

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

QUARTERLY UPDATE - BUDGET ACCOUNTABILITY

3

(Quarter Ending September 30, 2017)

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.

College of the Sequoias
Unrestricted General Fund Fiscal Year 2016/17
Final Budget v Actuals

	Final Adopted	Final Working	Year End Actuals	
Revenue Limit	52,938,913	55,602,034	55,722,473	a
Other Revenue	2,656,318	3,736,982	4,111,353	b
Total Revenue	55,595,231	59,339,016	59,833,827	
Certificated Salaries	23,667,551	23,940,627	24,018,514	
Contract Faculty	14,795,090	14,720,623	14,413,750	
Faculty Overload	1,856,311	1,856,311	1,840,089	
Adjunct Faculty	3,023,591	3,118,722	3,498,475	
Summer School	955,640	955,640	1,017,569	
Administrator	1,977,978	2,231,241	2,158,189	
Hourly Counselor/Librarian	209,338	192,415	181,901	
Retiree Incentive	262,843	262,843	248,383	
Classified Salaries	10,400,449	10,316,914	10,395,770	
Classified	6,846,063	6,813,123	6,669,219	
Student Help	374,568	398,521	464,793	
Administrator	1,963,502	1,914,930	1,912,670	
Confidential	524,159	529,255	543,120	
Professional Expert	338,265	305,093	299,186	
Retiree Incentive	175,467	175,467	194,762	
Employee Benefits	12,763,581	11,789,809	11,390,971	
Books and Supplies	953,884	1,079,482	906,038	
Services & Other Operating	5,693,672	6,334,457	5,687,229	
Capital Outlay	1,037,264	1,680,757	1,434,038	
Other Outgo	440,994	2,606,564	2,637,665	c
Total Expense	54,957,395	57,748,610	56,470,225	
Total Surplus/(Deficit)	637,836	1,590,406	3,363,601	

Ending Fund Balance \$16,276,639 (28.82%)

Less Designated Fund Balance \$464,721 and Designated Prepaid Expense \$857,335

Total Unrestricted Ending Fund Balance \$14,954,583 (26.48%)

The District ended the year with a fund balance of \$16,276,639. The ending percentage of 28.82% is calculated by dividing the ending fund balance by the total unrestricted expenditures. The Board of Trustees mandates that the College have a 6% fund balance with a priority of statewide average (22%). The State of California Community College Chancellor's Office has deemed a minimum prudent fund balance of 5% and that an institution with a fund balance of less than 3% is in fiscal distress.

Designated Fund Balance: Hanford Events \$86,500, Above Base \$140,146, Technology \$182,000, Accreditation editing \$12,000, Various Departments \$44,075

(a) Revenue Limit

The Revenue Limit year end equals 320 Annual report calculation of 9700.21 FTES and less deficit factor of \$0.

The final recalculation for FY16/17 revenue limit will not be until P1 in February 2018.

The FY16/17 Adopted Budget was 9,400.

Hanford Center status was achieved in FY16/17 with additional revenue of \$1,200,699

(b) Other Revenue

The major increase in other revenue was due to one-time mandate cost reimbursement of \$865,609, Lottery \$295,975, Interest income \$85,036 and Rental income \$34,201.

(c) Other Outgo

The major increase in other outgo was due to transfer to capital projects from one-time mandate costs \$432,000 and \$1,080,570 from one-time Hanford Center status, and year end transfer to Health & Welfare \$553,000 and turf replacement \$100,000.

Uses of one-time mandate cost: Capital Projects contribution \$432,000

Additional Wireless access \$175,000

ADA compliance needs \$12,000

Facilities Master Plan addendum \$20,000
Web site consulting \$30,000
Daily Parking machines \$48,000
Courseleaf \$23,000
Alpine Building FFE \$95,000
Computer refresh \$30,000

Uses of one-time Hanford Center status: Hanford Quad/Pavilion Needs \$300,000
Move Hanford Hub to VocEd Building \$100,000
Hanford Hub Reno \$25,000
Hanford Modular \$190,000
Campus wide facilities & equipment needs \$130,000
Hanford food service needs \$55,000
Additional facility needs \$400,000

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Total Falling to Fund Balance: 3,363,601

Major Components:

400 additional FTES earned in 2016-17	1,500,000
Hanford 1X Funds unspent - carried over	86,500
Above Base Allocated unspent - carried over	140,146
Technology Dept unspent - carried over (new Dean)	182,000
Various department approved carry over	56,075
MediCal Administrative Activities carry over	184,172
GFU surplus prior to adding add'l FTES	238,809
Unspent Salaries and Benefits	242,095
Prepaid student health insurance 2017-18 booked as prepaid, not expense	464,658
Prepaid Oracle subscription booked as prepaid, not expense	86,450
Prepaid Ellucian subscription booked as prepaid, not expense	26,685
Interest Income received over budget	85,036
	<u>3,292,626</u>

2017/18 General Fund Budget

	10/9/17 Unrestricted Budget	11/13/17 Unrestricted Budget	Variance		10/9/17 Restricted Budget	11/13/17 Restricted Budget	Variance
Revenue Limit	57,244,798	57,244,798	-		-	-	-
Other Revenue	2,860,407	2,906,802	46,395	(a)	21,110,372	21,091,959	(18,413) (m)
Total Revenue	60,105,205	60,151,600	46,395		21,110,372	21,091,959	(18,413)
Academic Salaries 10000	25,444,519	25,502,703	58,184	(d)	2,479,327	2,479,327	-
Contract Faculty	15,867,364	15,787,151	(80,213)	(c)	1,889,127	1,889,127	-
Faculty Overload	1,898,530	1,898,530	-		33,932	33,932	-
Adjunct Faculty	3,389,929	3,525,526	135,597	(b)	11,247	11,247	-
Summer School	899,411	896,751	(2,660)	(e)	7,500	7,500	-
Administrator	2,299,111	2,299,111	-		258,442	258,442	-
Hourly Counselor/Librarian	233,028	233,028	-		230,079	230,079	-
Retiree Incentive	266,206	266,206	-		-	-	-
Classified Salaries 20000	10,856,907	10,821,352	(35,555)	(h)	5,143,654	5,153,923	10,269
Classified	7,206,989	7,182,295	(24,694)	(f)	3,353,609	3,346,085	(7,524)
Student Help	474,199	474,199	-		538,124	538,124	-
Administrator	1,906,250	1,906,250	-		1,010,232	1,010,232	-
Confidential	609,340	595,819	(13,521)	(g)	-	-	-
Professional Expert	309,481	309,481	-		148,011	165,804	17,793
Retiree Incentive	188,244	188,244	-		-	-	-
Benefits 30000	15,161,556	15,129,051	(32,505)	(i)	3,167,804	3,163,786	(4,018)
Supplies 40000	966,117	1,003,958	37,841	(j)	2,361,232	2,345,610	(15,622)
Services 50000	6,015,695	6,193,020	177,325	(k)	3,532,216	3,523,174	(9,042)
Capital Outlay 60000	1,126,406	1,076,406	(50,000)	(l)	2,798,402	2,798,402	-
Other Outgo 70000	437,714	437,714	-		1,627,737	1,627,737	-
Total Expenses	60,008,914	60,164,204	155,290		21,110,372	21,091,959	(18,413)
General Fund Surplus/(Deficit)	96,291	(12,604)			-	-	

Surplus/(Deficit)	
Final Adopted Surplus	1,939,081
C/F MAA	(106,131)
C/F Above Base	(138,407)
C/F Technology	(158,501)
C/F Hanford Center one-time funds	(86,500)
C/F Tulare AG Repair	(54,327)
C/F Various department budgets	(83,975)
4% Mgmt/Conf salary increase	(212,246)
4% CSEA salary increase	(343,762)

5% COSTA salary increase	(907,839)
4% Overload salary increase	(86,239)
Summer school pay scale reduction savings	71,427
FY17 Employer portion Excess STRS	147,556
Misc Certificated salary changes	110,347
Misc Classified salary changes	(12,693)
Misc Adjunct salary changes	18,500
General Fund Surplus 10/9/17	96,291
C/F HR online applications	(6,000)
C/F Adjunct Office Hours	(730)
4% COSAFA salary increase	(151,565)
Adjunct FEC & Office Hours increase	(5,586)
Misc Classified salary changes	33,521
Misc Confidential salary change	21,465
General Fund Deficit 11/13/17	(12,604)

Revenue Changes 10/9/17	Unrestricted	Restricted
Categorical carryforward		
Kings/Tulare WIA		82,774
PELL/FWS/SEOG Admin Allowance		569
Federal workstudy		13,674
TRIO		(23,624)
TRIO/SSS		7,734
MSEIP		(3,679)
STEM/REALM		347,783
Lottery Prop 20		885,328
Instructional equipment		125,659
Strong Workforce Regional #1		(430)
Strong Workforce Local #1		99,376
CCPT #1 and #2		45,561
IDRC Food Safety		34,504
Valley Can Air		22,685
Basic Skills		126,540
Basic Skills Transformation		178,812
Student Equity Plan		473,329
SSSP Student Success		423,732
Adult Ed		123,318
DSN Health Care		30,403
DSN Health Care Local		6,225
CTE Health Care		(19,180)
DSN Advanced Manufacturing Local		6,907
CTE Advanced Manufacturing		(6,965)
CTE Data Unlocked		7,646
West Hills CTE ELI		17,656
Health Center		(23,195)
Parking		39,972
Healthy Community match		4,342
Constitution Testing		14,270

Staff Diversity		50,057
FWS Local		867
TRIO new grant		277,134
TRIO/SSS augmentation		12,265
Federal Workstudy augmentation		1,401
True up VTEA FY18 allocation		23,757
TANF/CalWorks increase		43,508
Instructional Equipment decrease		(29,855)
BFAP decrease		(2,392)
Health Center increase fee \$1		33,082
Foster Care increase		39,721
Strong Workforce increase		35,058
Revenue Changes 11/13/17		
(a) Fall Material Fees increase	45,241	
UC Co-op Puente funds increase	1,154	
(m) Foster Care llocation increase		18,872
C/F Veterans		5,457
EOPS/CARE allocation decrease		(27,485)
AAC to prior year actual decrease		(28,627)
SEP to prior year actual decrease		(12,462)
CSEC allocation (ILP)		4,250
New grant Hunger Free Campus		20,082
KCCD CTE allocation		1,500

Unrestricted Major Expense Changes 10/9/17		
Academic Salaries: negotiated raises 5% COSTA, 4% Managers, 1% reduction Summer School		737,609
Classified Salaries: negotiated raises 4% CSEA, Managers, Conf		381,448
Benefits: Negotiated raises, reduce \$147,556 for Employer portion Excess STRS		100,282
Supplies: C/F MAA		9,134
C/F Academic Svc		6,741
C/F LRC		4,132
Expense transfer to capital projects decrease		(500)
Expense transfer from Services		1,646
Services: C/F MAA		95,407
C/F Hanford Center		50,000
C/F Foundation		300
C/F Technology		158,501
C/F Ellucian upgrade training		22,000
C/F Accreditation		11,130
C/F Faculty Travel		4,481
C/F Academic Senate		2,700
C/F Extend Curricunet		10,350
C/F Facilities		3,438
C/F Above Base Drama Storage		30,000
C/F Ag Repair and set up FY18 Tulare Ag Repair		54,327
C/F President Search		7,168
Expense transfer to Supplies		(1,646)

Capital outlay: C/F Above Base	108,407
C/F Hanford Center	45,235
Expense transfer from Supplies	500
Unrestricted Major Expense Changes 11/13/17	
(b) Adjunct Faculty: 4% salary increase	135,597
(c) Contract Faculty: Remove (1) FTT to cover Services	(80,213)
(d) Academic Salaries: Adjunct FEC & Office Hours increase	4,730
(e) Summer School: Expense transfer to Classified Overtime decrease	(2,660)
(f) Classified: Misc Classified salary changes decrease	(24,694)
(g) Confidential: Misc Confidential salary changes decrease	(13,521)
(h) Classified Salaries: Expense transfer from Summer School increase	2,660
(i) Benefits: Misc salary changes, 4% COSAFA increase, remove (1) FTT	(32,505)
(j) Supplies: Fall Material Fees increase	45,241
Expense transfer to Services	(7,400)
(k) Services: UC Co-op Puente increase	1,154
Expense transfer from Supplies and Capital	57,400
Remove (1) FTT to cover Services	112,771
C/F HR online application	6,000
(l) Capital: Expense transfer to Services	50,000

COS FINANCIAL REPORT

Prepared
09/14/17

As of June 30, 2017

Fund Numbers	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	Total
	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	
Adjusted Beg. Fund Bal 7/1/2016	12,913,038	4,416,903	988,381	2,191,040	471,017	2,731	900,907	438,606	241,573	92,709	377,040	426,387	30,750,454
Revenue	75,222,073	3,371,915	4,859	27,483	558,929	47,963	11,198	363,836	605,078	360	395,072	405,123	81,013,888
Expenditures	71,858,472	1,657,577			553,000	37,332	12,168	464,250	578,933		494,528	404,099	76,060,358
Ending Fund Bal 6/30/2017	16,276,639	6,131,241	993,239	2,218,522	476,946	13,363	899,937	338,192	267,718	93,070	277,584	427,411	35,703,985
+ <> Difference	3,363,601	1,714,338	4,859	27,483	5,929	10,631	(970)	(100,414)	26,145	360	(99,456)	1,024	4,953,531
Cash Balances													
Citizen Bank								404,562					404,562
Valley Business Bank										46,028	246,712	517,362	810,102
Union Bank	50,000								826,457				876,457
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	22,017,703	6,952,658	389,097	2,218,522	476,946	893,759	899,937						33,848,623
SUBTOTAL	22,067,703	6,952,658	389,097	2,218,522	476,946	893,759	899,937	404,562	829,923	74,028	316,712	577,362	36,101,210
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	22,075,703	6,952,658	389,097	2,218,522	476,946	893,759	899,937	404,562	829,923	74,028	317,862	580,362	36,113,360

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

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Prepared
10/13/17

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Adjusted Beg. Fund Bal 7/1/2017	16,276,639	6,131,241	993,239	2,218,522	476,946	13,363	899,937	338,192	267,718	93,070	277,584	427,411	30,750,454
Revenue	21,240,651	485,233	1,273	7,257	1,560	2,923	2,944	116,817	84,347	12	212,732	208,925	22,364,672
Expenditures	17,540,565	964,895						41,054	198,609		40,281	119,020	18,904,424
Ending Fund Bal 9/30/2017	19,976,725	5,651,578	994,512	2,225,779	478,506	16,286	902,881	413,955	153,456	93,082	450,035	517,316	34,210,702
+ <> Difference	3,700,085	(479,662)	1,273	7,257	1,560	2,923	2,944	75,762	(114,262)	12	172,451	89,905	3,460,248
Cash Balances													
Citizen Bank								373,328					373,328
Valley Business Bank										46,679	292,309	449,316	788,304
Union Bank	50,000								673,685				723,685
L.A.I.F.									3,467	28,000	70,000	65,000	166,467
County Treasury	22,085,641	5,759,685	390,370	2,225,779	478,506	896,682	902,881						32,739,544
SUBTOTAL	22,135,641	5,759,685	390,370	2,225,779	478,506	896,682	902,881	373,328	677,152	74,679	362,309	514,316	34,791,328
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	22,143,641	5,759,685	390,370	2,225,779	478,506	896,682	902,881	373,328	677,152	74,679	363,459	517,316	34,803,478