition	400,000	410,000	404,126	10,000	98.57%
<b>Totals</b>	<b>\$ 55,595,231</b>	<b>\$ 56,702,158</b>	<b>\$ 33,733,817</b>	<b>1,106,927</b>	<b>59.49%</b>

**Notes:**

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**Federal Revenue**

**State Revenue**

State Apportionment increase \$95,000 for preliminary Hanford Center grant.  
Mandate Cost one-time funds \$865,609.  
Only 1st quarter Lottery received.

**Local Revenue**

Instructional material fees received \$49,563  
Increase Library Lost Book \$1,029  
Increase testing income \$5,726  
Increase interest income to estimated actual \$80,000  
Increase Non-Resident tuition to estimated actual \$10,000

# College of the Sequoias

## Summary Expenditure Estimates Unrestricted General Fund Fiscal Year 2016/2017 Year to Date through 12/31/2016

Major Category	Adopted Budget	Working Budget	Annualized Projection	Variance Working Budget	Year to Date Spent as of 12/31/2016	Percent Spent
<b>10000 Academic Salaries</b>	<b>\$ 23,667,551</b>	<b>\$ 23,988,927</b>	<b>\$ 23,988,036</b>	<b>\$ 891</b>	<b>\$ 12,142,256</b>	<b>50.62%</b>
Contract Faculty	14,795,090	14,789,185	14,645,861	143,324	7,428,096	50.23%
Faculty Overload	1,856,311	1,856,311	1,833,277	23,034	953,687	51.38%
Adjunct Faculty	3,023,591	3,168,722	3,349,286	(180,564)	1,727,841	54.53%
Summer School	955,640	955,640	954,219	1,421	446,186	46.69%
Administrator	1,977,978	2,140,251	2,138,201	2,050	1,064,386	49.73%
<b>20000 Classified Salaries</b>	<b>10,400,449</b>	<b>10,319,431</b>	<b>10,163,529</b>	<b>155,902</b>	<b>5,376,792</b>	<b>52.10%</b>
Classified	6,846,063	6,815,249	6,660,998	154,251	3,300,186	48.42%
Student Help	374,568	412,896	423,634	(10,738)	223,019	54.01%
Administrator	1,963,502	1,903,046	1,896,714	6,332	978,244	51.40%
<b>30000 Benefits</b>	<b>12,763,581</b>	<b>12,395,018</b>	<b>11,522,070</b>	<b>872,948</b>	<b>5,784,500</b>	<b>46.67%</b>
<b>40000 Supplies</b>	<b>953,884</b>	<b>1,008,804</b>	<b>930,386</b>	<b>78,418</b>	<b>469,209</b>	<b>46.51%</b>
<b>50000 Services</b>	<b>5,693,672</b>	<b>6,233,733</b>	<b>5,516,173</b>	<b>717,560</b>	<b>3,127,050</b>	<b>50.16%</b>
<b>60000 Capital Outlay</b>	<b>1,037,264</b>	<b>1,675,222</b>	<b>1,562,799</b>	<b>112,423</b>	<b>439,227</b>	<b>26.22%</b>
<b>70000 Other Outgo</b>	<b>440,994</b>	<b>872,994</b>	<b>861,358</b>	<b>11,636</b>	<b>89,655</b>	<b>10.27%</b>
<b>Total Expenditures</b>	<b>\$ 54,957,395</b>	<b>\$ 56,494,129</b>	<b>\$ 54,544,351</b>	<b>\$ 1,949,778</b>	<b>\$ 27,428,690</b>	<b>48.55%</b>

Benefits budget includes \$620,643 placeholder for FY2017/2018 STRS & PERS estimated increase.

**COS FINANCIAL REPORT**

Prepared  
01/24/17

**Quarter Ending December 31, 2016**

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 7/1/2016	16,833,763	4,606,021	989,619	2,197,878	472,488	848,442	903,723	499,737	637,648	92,769	530,132	498,292	29,110,513
Revenue	20,912,648	127,862	1,164	6,637	1,427	2,562	2,701	85,577	256,956	87	131,895	131,400	21,660,914
Expenditures	18,323,953	297,596					12,168	103,747	238,973		9,036	75,533	19,061,007
A/P & A/R Adj	(116,850)			2		(843,064)					(129)	75	(959,967)
Ending Fund Bal 12/31/2016	19,305,608	4,436,286	990,783	2,204,517	473,915	7,940	894,256	481,567	655,631	92,856	652,863	554,234	30,750,454
Fund Bal Prior Year 12/31/2015	12,179,184	1,241,983	1,463,219	1,185,343	467,777	862,712	895,436	481,032	462,441	92,508	637,179	506,746	20,475,560
+ <> Difference	7,126,424	3,194,303	(472,437)	1,019,174	6,138	(854,772)	(1,181)	535	193,190	348	15,684	47,488	10,274,894
<b>Cash Balances</b>													
Citizen Bank								438,011					438,011
Valley Business Bank										45,056	373,729	491,453	910,238
Union Bank	50,000								1,161,584				1,211,584
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	20,086,028	4,442,768	386,641	2,204,517	473,915	851,004	894,256						29,339,130
SUBTOTAL	20,136,028	4,442,768	386,641	2,204,517	473,915	851,004	894,256	438,011	1,165,050	73,056	443,729	551,453	32,060,429
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	20,144,028	4,442,768	386,641	2,204,517	473,915	851,004	894,256	438,011	1,165,050	73,056	444,879	554,453	32,072,579

FY16/17 External auditors advised that we should book Banked Leave liability.