

LASSEN COMMUNITY COLLEGE DISTRICT



**2012-13
FINAL BUDGET
August 14, 2012**

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TENTATIVE BUDGET

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BOARD OF TRUSTEES

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**LASSEN COMMUNITY COLLEGE DISTRICT BUDGET
PRINCIPLES, PRIORITIES, AND KEY POINTS
2012-13**

BUDGET PRINCIPLES

Transparency
Broad participation
Balanced
Conservative
Complete/comprehensive

BUDGET GUIDELINES AND PRIORITIES

- Align with College's Strategic Plan (Vision/Mission/Values/Strategic Goals).
- Achieve Strategic Goals - ensuring student success and retention.
- Transfer resources from indirect (internal) services to prioritized services that directly support student success and retention.
- Mitigate future risk and avoid future cost increases by finding external (outsourced) solutions for high-risk administrative services.
- Align categorical/restricted programs with Strategic Goals; to the degree possible, use those funds to support on-going District expenditures even if on a one-time basis. Make maximum use of pro-offered "flexibility with Categorical funds."
- Maintains a minimum of 15% budget reserves (fund balance) consistent with BP 3120 to sustain operations during periods of cash-flow shortfalls and protect College's credit ratings.
- To accommodate cash flow short-falls, implement a disciplined spending plan tied to cash-flow projections with centralized spending control.
- Use inter-fund borrowing in preference to external borrowing, due to added costs and potential conflicts between scheduling of repayment and deferred apportionment.

KEY ASSUMPTIONS

- Projects a 5% decrease in funding. Lassen Community College District reached their Enrollment Cap of 1,834 during the 2011-2012 Fiscal Year. Due to California's budget crisis, we are projecting a deficit coefficient midyear of 5%. The District predicts Funded FTES of 1,834 for the 2012-2013 Fiscal Year. This is based on the tax initiative passing. Should the tax initiative fail, the District would reduce FTES by 134 to 1,700 FTES.
- No further growth or restoration is anticipated.
- The District's budget is currently conservative, anticipating volatility of the State Budget during the 2012-2013 Fiscal Year.
- The fund balance carried over from 2011-2012 Fiscal Year will include One-Time monies intended to complete the projects as described in the Comprehensive Institutional Master Plan.
- The 2012-2013 Final Budget includes improved technological infrastructure, consolidated Administrative staffing and additional staffing in Instructional areas.
- Any legislated increases or reductions to categorical programs will be included in the 2012-2013 Adopted Budget. The District will exercise Categorical Flexibility.
- Cash flow may dictate changes in expenditure timing; current deferrals will continue and there is a potential for a reduction of apportionment deferrals.
- This budget does not include categorical carryovers as they have not been finalized.

**LASSEN COMMUNITY COLLEGE DISTRICT
2012/2013 FINAL BUDGET**

| GENERAL FUND REVENUES | UNRESTRICTED REVENUE FUND 11 | RESTRICTED REVENUE FUND 12 | TENTATIVE BUDGET |
|---|---|---|-----------------------------|
| HIGHER EDUCATION ACT | | 476,513 | 476,513 |
| COLLEGE WORK STUDY | | 319,412 | 319,412 |
| OTHER FEDERAL REVENUES | 116,000 | 196,969 | 312,969 |
| FEDERAL REVENUES | 116,000 | 992,894 | 1,108,894 |
| STATE GENERAL APPORTIONMENT | 9,990,540 | | 9,990,540 |
| ENROLLMENT ADMIN. FEE | 7,914 | | 7,914 |
| BASIC SKILLS | | 140,000 | 140,000 |
| CAL WORKS | | 120,836 | 120,836 |
| EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS) | | 253,665 | 253,665 |
| COOPERATIVE AGENCY RESOURCES & EDUCATION (CARE) | | 36,809 | 36,809 |
| DISABLED STUDENT SERVICES & PROGRAMS (DSPS) | | 188,450 | 188,450 |
| MATRICULATION | | 55,581 | 55,581 |
| KINSHIP EDUCATION | | 67,407 | 67,407 |
| STUDENT FINANCIAL AID ADMIN | | 137,083 | 137,083 |
| FACULTY AND STAFF DIVERSITY | | 3,576 | 3,576 |
| STATE PART-TIME FACULTY ALLOCATION | 27,456 | | 27,456 |
| HOMEOWNERS' EXEMPTIONS TAXES | | | - |
| STATE LOTTERY PROCEEDS | 255,000 | 15,000 | 270,000 |
| OTHER STATE INCOME | 25,000 | - | 25,000 |
| STATE REVENUES | 10,305,910 | 1,018,407 | 11,324,317 |
| SECURED TAXES | 1,381,720 | | 1,381,720 |
| SUPPLEMENTAL ROLL TAXES | 43,530 | | 43,530 |
| UNSECURED TAXES | 99,750 | | 99,750 |
| CONTRACT INSTRUCTIONAL SERVICES | 5,000 | | 5,000 |
| COOPERSVALE INCOME | 15,000 | | 15,000 |
| RENTALS AND LEASES | 8,664 | | 8,664 |
| INTEREST | 25,000 | | 25,000 |
| COMMUNITY SERVICES | | | - |
| ENROLLMENT FEES | 305,000 | | 305,000 |
| HEALTH SERVICE FEES | 25,000 | | 25,000 |
| MATERIAL FEES | 3,000 | | 3,000 |
| STUDENT RECORDS | 5,000 | | 5,000 |
| NON-RESIDENT TUITION | 80,000 | | 80,000 |
| OTHER STUDENT FEES & CHARGES | - | | - |
| OFF-CAMPUS WORKSTUDY | - | 18,000 | 18,000 |
| LIBRARY FINES | 250 | | 250 |
| OTHER LOCAL INCOME | 117,300 | 128,114 | 245,414 |
| LOCAL REVENUES | 2,114,214 | 146,114 | 2,260,328 |
| TOTAL REVENUE | 12,536,124 | 2,157,415 | 14,693,539 |

**LASSEN COMMUNITY COLLEGE DISTRICT
2012/2013 FINAL BUDGET**

| GENERAL FUND EXPENSES | UNRESTRICTED EXPENSE FUND 11 | RESTRICTED EXPENSE FUND 12 | TENTATIVE BUDGET |
|---|---|---|-----------------------------|
| INSTRUCTIONAL SALARIES | \$2,435,891 | \$48,191 | 2,484,082 |
| NON-INSTRUCTIONAL SALARIES | 801,629 | 196,426 | 998,055 |
| HOURLY INSTRUCTIONAL | 1,117,238 | 7,604 | 1,124,842 |
| HOURLY NON-INSTRUCTIONAL | 100,780 | - | 100,780 |
| TOTAL ACADEMIC SALARIES | 4,455,538 | 252,221 | 4,707,759 |
| ADMIN/CLASSIFIED NON-INSTRUCTIONAL SALARY | \$1,947,196 | \$460,427 | 2,407,623 |
| ADMIN/CLASSIFIED INSTRUCTIONAL SALARIES | 301,267 | - | 301,267 |
| HOURLY ADMIN/CLASSIFIED NON-INSTRUCTIONAL | 57,540 | 371,035 | 428,575 |
| HOURLY ADMIN/CLASSIFIED INSTRUCTIONAL | 7,600 | - | 7,600 |
| TOTAL CLASSIFIED SALARIES | 2,313,603 | 831,462 | 3,145,065 |
| STATE TEACHERS RETIREMENT SYSTEM (STRS) | \$365,624 | \$19,918 | 385,542 |
| PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) | 252,515 | 51,808 | 304,323 |
| OASDI | 141,042 | 30,161 | 171,203 |
| HEALTH BENEFITS | 1,796,523 | 197,726 | 1,994,249 |
| UNEMPLOYMENT INSURANCE | 40,913 | 4,471 | 45,384 |
| WORKMEN'S COMPENSATION | 208,324 | 33,351 | 241,675 |
| MEDICARE | 98,126 | 10,809 | 108,935 |
| TOTAL EMPLOYEE BENEFITS | 2,903,067 | 348,244 | 3,251,311 |
| PERIODICALS | \$2,612 | - | 2,612 |
| SUPPLIES | 237,624 | 127,009 | 364,633 |
| DUPLICATING | 56,918 | 4,150 | 61,068 |
| VEHICLE EXPENSE | 56,244 | - | 56,244 |
| TOTAL SUPPLIES | 353,398 | 131,159 | 484,557 |
| CONTRACT SERVICES | \$444,795 | \$118,448 | 563,243 |
| TRAVEL | 208,108 | 40,297 | 248,405 |
| DUES & MEMBERSHIPS | 66,326 | - | 66,326 |
| INSURANCES | 183,380 | - | 183,380 |
| UTILITIES | 595,683 | - | 595,683 |
| LICENSES, REPAIRS & MAINTENANCE | 573,350 | 65,776 | 639,126 |
| LEGAL & AUDIT | 185,000 | - | 185,000 |
| POSTAGE | 39,075 | 3,202 | 42,277 |
| OTHER OPERATING | 119,950 | 141,764 | 261,714 |
| TOTAL OTHER OPERATING EXPENSES | 2,415,667 | 369,487 | 2,785,154 |
| TOTAL OPERATING EXPENSES | 12,441,273 | 1,932,573 | 14,373,846 |
| SITE & SITE IMPROVEMENTS | \$0 | - | - |
| LIBRARY BOOKS | 38,400 | 15,000 | 53,400 |
| EQUIPMENT | 56,451 | 130,252 | 186,703 |
| TOTAL CAPITAL EXPENSES | 94,851 | 145,252 | 240,103 |
| TOTAL EXPENDITURES | 12,536,124 | 2,077,825 | 14,613,949 |
| STUDENT FINANCIAL AID | - | \$3,075 | 3,075 |
| OTHER STUDENT AID | - | 76,515 | 76,515 |
| TOTAL OTHER OUTGO | - | 79,590 | 79,590 |
| TOTAL EXPECTED GENERAL FUND EXPENDITURES | 12,536,124 | 2,157,415 | 14,693,539 |
| TOTAL GENERAL FUND REVENUES | 12,536,124 | 2,157,415 | 14,693,539 |
| TOTAL GENERAL FUND EXPENSES | 12,536,124 | 2,157,415 | 14,693,539 |
| INCREASE (DECREASE) IN FUND BALANCE | - | - | - |
| BEGINNING UNRESTRICTED FUND BALANCE | 2,177,518 | - | 2,181,546 |
| ENDING GENERAL FUND BALANCE | 2,177,518 | - | 2,181,546 |

LASSEN COMMUNITY COLLEGE DISTRICT
2011/2012 FINAL BUDGET
Year to Year Comparison FY 2009-2010 to FY 2012-2013

| Description | Actual 2009-2010 | Percent of Total | Actual 2010 | Percent of Total | Percentage Change | | Adopted Budget | Percent of Total | Percentage Change | | Adopted Budget | Percent of Total | Percent Change FY 2013 VS 2012 |
|--------------------------------|---------------------|---------------------|-------------------|---------------------|----------------------|-------------------|-------------------|---------------------|----------------------|---------------|-------------------|---------------------|---|
| | | | | | FY 2011 VS 2010 | 2010 | | | FY 2012 VS 2011 | 2011 | | | |
| Revenues - General Fund | | | | | | | | | | | | | |
| Federal Revenues | 765,696 | 5.2% | 602,002 | 4.0% | -21.4% | 703,462 | 5.0% | 16.9% | 1,108,894 | 7.5% | 57.6% | | |
| State Revenues | 11,357,526 | 77.8% | 11,730,779 | 78.0% | 3.3% | 11,042,854 | 78.5% | -5.9% | 11,324,317 | 77.1% | 2.5% | | |
| Local Revenues | 2,483,307 | 17.0% | 2,701,344 | 18.0% | 8.8% | 2,319,554 | 16.5% | -14.1% | 2,260,328 | 15.4% | -2.6% | | |
| Total Revenue | 14,606,529 | 100.0% | 15,034,124 | 100.0% | 2.9% | 14,065,870 | 100.0% | -6.4% | 14,693,539 | 100.0% | 4.5% | | |
| Expenditures | | | | | | | | | | | | | |
| Academic Salaries | 5,263,440 | 36.0% | 4,951,737 | 32.4% | -5.9% | 4,589,617 | 32.6% | -7.3% | 4,707,759 | 32.0% | 2.6% | | |
| Classified Salaries | 3,196,423 | 21.8% | 3,479,019 | 22.8% | 8.8% | 3,059,916 | 21.8% | -12.0% | 3,145,065 | 21.4% | 2.8% | | |
| Benefits | 2,933,199 | 20.0% | 3,176,876 | 20.8% | 8.3% | 3,133,018 | 22.3% | -1.4% | 3,251,311 | 22.1% | 3.8% | | |
| Supplies | 388,120 | 2.7% | 354,841 | 2.3% | -8.6% | 410,445 | 2.9% | 15.7% | 484,557 | 3.3% | 18.1% | | |
| Other | 2,149,927 | 14.7% | 2,571,451 | 16.8% | 19.6% | 2,502,670 | 17.8% | -2.7% | 2,785,154 | 19.0% | 11.3% | | |
| Total Operating Expense | 13,931,109 | 95.2% | 14,533,924 | 95.2% | 4.3% | 13,695,666 | 97.4% | -5.8% | 14,373,846 | 97.8% | 5.0% | | |
| Capital Outlay | 417,447 | 2.9% | 392,111 | 2.6% | -6.1% | 289,347 | 2.1% | -26.2% | 240,103 | 1.6% | -17.0% | | |
| Other Outgo | 288,358 | 2.0% | 348,103 | 2.3% | 20.7% | 80,909 | 0.6% | -76.8% | 79,590 | 0.5% | -1.6% | | |
| Reserve for Contingencies | - | 0.0% | - | 0.0% | 0.0% | - | 0.0% | 100.0% | - | 0.0% | 0.0% | | |
| Total Expenditures | 14,636,914 | 100.0% | 15,274,138 | 100.0% | 4.4% | 14,065,922 | 100.0% | -7.9% | 14,693,539 | 100.0% | 4.5% | | |
| Excess/(Deficiency) | (30,385) | | (240,014) | | | (52) | | | - | | | | |

LASSEN COLLEGE BOOKSTORE - FUND 31

| | <u>2012-2013 Budget</u> |
|--------------------------------------|-----------------------------|
| Revenue: | |
| New Book Sales | 300,000 |
| Used Book Sales | 200,000 |
| Supplies Sales | 60,000 |
| Food Sales | 25,000 |
| Emblematic Sales | 10,000 |
| Miscellaneous Income | 5,000 |
| Total Revenue | <u>600,000</u> |
| Cost of Sales | (417,446) |
| Gross Profit (Loss) | <u>182,554</u> |
| Expenditures: | |
| Classified Staff and Student Workers | (92,173) |
| Staff Benefits | (54,423) |
| Utilities and Overhead | (7,000) |
| Bank Fees | (4,500) |
| Postage | - |
| Supplies and Duplicating | (5,000) |
| Cash Over and Short | (1,000) |
| Other Operating Expenses | (18,458) |
| Total Expenditures | <u>(182,554)</u> |
| Net Profit (Loss) | <u>-</u> |

LASSEN COLLEGE CAFETERIA - FUND 32

2012-2013
Budgeted

| | | |
|-----------------------------------|-----------|------------------|
| Revenue: | | |
| Food Sales | \$ | 288,054 |
| Commissions | | 5,000 |
| Total Revenue: | \$ | 293,054 |
| Cost of Sales | \$ | 152,394 |
| Gross Profit or (Loss) | \$ | 140,660 |
| Expenditures: | | |
| Classified Salaries | \$ | (65,471) |
| Staff Benefits | | (43,558) |
| Supplies, Postage and Duplicating | | (12,281) |
| Repairs and Maintenance | | (11,500) |
| Utilities | | (6,500) |
| Other Operating Expenses | | (1,350) |
| Inter-Fund Transfer Re-payment | | - |
| Total Expenditures: | \$ | (140,660) |
| Net Profit/Loss | \$ | - |

CHILD DEVELOPMENT CENTER - FUND 33

2012-2013
Budgeted

| | | |
|----------------------------------|----|-----------|
| Revenue: | | |
| General Child Care | \$ | 113,034 |
| State Preschool and Food Program | | 109,958 |
| Child Development Services | | 3,750 |
| Federal Revenue | | 18,000 |
| Interest Income | | 6,000 |
| <hr/> | | |
| Total Income: | | 250,742 |
| <hr/> | | |
| Expenditures: | | |
| Staff Salaries and Wages | \$ | (143,342) |
| Staff Benefits | | (80,641) |
| Meals | | (18,000) |
| Supplies | | (4,000) |
| Capital Outlay | | (500) |
| Other Operating Expenses | | (3,550) |
| <hr/> | | |
| Total Expenditures: | \$ | (250,033) |
| <hr/> | | |
| Net Profit/Loss | \$ | 709 |

LASSEN COLLEGE DORMITORY - FUND 35

2012-2013
Budgeted

| | | |
|--|----|-----------|
| Revenue: | | |
| Room Fees | \$ | 217,569 |
| Interest Income | | 500 |
| Miscellaneous Income | | 1,500 |
| <hr/> | | |
| Total Revenue: | \$ | 219,569 |
| <hr/> | | |
| Expenditures: | | |
| Classified and Student Worker Salaries | \$ | (58,029) |
| Staff Benefits | | (23,192) |
| Utilities | | (58,900) |
| Capital Outlay | | (16,000) |
| Current Year Bond Payments | | (31,800) |
| Supplies, Postage and Duplicating | | (10,700) |
| Contract Services | | (20,948) |
| Inter-Fund Transfer Re-payment | | - |
| <hr/> | | |
| Total Expenditures: | \$ | (219,569) |
| <hr/> | | |
| Net Profit/Loss | \$ | - |

Associated Student Body - Fund 71

| | 2012-2013 <u>Budgeted</u> |
|-----------------------------------|------------------------------|
| Revenue: | |
| ASB Cards and Vending Sales | \$ 3,400 |
| Interest Income | 100 |
| Other | - |
| <hr/> Total Revenue: | <hr/> \$ 3,500 |
| Expenditures: | |
| Supplies, Postage and Duplicating | \$ 3,100 |
| Travel | 400 |
| Other | - |
| <hr/> Total Expenditures: | <hr/> \$ 3,500 |
| <hr/> Net Profit/Loss | <hr/> \$ - |

GOVERNMENT AID TO STUDENTS - FUND 74

| | 2012-2013 <u>Budgeted</u> |
|---------------------------|------------------------------|
| Revenue: | |
| PELL Grants | \$ 1,200,000 |
| SEOG Grants | 68,942 |
| CAL Grants | 50,000 |
| Academic Competitiveness | - |
| Loan Batches | 565,000 |
| <hr/> Total Revenue: | <hr/> \$ 1,883,942 <hr/> |
| Expenditures: | |
| PELL Grants | \$ 1,200,000 |
| SEOG Grants | 68,942 |
| CAL Grants | 50,000 |
| Academic Competitiveness | - |
| Loan Batches | 565,000 |
| <hr/> Total Expenditures: | <hr/> \$ 1,883,942 <hr/> |
| <hr/> Net Profit/Loss | <hr/> \$ - <hr/> |

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2012-2013

DISTRICT NAME: Lassen Community College
DATE: August 14, 2012

| | | |
|--|-----------|----------------------|
| I. 2012-13 APPROPRIATIONS LIMIT: | | |
| A. 2011-12 Appropriations Limit | | \$ <u>12,747,767</u> |
| B. 2011-12 Price Factor: | 1.0377 | |
| C. Population Factor: | | |
| 1. 2010-11 Second Period Actual FTES | 1807.18 | |
| 2. 2011-12 Second Period Actual FTES | 1834.243 | |
| 3. 2011-12 Population change factor (line C.2 divided by line C.1) | 1.014975 | |
| D. 2011-12 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3) | | \$ 13,426,456 |
| E. Adjustments to increase limit: | | |
| 1. Transfers in of financial responsibility | 0 | |
| 2. Temporary voter approved increases | 0 | |
| 3. Total adjustments - increase | 0 | |
| | Sub-Total | 0 |
| F. Adjustments to decrease limit: | | |
| 1. Transfers out of financial responsibility | 0 | |
| 2. Lapses of voter approved increases | 0 | |
| 3. Total adjustments - decrease | 0 | |
| | Sub-Total | 0 |
| G. 2011-12 Appropriations Limit | | \$ <u>13,426,456</u> |
| II. 2012-13 APPROPRIATIONS SUBJECT TO LIMIT: | | |
| A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence) | | \$ 10,201,274 |
| B. State Subventions (Home Owners Property Tax Relief, Timber Yield Tax, etc.) | | 57,121 |
| C. Local Property Taxes | | 1,521,934 |
| D. Estimated excess Debt Service taxes | | 0 |
| E. Estimated Parcel taxes, Square Foot taxes, etc. | | 0 |
| F. Interest on proceeds of taxes | | 0 |
| G. Local appropriations from taxes for unreimbursed State, court, and federal mandates | | 0 |
| H. 2012-13 Appropriations Subject to Limit | | \$ <u>11,780,329</u> |