

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
November 5, 2018

QUARTERLY UPDATE - BUDGET ACCOUNTABILITY

1

(Quarter Ending September 30, 2018)

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 2017/2018
Final Budget v Actuals

	Final Adopted	Final Working	Year End Actuals	
Revenue Limit	57,244,798	60,049,729	61,413,125	a
Other Revenue	2,860,407	3,300,712	3,814,756	b
Total Revenue	60,105,205	63,350,441	65,227,882	
Certificated Salaries	24,706,910	25,439,889	25,251,513	
Contract Faculty	15,218,411	15,787,151	15,267,411	
Faculty Overload	1,825,510	1,894,630	1,988,484	
Adjunct Faculty	3,389,929	3,525,526	3,689,842	
Summer School	959,890	896,751	1,205,930	
Administrator	2,222,996	2,268,963	2,212,462	
Hourly Counselor/Librarian	233,028	200,747	163,140	
Classified Salaries	10,475,459	10,808,285	10,894,257	
Classified	6,926,358	7,111,395	7,050,697	
Student Help	472,609	463,592	463,763	
Administrator	1,833,097	1,921,556	1,917,763	
Confidential	586,066	564,880	562,102	
Overtime/Sub/Seasonal	158,898	309,135	295,889	
Professional Expert	309,481	308,881	372,796	
Employee Benefits	15,061,274	13,475,937	13,058,660	
Books and Supplies	944,964	1,082,559	1,070,558	
Services & Other Operating	5,567,539	6,732,636	6,372,891	
Capital Outlay	972,264	1,514,697	1,231,391	
Other Outgo	437,714	4,092,927	4,091,869	c
Total Expense	58,166,124	63,146,930	61,971,138	e
Total Surplus/(Deficit)	1,939,081	203,511	3,256,743	d

Ending Fund Balance \$19,832,805 (32.00%)

Less Designated Fund Balance \$315,823 and Designated Prepaid Expense \$1,036,052

Total Unrestricted Ending Fund Balance \$18,480,930 (29.82%)

The District ended the year with a fund balance of \$19,832,805. The ending percentage of 32.00% is calculated by dividing the ending fund balance by the total unrestricted expenditures. The Board of Trustees mandates that the District have a 6% fund balance with a priority of statewide average (21.3%). 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 \$77,055 Above Base \$20,056, Technology \$35,000, Facilities \$172,069, Various Departments \$11,643

(a) Revenue Limit

The Revenue Limit year end equals 320 Annual report calculation of 10,337.26 FTES and less deficit factor of \$0. The final recalculation for FY17/18 revenue limit will not be until P1 in February 2019. The FY17/18 Adopted Budget was 9,788. Mid-size college FTES of over 10,000 was achieved in FY17/18.

(b) Other Revenue

The major increase in other revenue was due to one-time mandate cost reimbursement of \$270,361, Lottery \$367,141, Interest income \$188,883 and Rental income \$102,838.

(c) Other Outgo

The major increase in other outgo was due to transfer to capital projects \$3,002,000, year end transfer to Health & Welfare \$553,000 and turf replacement \$100,000.

Capital Projects transfer: Potwisha HVAC \$300,000
New cabling/tech VOIP system \$700,000
Food Service Remodel Visalia \$161,000
Above Base Alertus system \$60,000
Board Approved Projects \$181,000
Basic Skills Building match \$1,600,000

(d) Total Surplus

Increase in FTES from P1 (10,120) to Annual (10,337) \$1,363,000
Increase in Other Revenue (see (b) above) \$514,000

(e) Unspent Expenditure Budgets: \$1,176,000, comprised of:
Benefits abatements \$327,000
Open position benefits \$90,100
MAA carryover \$73,600
Projects carryover (see Designated Fund Balance Above) \$316,000
Certificated/Classified salaries \$102,405
Other operating expenditures \$267,000

2018/19 General Fund Budget

	10/8/18 Unrestricted Budget	11/5/18 Unrestricted Budget	Variance		10/8/18 Restricted Budget	11/5/18 Restricted Budget	Variance
Revenue Limit	68,276,976	68,276,976	-		-	-	-
Other Revenue	3,188,019	3,252,450	64,431	(a)	22,631,125	22,872,088	240,963
Total Revenue	71,464,995	71,529,426	64,431		22,631,125	22,872,088	240,963
Academic Salaries 10000	27,221,785	27,204,285	(17,500)	(g)	3,464,605	3,471,253	6,648
Contract Faculty	17,130,735	17,130,735	-		2,432,422	2,432,422	-
Faculty Overload	2,021,934	2,021,934	-		75,781	75,781	-
Adjunct Faculty	3,737,428	3,737,428	-		17,321	17,321	-
Summer School	899,411	899,411	-		10,500	10,500	-
Administrator	2,359,168	2,359,168	-		243,091	243,091	-
Hourly Counselor/Librarian	220,574	203,074	(17,500)		563,314	569,962	6,648
Classified Salaries 20000	12,725,743	12,734,968	9,225	(b)	5,746,673	5,828,744	82,071
Classified	8,404,961	8,414,186	9,225		3,732,019	3,675,351	(56,668)
Student Help	623,155	623,155	-		627,107	627,102	(5)
Administrator	2,410,556	2,410,556	-		1,105,458	1,196,356	90,898
Confidential	588,630	588,630	-		-	-	-
Professional Expert	300,530	300,530	-		178,011	178,011	-
Benefits 30000	16,674,177	16,678,571	4,394	(c)	3,645,563	3,654,361	8,798
Supplies 40000	1,049,853	1,102,314	52,461	(d)	2,358,993	2,401,432	42,439
Services 50000	6,373,942	6,479,688	105,746	(e)	3,484,820	3,579,805	94,985
Capital Outlay 60000	1,465,129	1,430,429	(34,700)	(f)	2,072,149	2,079,156	7,007
Other Outgo 70000	530,370	530,370	-		1,858,322	1,857,337	(985)
Total Expenses	66,040,999	66,160,625	119,626		22,631,125	22,872,088	240,963
General Fund Surplus/(Deficit)	5,423,996	5,368,801			-	-	

Surplus/(Deficit)	
Final Adopted Surplus	5,101,544
C/F MAA	(62,762)
C/F Above Base	(18,995)
C/F Technology	(35,000)
C/F Hanford Center one-time funds	(77,055)
C/F Facilities	(69,069)
C/F Various department budgets	(21,215)
Increase interest expense 04 COP refinance	(23,748)
Budget Augmentation Visalia marquee lighting	(60,000)
Budget Augmentation Visalia security cameras	(43,000)
FY19 Full Time Faculty Hiring allocation increase	460,198

FY19 STRS excess employer portion	86,476
6.5% increase hourly counselor/librarians	(17,169)
Misc Certificated salary changes decrease	170,236
Misc Classified salary changes decrease	33,555
General Fund Surplus 10/8/18	5,423,996
C/F Facilities faculty office moves	(41,576)
CSEA negotiated longevity change increas	(8,248)
Misc Classified salary changes increase	(5,371)
General Fund Surplus 11/5/18	5,368,801

Revenue Changes 10/8/18	Unrestricted	Restricted
Full Time Faculty Hiring allocation increase	460,198	
B&N Commission	40,000	
Categorical carryforward		
STEM/REALM		162,070
Kings/Tulare WIA		68,793
Federal Workstudy		8,244
Veterans		2,755
Veterans Resource Center		40,606
TRIO		(19,047)
TRIO/SSS		(201)
PELL/FWS/SEOG Admin Allowance		4,259
SSSP Student Success		619,648
Student Equity Plan		294,766
Adult Ed		19,708
Hunger Free Campus		7,216
Staff Diversity		61,990
Campus Safety		21,260
Strong Workforce Regional #1		(37,280)
Strong Workforce Local #1		(30,052)
Strong Workforce Regional #2		(42,864)
Strong Workforce Local #2		354,435
Instructional equipment		77,804
Basic Skills		306,380
Basic Skills Transformation		293,072
Lottery Prop 20		1,180,429
FWS Local		2,659
DLIA Award		10,000
Valley Can Air		22,685
Constitution Testing		14,900
CCPT #2		(64,202)
CSUF Engineering		5,343
Parking		127,791
Traffic Safety		1,073
Health Center		54,973
DSN Health Care Local		37,059
DSN Advanced Manufacturing Local		6,907

Strong Workforce Local #3		204,270
Foster Care Augmentation		31,599
Child Development Training reduction		(2,500)
Remove Strong Workforce Regional budget		(70,446)
Revenue Changes 11/5/18		
(a) True up testing/rent revenue increase	13,172	
Material fee revenue increase	50,359	
One-time piano surplus revenue increase	900	
(h) DSN Health grant extension increase		200,000
TRIO augmentation increase		11,577
TRIO/SSS augmentation increase		16,890
Federal Workstudy decrease		(5)
Strong Workforce Regional increase		12,501

Unrestricted Major Expense Changes 10/8/18		
Academic Salaries: Misc Certificated salary changes decrease		(126,705)
Hourly Counselor/Librarian: 6.5% increase and expense transfer to capital		(3,810)
Classified Salaries: Misc Classified salary changes increase		17,256
Benefits: Misc salary changes decrease; STRS employer excess portion decrease		(138,234)
Supplies: C/F Various departments increase		9,608
Expense transfer to capital projects decrease		(3,000)
Expense transfer to Services decrease		(855)
Services: C/F MAA increase		62,762
C/F Hanford Center increase		50,000
C/F Facilities increase		69,069
One-time budget augmentation Visalia security cameras		43,000
One-time budget augmentation Visalia Marquee lights		60,000
Increase interest expense 04 COP refinance		23,748
Expense transfer fr Supplies		855
Capital outlay: C/F Above Base increase		18,995
C/F Hanford Center increase		27,055
C/F Technology increase		35,000
C/F Various departments increase		980
Expense transfer from supplies		3,000
Expense transfer from hourly counselor		18,395
Unrestricted Major Expense Changes 11/5/18		
(b) Classified Salaries: CSEA negotiated longevity increase		6,447
Misc Classified salary increase		2,778
(c) Benefits: Misc Classified salary changes and negotiated longevity increase		4,394
(d) Supplies: Material fees increase		50,359
Expense transfer to Services decrease		(1,573)
True up testing/rent revenue increase		3,675
(e) Services: True up testing/rent revenue increase		9,497
C/F Facilities faculty office moves		41,576
Expense transfer from Supplies increase		1,573
Expense transfer from Hourly Counselor increase		17,500
Expense transfer from Capital Outlay increase		35,600

(f) Capital outlay: Expense transfer to Services decrease	(35,600)
One-time piano surplus increase	900
(g) Academic Salaries: Hourly counselor transfer to Services decrease	(17,500)

COS FINANCIAL REPORT

Prepared
09/10/18

As of June 30, 2018

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 7/1/2017	16,576,061	6,131,241	993,239	2,218,522	476,946	2,852	899,937	338,192	194,630	93,070	277,584	427,411	30,750,454
Revenue	81,767,275	4,129,542	5,686	11,372	3,107	18,829	13,151	502,698	635,547	509	400,882	420,590	87,909,187
Expenditures	78,510,531	4,345,417		1,910,927	480,053	20,974		509,481	747,221		376,060	390,933	87,291,598
Ending Fund Bal 6/30/2018	19,832,805	5,915,366	998,925	318,967	0	707	913,088	331,409	82,956	93,578	302,406	457,068	31,368,043
+ <> Difference	3,256,743	(215,875)	5,686	(1,899,555)	(476,946)	(2,145)	13,151	(6,783)	(111,674)	509	24,822	29,657	617,589
Cash Balances													
Citizen Bank								350,540		48,132	266,880	540,060	1,205,612
Union Bank	50,000								668,694				718,694
L.A.I.F.									3,467	28,000	70,000	65,000	166,467
County Treasury	26,263,093	6,454,655	394,783	318,967	0	912,588	913,088						35,257,174
SUBTOTAL	26,313,093	6,454,655	394,783	318,967	0	912,588	913,088	350,540	672,161	76,132	336,880	605,060	37,347,947
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	26,321,093	6,454,655	394,783	318,967	0	912,588	913,088	350,540	672,161	76,132	338,030	608,060	37,360,097

Full balance of Retiree H&W fund was transferred to the irrevocable trust Jan 2018.

COS FINANCIAL REPORT

Prepared
10/15/18

As of September 30, 2018

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCur	Total
Adjusted Beg. Fund Bal 7/1/2018	19,833,011	5,915,366	998,925	318,967	707	913,088	331,409	82,956	93,578	302,406	457,068	30,750,454
Revenue	25,513,572	515,584	1,736	1,403	4,014	4,016	74,128	214,450	40	219,144	204,299	26,752,384
Expenditures	19,158,468	457,363					72,000	166,500		41,883	127,999	20,024,212
Ending Fund Bal 9/30/2018	26,188,115	5,973,586	1,000,662	320,370	4,721	917,103	333,537	130,905	93,618	479,667	533,368	37,478,626
+ <> Difference	6,355,104	58,221	1,736	1,403	4,014	4,016	2,128	47,950	40	177,261	76,300	6,728,172
Cash Balances												
Citizen Bank							289,061		48,800	303,908	465,368	1,107,136
Union Bank	50,000							524,018				574,018
L.A.I.F.								3,467	28,000	70,000	65,000	166,467
County Treasury	26,962,777	5,997,060	396,520	320,370	916,602	917,103						35,510,432
SUBTOTAL	27,012,777	5,997,060	396,520	320,370	916,602	917,103	289,061	527,485	76,800	373,908	530,368	37,358,053
Cash on Hand	8,000									1,150	3,000	12,150
Total Cash	27,020,777	5,997,060	396,520	320,370	916,602	917,103	289,061	527,485	76,800	375,058	533,368	37,370,203