

LASSEN COMMUNITY COLLEGE DISTRICT



**2013-14
FINAL BUDGET
SEPTEMBER 10, 2013**

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BOARD OF TRUSTEES

Mr. Jeff Hemphill, President

Mr. Louis Hamilton, Jr., Vice President

Mr. Tom Hammond, Trustee

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Mr. Thomas Holybee, Trustee

Mr. Buck Parks, Trustee

Ms. Sophia Wages, Trustee

Ms. Elizabeth Fernandez, Student Trustee

**LASSEN COMMUNITY COLLEGE DISTRICT BUDGET
PRINCIPLES, PRIORITIES, AND KEY POINTS
2013-14**

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 5.0% decrease in funding. Lassen Community College District FTE projection for 2012-2013 Fiscal Year is 1,700 which is a 7.3% decrease from the District Enrollment Cap of 1,834. The District will strive to restore Funded FTES for the 2013-2014 Fiscal Year to 1,834.
- Restoration of 134 FTES must be the District Goal.
- The District's budget is moderately conservative, anticipating volatility of the State Funding during the 2013-2014 Fiscal Year.
- The fund balance carried over from 2012-2013 Fiscal Year will include One-Time monies intended to complete the projects as described in the Comprehensive Institutional Master Plan.
- The 2013-2014 Final Budget includes improved technological infrastructure, preparation for our accreditation visit and additional staffing in Instructional areas.
- Any legislated increases or reductions to categorical programs will be included in the 2013-2014 Final 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.
- This budget includes the Education Protection Account (EPA) funds of \$2,030,711 that will continue to be expended for faculty wages and benefits.

**LASSEN COMMUNITY COLLEGE DISTRICT
2013/2014 FINAL BUDGET**

GENERAL FUND REVENUES	UNRESTRICTED REVENUE FUND 11	RESTRICTED REVENUE FUND 12	FINAL BUDGET
HIGHER EDUCATION ACT		541,674	541,674
COLLEGE WORK STUDY		317,270	317,270
OTHER FEDERAL REVENUES	-	173,937	173,937
FEDERAL REVENUES	-	1,032,881	1,032,881
STATE GENERAL APPORTIONMENT	7,914,906		7,914,906
STATE GENERAL APPORTIONMENT EPA	2,025,634		2,025,634
ENROLLMENT ADMIN. FEE	7,914		7,914
BASIC SKILLS		100,832	100,832
CAL WORKS		124,920	124,920
TANF		32,782	32,782
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)		240,982	240,982
COOPERATIVE AGENCY RESOURCES & EDUCATION (CARE)		34,969	34,969
DISABLED STUDENT SERVICES & PROGRAMS (DSPS)		156,172	156,172
MATRICULATION		52,513	52,513
KINSHIP EDUCATION		67,407	67,407
STUDENT FINANCIAL AID ADMIN		143,507	143,507
FACULTY AND STAFF DIVERSITY		3,576	3,576
STATE PART-TIME FACULTY ALLOCATION	27,456		27,456
HOMEOWNERS' EXEMPTIONS TAXES	25,000		25,000
STATE LOTTERY PROCEEDS	255,000	15,000	270,000
OTHER STATE INCOME	-	219,418	219,418
STATE REVENUES	10,255,910	1,192,078	11,447,988
SECURED TAXES	1,381,720		1,381,720
SUPPLEMENTAL ROLL TAXES	43,530		43,530
UNSECURED TAXES	99,750		99,750
CONTRACT INSTRUCTIONAL SERVICES	6,200		6,200
COOPERSVALE INCOME	15,000		15,000
RENTALS AND LEASES	8,664		8,664
INTEREST	25,000		25,000
ENROLLMENT FEES	355,000		355,000
HEALTH SERVICE FEES	25,000		25,000
MATERIAL FEES	3,000		3,000
STUDENT RECORDS	5,000		5,000
NON-RESIDENT TUITION	450,000		450,000
OFF-CAMPUS WORKSTUDY	3,000	18,000	21,000
LIBRARY FINES	250		250
OTHER LOCAL INCOME	136,978	128,114	265,092
LOCAL REVENUES	2,558,092	146,114	2,704,206
TOTAL REVENUE	12,814,002	2,371,073	15,185,075

**LASSEN COMMUNITY COLLEGE DISTRICT
2013/2014 FINAL BUDGET**

GENERAL FUND EXPENSES	UNRESTRICTED EXPENSE FUND 11	RESTRICTED EXPENSE FUND 12	FINAL BUDGET
INSTRUCTIONAL SALARIES	2,368,346	94,310	2,462,656
NON-INSTRUCTIONAL SALARIES	840,415	99,948	940,363
HOURLY INSTRUCTIONAL	987,238	23,040	1,010,278
HOURLY NON-INSTRUCTIONAL	100,780	-	100,780
TOTAL ACADEMIC SALARIES	4,296,779	217,298	4,514,077
ADMIN/CLASSIFIED NON-INSTRUCTIONAL SALARY	2,198,005	551,513	2,749,518
ADMIN/CLASSIFIED INSTRUCTIONAL SALARIES	246,796	35,150	281,946
HOURLY ADMIN/CLASSIFIED NON-INSTRUCTIONAL	76,540	359,285	435,825
HOURLY ADMIN/CLASSIFIED INSTRUCTIONAL	8,100	-	8,100
TOTAL CLASSIFIED SALARIES	2,529,441	945,948	3,475,389
STATE TEACHERS RETIREMENT SYSTEM (STRS)	351,555	17,265	368,820
PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)	276,625	67,034	343,659
OASDI	155,018	37,622	192,640
HEALTH BENEFITS	1,735,948	218,506	1,954,454
UNEMPLOYMENT INSURANCE	40,650	4,951	45,601
WORKMEN'S COMPENSATION	217,994	37,210	255,204
MEDICARE	98,780	11,961	110,741
TOTAL EMPLOYEE BENEFITS	2,876,570	394,549	3,271,119
PERIODICALS	4,000	-	4,000
SUPPLIES	241,941	75,452	317,393
DUPLICATING	59,918	2,050	61,968
VEHICLE EXPENSE	56,744	-	56,744
TOTAL SUPPLIES	362,603	77,502	440,105
CONTRACT SERVICES	351,402	228,956	580,358
TRAVEL	238,953	42,125	281,078
DUES & MEMBERSHIPS	114,550	-	114,550
INSURANCES	193,583	-	193,583
UTILITIES	599,588	-	599,588
LICENSES, REPAIRS & MAINTENANCE	593,997	65,776	659,773
LEGAL & AUDIT	178,000	-	178,000
POSTAGE	39,075	3,202	42,277
OTHER OPERATING	122,750	53,287	176,037
TOTAL OTHER OPERATING EXPENSES	2,431,898	393,346	2,825,244
TOTAL OPERATING EXPENSES	12,497,291	2,028,643	14,525,934
SITE & SITE IMPROVEMENTS	-	-	-
LIBRARY BOOKS	48,400	24,605	73,005
EQUIPMENT	28,118	235,117	263,235
TOTAL CAPITAL EXPENSES	76,518	259,722	336,240
TOTAL EXPENDITURES	12,573,809	2,288,365	14,862,174
DEBT RETIREMENT	222,418	-	222,418
INTERFUND TRANSFERS	-	6,193	6,193
OTHER STUDENT AID	17,775	76,515	94,290
TOTAL OTHER OUTGO	240,193	82,708	322,901
TOTAL EXPECTED GENERAL FUND EXPENDITURES	12,814,002	2,371,073	15,185,075
TOTAL GENERAL FUND REVENUES	12,814,002	2,371,073	15,185,075
TOTAL GENERAL FUND EXPENSES	12,814,002	2,371,073	15,185,075
INCREASE (DECREASE) IN FUND BALANCE	-	-	-
BEGINNING UNRESTRICTED FUND BALANCE	3,152,043	(490,992)	2,661,051
ENDING GENERAL FUND BALANCE	3,152,043	(490,992)	2,661,051

**LASSEN COMMUNITY COLLEGE DISTRICT
2013/2014 FINAL BUDGET
YEAR TO YEAR COMPARRISON FY 2010-2011 to FY 2013-2014**

Description	Actual 2010-2011	Percent of Total	Actual 2011- 2012	Percent of Total	Percentage Change FY 2012 VS 2011	Projected Actuals 2012-2013	Percent of Total	Percentage Change FY 2013 VS 2012	Adopted Budget 2013-2014	Percent of Total	Percentage Change FY 2014 VS 2013	
Revenues - General Fund												
Federal Revenues	602,003	4.0%	821,286	5.4%	36.4%	630,434	4.3%	-23.2%	1,032,881	6.8%	63.8%	
State Revenues	11,730,778	78.0%	11,789,200	77.2%	0.5%	11,220,692	76.7%	-4.8%	11,447,988	75.4%	2.0%	
Local Revenues	2,442,602	16.2%	2,328,162	15.2%	-4.7%	2,736,437	18.7%	17.5%	2,704,206	17.8%	-1.2%	
Other Financing Source	258,741	1.7%	329,523	2.2%	27.4%	47,147	0.3%					
Total Revenue	15,034,124	100.0%	15,268,171	100.0%	1.6%	14,634,711	100.0%	-4.1%	15,185,075	100.0%	3.8%	
Expenditures												
Academic Salaries	4,951,735	32.4%	4,661,938	31.5%	-5.9%	4,783,490	34.2%	2.6%	4,514,077	29.7%	-5.6%	
Classified Salaries	3,479,023	22.8%	3,141,315	21.2%	-9.7%	3,127,404	22.4%	-0.4%	3,475,389	22.9%	11.1%	
Benefits	3,176,871	20.8%	3,164,310	21.4%	-0.4%	3,108,240	22.3%	-1.8%	3,271,119	21.5%	5.2%	
Supplies	355,855	2.3%	374,518	2.5%	5.2%	363,084	2.6%	-3.1%	440,105	2.9%	21.2%	
Other	2,804,430	18.4%	2,646,433	17.9%	-5.6%	2,141,709	15.3%	-19.1%	2,825,244	18.6%	31.9%	
Total Operating Expense	14,767,914	96.7%	13,988,514	94.6%	-5.3%	13,523,927	96.8%	-3.3%	14,525,934	95.7%	7.4%	
Capital Outlay	393,611	2.6%	623,548	4.2%	58.4%	283,136	2.0%	-54.6%	336,240	2.2%	18.8%	
Other Outgo	112,611	0.7%	172,579	1.2%	53.3%	159,820	1.1%	-7.4%	322,901	2.1%	102.0%	
Reserve for Contingencies	-	0.0%	-	0.0%	0.0%	-	0.0%	0.0%	-	0.0%	0.0%	
Total Expenditures	15,274,136	100.0%	14,784,641	100.0%	-3.2%	13,966,884	100.0%	-5.5%	15,185,075	100.0%	8.7%	
Excess/(Deficiency)	(240,012)		483,530			667,828			-			

LASSEN COLLEGE BOOKSTORE/CAFETERIA - FUND 31

	<u>2013-2014 Budget</u>
Revenue:	
New Book Sales	200,000
Used Book Sales	292,064
Supplies Sales	60,000
Food Sales	245,058
Emblematic Sales	10,000
Miscellaneous Income	5,000
<u>Total Revenue</u>	<u>812,122</u>
Cost of Sales	(472,029)
<u>Gross Profit (Loss)</u>	<u>340,093</u>
Expenditures:	
Classified Staff and Student Workers	(166,593)
Staff Benefits	(100,651)
Utilities and Overhead	(8,000)
Bank Fees	(6,205)
Contract Services	(29,710)
Postage	(6,500)
Supplies and Duplicating	(13,576)
Cash Over and Short	(1,000)
Equipment	(7,500)
Other Operating Expenses	(358)
<u>Total Expenditures</u>	<u>(340,093)</u>
<u>Net Profit (Loss)</u>	<u>-</u>

CHILD DEVELOPMENT CENTER - FUND 33

2013-2014
Budgeted

Revenue:		
General Child Care	\$	113,034
State Preschool and Food Program		109,958
Child Development Services		6,000
Federal Revenue		17,503
Potential MAA Funds		36,240
Interest Income		-
Categorial Consortium		3,750
Total Income:		286,485
<hr/>		
Expenditures:		
Staff Salaries and Wages	\$	(163,607)
Staff Benefits		(96,828)
Meals		(18,500)
Supplies		(4,000)
Capital Outlay		-
Other Operating Expenses		(3,550)
Total Expenditures:	\$	(286,485)
<hr/>		
Net Profit/Loss	\$	-

LASSEN COLLEGE DORMITORY - FUND 35

2013/2014
Budgeted

Revenue:		
Room Fees	\$	217,569
Interest Income		500
Miscellaneous Income		1,000
<hr/>		
Total Revenue:	\$	219,069
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Expenditures:		
Classified and Student Worker Salaries	\$	(53,584)
Staff Benefits		(27,981)
Utilities		(58,900)
Capital Outlay		(16,000)
Current Year Bond Payments		(31,800)
Supplies, Postage and Duplicating		(10,700)
Contract Services		(7,604)
Repairs and Maintenance		(12,500)
<hr/>		
Total Expenditures:	\$	(219,069)
<hr/>		
Net Profit/Loss	\$	-

Associated Student Body - Fund 71

	2013/2014 <u>Budgeted</u>
Revenue:	
ASB Cards and Vending Sales	\$ 500
Interest Income	30
Activity Fee	11,581
<hr/>	
Total Revenue:	<hr/> \$ 12,111 <hr/>
Expenditures:	
Supplies, Postage and Duplicating	\$ (3,100)
Travel	(9,011)
Other	-
<hr/>	
Total Expenditures:	<hr/> \$ (12,111) <hr/>
<hr/>	
Net Profit/Loss	<hr/> \$ - <hr/>

GOVERNMENT AID TO STUDENTS - FUND 74

	2013-2014 <u>Budgeted</u>
Revenue:	
PELL Grants	\$ 1,200,000
SEOG Grants	68,942
CAL Grants	50,000
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
Loan Batches	565,000
<hr/> Total Expenditures:	<hr/> \$ 1,883,942 <hr/>
<hr/> Net Profit/Loss	<hr/> \$ - <hr/>
<hr/> Net Profit/Loss	<hr/> \$ - <hr/>

CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2013-2014

DISTRICT NAME: Lassen Community College
DATE: September 10, 2013

I. 2013-14 APPROPRIATIONS LIMIT:			
A.	2012-13 Appropriations Limit		\$ <u>11,806,355</u>
B.	2013-14 Price Factor:	1.0512	
C.	Population Factor:		
1.	2011-12 Second Period Actual FTES	1807.95	
2.	2012-13 Second Period Actual FTES	1700.00	
3.	2013-14 Population change factor (line C.2 divided by line C.1)	0.9403	
D.	2012-13 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3)		\$ 11,669,913
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		<u>0</u>
G.	2013-14 Appropriations Limit		\$ <u>11,669,913</u>
II. 2013-14 APPROPRIATIONS SUBJECT TO LIMIT:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)		\$ 10,030,540
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield Tax, etc.)		25,000
C.	Local Property Taxes		1,525,000
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.	2013-14 Appropriations Subject to Limit		<u>\$ 11,580,540</u>