ITEM NO: 6.1

DATE: April 8, 2015

SUBJECT: 2014/15 APRIL REVISED BUDGETS

#### **SYNOPSIS:**

The 2014/15 April Revised Budgets are presented for Board of Trustees consideration.

## RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2014/15 April Revised Budgets for the Mendocino-Lake Community College District General Fund, Debt Service Fund, Child Care Fund, Capital Projects Fund, Bond Projects Fund, Special Reserve Fund, Health Fund, Student Representation Fee Fund, Student Center Fund, and Student Financial Aid Award Projections as shown in Attachments "A" through "J".

#### **ANALYSIS:**

On September 10, 2014, the Board of Trustees approved the 2014/15 Adopted Budgets. All Budgets presented here reflect information received and decisions made since the approval of the Adopted Budgets. Highlights are discussed below:

## **GENERAL FUND:**

<u>Beginning Balance:</u> The beginning balance for the 2014/15 proposed April Revised Budget is \$2,009,062 based on the June 30, 2014 audited financial statements. The unrestricted portion of the beginning balance is \$1,776,434. The remaining \$232,628 is funds restricted for the Student Health Fee Program.

## Revenue Highlights include:

- 1. General Apportionment Revenue: Based on the First Principal Apportionment documents and related information provided by the California Community Colleges Chancellor's Office (CCCCO), the proposed April Revised Budget includes an assumption that our General Apportionment will increase in 2014/15 by a total of \$257,066 from the level assumed in the Adopted Budget. General Apportionment at the Adopted Budget assumed we would report 2,900 FTES and the State would deficit apportionment by 0.50%. The April Revise assumes we will receive funding for 2,960 FTES and a deficit factor of 0.50%. The college received the final calculation for 2013/14 apportionment in February 2015. We had assumed a 1% deficit factor when closing 2013/14. The actual final deficit factor for 2013/14 was 0.65% which resulted in \$64,000 in additional one-time revenue in 2014/15.
- 2. <u>Decline/Restoration/Budget Stability</u>: The District's FTES base coming in to 2014/15 was 3,043. In the event of enrollment decline, districts are protected under current regulations from a reduction to apportionment revenue in the year of the decline only. Any decline must be restored in the following year to avoid a loss of apportionment funding. The college received stability funding in 2013/14, which was the one year hold harmless year. The college will lose apportionment funding for any FTES reported that is less than 3,043. This budget assumes 2,960 FTES which is a decline of 83 FTES. 83 FTES equates to a revenue loss of \$388,000.
- 3. <u>Transfers in</u>: The proposed April Revised Budget reflects a transfer of \$830,000 from the Health Benefits Fund to the General Fund. This is an increase of \$280,000 from the level projected in the Adopted Budget. This transfer is required in order to maintain an 8% reserve in the General Fund. Without this transfer, the General Fund would have a budgeted ending fund balance of only 4%.

- 4. One-time Revenues: The state budget included \$49.5 million in one-time funding to begin to address the backlog in mandated cost reimbursements. The college received \$103,565. These are unrestricted one-time funds. This budget also includes \$64,000 in one time funds due to the 2013/14 recalculation on apportionment, as detailed previously in #1.
- 5. <u>Revisions to Existing Grants</u>: Based on additional information received subsequent to the adoption of the Adopted Budget, the budgets for some grants and other restricted programs have been revised accordingly.

## Expenditure Highlights include:

## 1. Salaries, Wages and Benefits:

Costs for all currently authorized positions are included in this budget based on projected actual costs for 2014/15. It was necessary to increase the hourly instructional budget (part-time faculty and full-time faculty overload) by \$795,000 based upon the actual expenditures for Summer 2014, Fall 2014 and estimated expenditures for Spring 2015 and Summer 2015. Negotiations with MPFA and MCFT have not been concluded; therefore, any costs associated with future settlements are not included in this budget.

#### 2. Contractual Services:

We were able to realize a savings of \$10,000 due to a fewer number of deaf or hard of hearing students requiring interpreting services. The cost of the accreditation follow-up team site visit is estimated to total \$6,000. The utilities budget has been increased by \$45,000 partly due to an increase in costs and partly due to new facilities adding to our square footage of conditioned space.

## 3. Capital Outlay:

No material changes were made to the General Fund capital outlay budget.

#### 4. Other Transfers:

The net transfer to the Child Care Fund decreased \$2,673 from the Adopted budget. The transfer to the Debt Service Fund has been increased by \$2,757.

Mendocino Coast Center: This budget includes an estimate of \$280,000 to be received from College of the Redwoods per our current Memorandum of Understanding (MOU). The MOU states the CR will transfer to all revenue received for the Coast Center and the Fine Woodworking Program, net of direct expenditures, to Mendocino College. Based on a mid-year estimate from CR, this net amount is estimated to be \$280,000.

In addition, 75 FTES were served by Mendocino College at the Coast Center in 2014/15. This contributed to our ability to increase the FTES assumption in this budget to 2,960, up from 2,900 at the Adopted Budget. Had we not served the Coast Center we would not be able to increase our assumption and may have had to reduce our target at this time. The 75 FTES equates to \$350,000 in apportionment and the college spent \$180,000 in faculty salary and benefits and \$20,000 in travel and staff costs. Revenue exceeded expenditures by \$150,000.

Therefore, the financial position included in the April Revise Budget is improved by \$430,000 (\$280,000 + \$150,000) by serving the Coast Center in 2014/15.

#### **Unrestricted Ending Balance:**

This April Revise Budget as presented is \$930,000 out of balance. This deficit is an increase from the \$730,000 deficit presented in the Adopted Budget. This budget does not comply with the Board

Budget Parameter regarding a balanced budget. This budget does comply with the Board Budget Parameter of maintaining an 8% general fund reserve; however that 8% is only after transferring \$830,000 in to the General Fund from the Health Benefits Fund. Without this transfer in, the general fund would have a 4% reserve. This is a significant transfer and cannot be sustained. Ongoing solutions to increasing revenue or decreasing expenditures must be realized in 2015/16.

These figures assume that all revenues and expenditures will materialize at 100% of budgeted amounts. Past experience suggests that some budgeted expenditures could be unspent at year-end which would increase the ending balance.

## **OTHER FUNDS**:

<u>The Debt Services Fund Budget (Attachment B)</u>, includes the debt service payments on the Solar Field Project and the Energy Project. A portion of the Solar Field Project was funded by eleven year municipal lease bonds. The debt service will be offset by the energy savings from the solar field and PG&E incentives, both of which are highly dependent upon weather conditions. The Energy Project was funded with a five year, \$500,000 interest free loan from PG&E.

<u>The Child Care Fund Budget (Attachment C)</u>, was revised to reflect salary, benefit, supply, service expenditure revisions made since the adoption of the budget in September. The proposed April Revised Budget includes a General Fund subsidy of \$101,441, a decrease of \$2,703 from the Adopted Budget.

<u>The Capital Projects Fund Budget (Attachment D)</u>, reflects budgets similar to those presented in the Adopted Budget.

<u>The Bond Project Fund Budget (Attachment E)</u>, includes actual revenues and expenditures for all Measure "W" Bond Projects this fiscal year from bond proceeds. All expenditures were completed by December 2014.

The Special Reserve Fund Budget (Attachment F), includes the reserves for accrued vacations, load banking and self-insurance needs (active/retiree health plans, property, liability, workers' compensation). Accrued vacation and load banking are both reserved at 25% of the total value projected as of June 30, 2014. The Health Fund Reserve is intended to set aside funds for possible transfer to the Health Benefits Fund if necessary and to recognize that at the end of each year there are Incurred But Not Recorded (IBNR) health benefit claims. The Self Insurance Reserve is set aside to address other unforeseen costs associated with the District being self-insured for property, liability, and workers' compensation. The GASB 45 Reserve begins to address the need to fund the future liability of retiree health benefits; it was decreased to reflect the Annual Required Contribution (ARC) as reflected in the actuarial study dated December 7, 2013.

The Health Fund Budget (Attachment G), identifies those monies set aside for payment of plan participant health benefits during the 2014/15 fiscal year. Revenue is budgeted at \$1,650 per plan participant per month. Actual health benefit claims from July 1, 2014 through January 31, 2015 have averaged \$1,527 per month. This budget includes a transfer of \$830,000 to the General Fund, which leaves a balance of \$730,000 in this fund.

<u>The Student Representation Fee Fund Budget (Attachment H)</u>, was included to reflect the \$1 per semester that each student pays to support student government here at the college.

<u>The Student Center Fund Budget (Attachment I)</u>, was included to reflect the \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Centers.

<u>The Student Financial Aid Award Projections (Attachment J)</u>, includes projected 2014/15 revenues and expenditures based on the latest information regarding utilization and program funding.

## MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2014/15 April Revised Budgets as presented and shown on Attachments A through J:

Attachment A	April Revised General Fund Budget, 2014/15
Attachment B	April Revised Debt Service Fund Budget, 2014/15
Attachment C	April Revised Child Care Fund Budget, 2014/15
Attachment D	April Revised Capital Projects Fund Budget, 2014/15
Attachment E	April Revised Bond Projects Fund Budget, 2014/15
Attachment F	April Revised Special Reserve Fund Budget, 2014/15
Attachment G	April Revised Health Fund Budget, 2014/15
Attachment H	April Revised Student Representation Fee Fund Budget, 2014/15
Attachment I	April Revised Student Center Fund Budget, 2014/15
Attachment J	April Revised Student Financial Aid Award Projections, 2014/15

#### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT GENERAL FUND 2014/15

2014/15 2014/15 ADOPTED BUDGET **REVISED BUDGET** Unrestricted Restricted Total General Fund Unrestricted Restricted Total General Fund Subfund 11 Subfund 12 Fund 10 Subfund 11 Subfund 12 Fund 10 **BEGINNING FUND BALANCE** Restricted - Student Health Fee Program \$ \$ 232.628 \$ 232.628 \$ \$ 232.628 \$ 232.628 1,776,434 1,776,434 Unrestricted 1,776,434 1,776,434 232.628 232.628 TOTAL BEGINNING FUND BALANCE 1.776.434 2.009.062 1.776.434 2.009.062 **REVENUE:** A. Federal 45,000 1,113,015 1,158,015 45,000 1,282,844 1,327,844 B. State 15.893.484 11.930.238 3.332.239 15.262.477 12.073.830 3.819.654 7,304,075 90,000 7,394,075 7,875,569 91,789 7.967.358 C. Local Transfer in from Health Fund 550,000 550,000 830,000 830,000 Transfer in from Special Reserve 19,829,313 20,824,399 **TOTAL REVENUE** 4,535,254 24,364,567 \$ 5,194,287 26,018,686 **EXPENDITURES:** \$ \$ Certificated Salaries and Wages 8.343.699 \$ 830.347 9.174.046 \$ 9.074.722 \$ 1.021.956 10.096.678 Classified Salaries and Wages 4.137.285 1,084,493 5.221.778 4.145.816 1,167,168 5.312.984 Subtotal Salaries and Wages 12,480,984 1,914,840 14,395,824 13,220,538 2,189,124 15,409,662 4,293,620 Fringe Benefits 4,265,883 790.301 5.056.184 826,506 5.120.126 **Total Personnel Costs** 16.746.867 2,705,141 19,452,008 17.514.158 3,015,630 20,529,788 B. Supplies 638.033 330.196 968.229 713.263 365.522 1,078,785 Contractual Services 1,895,549 1,085,564 2,981,113 1,945,536 847,363 2,792,899 232.534 D. Capital Outlay 11.485 221.049 33.633 612.862 646.495 E. Transfers to Student Financial Aid Fund 238,109 397,714 and Other Payments To/For Students 238,109 397,714 F. Other Transfers To Child Care Fund 114,144 114.144 111.441 111.441 To Debt Service Fund 603,871 603,871 606.628 606,628 718,015 718,069 718,015 718,069 TOTAL EXPENDITURES AND TRANSFERS \$ 20.009.949 4.580.059 \$ 24.590.008 20.924.659 5,239,091 26,163,750 **ENDING FUND BALANCE** Restricted - Student Health Fee Program \$ \$ 187,823 \$ 187,823 \$ \$ 187,824 \$ 187,824 Unrestricted 1.595.798 8.0% 1,595,798 1.676.174 8.0% 1.676.174 TOTAL ENDING FUND BALANCE 1.595.798 187.823 1.783.621 1.676.174 187.824 1.863.998 CHANGE IN RESERVES Restricted - Student Health Fee Program (44,805)(44,805)(44,804)(44,804)Unrestricted (180.636)(180.636)(100.260)(100.260)

TOTAL CHANGE IN RESERVES

(180,636)

\$

\$

(44,805)

\$

(225,441)

\$

(100.260)

(44,804)

\$

(145,064)

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT DEBT SERVICE FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 29		2014/15 REVISED BUDGET FUND 29	
BEGINNING FUND BALANCE	\$	-	\$	-
REVENUE:  A. Interest B. PG&E Incentive - Solar C. Transfer from General Fund - Solar D. Transfer from General Fund - Energy Projects		(1,500) 200,000 507,097 96,774		(1,500) 197,243 509,854 96,774
TOTAL FUNDS AVAILABLE	\$	802,371	\$	802,371
EXPENDITURES:  A. Solar debt service payments  B. Energy projects debt service payments	\$	705,597 96,774	\$	705,597 96,774
RESERVES		-		-
TOTAL EXPENDITURES AND RESERVES	\$	802,371	\$	802,371

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CHILD CARE FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 33		2014/15 REVISED BUDGET FUND 33	
REVENUE:				
Federal				
A. Food Program	\$	35,000	\$	35,000
State				
B. CA State Preschool Program		177,226		176,624
C. CalWORKS via North Coast Opportunities		-		-
D. Food Program		2,000		2,000
E. General Contract		130,233		130,233
F. Facilities Renovation Repair		19,987		19,987
Local G. Parent Fees - Certified/Subsidized		_		_
H. Parent Fees - Non-Certified/Full Fee		98,240		73,680
I. Interest		30,240		7 3,000
J. NCO CAPP Program		_		_
K. Other Local Income		5,000		100
Transfers		3,000		100
L. General Fund Subsidy		104,144		101,441
M. Employee Child Care Benefit		10,000		10,000
		,		,
TOTAL REVENUE	\$	581,830	\$	549,065
EXPENDITURES:				
A. Personnel Costs				
Salary and Wages				
Classified Regular	\$	194,748	\$	185,282
Classified Hourly	Ψ	166,587	Ψ	169,391
Oldosinod Flouriy		361,335		354,673
		331,333		33 1,01 3
2. Benefits		153,986		132,327
Total Personnel Costs		515,321		487,000
B. Supplies		24,050		24,100
C. Contractual Services		17,472		17,978
D. Capital Outlay		24,987		19,987
TOTAL EXPENDITURES	\$	581,830	\$	549,065

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CAPITAL PROJECTS FUND 2014/15

		2014/15 ADOPTED BUDGET FUND 41		ADOPTED BUDGET		2014/15 REVISED BUDGET FUND 41
BEGINNING FUND BALANCE Unrestricted TOTAL BEGINNING FUND BALANCE	\$	983,681 983,681	\$	983,681 983,681		
REVENUE:  A. Interest B. Proposition 39 Energy Projects D. Physical Plant Block Grant E. Redevelopment Agency On-going G. NCCCSIA Return of Equity TOTAL REVENUES		5,000 85,103 113,457 100,000 20,000 323,560		5,000 88,006 113,457 100,000 20,000 326,463		
TOTAL FUNDS AVAILABLE	\$	1,307,241	\$	1,310,144		
EXPENDITURES AND TRANSFERS:  A. Energy System Upgrades B. Physical Plant Block Grant C. Campus Signs D. Other Capital Projects TOTAL EXPENDITURES	\$	85,103 113,457 54,952 25,000 278,512	\$	88,006 113,457 54,952 25,000 281,415		
RESERVES:  A. Redevelopment Agency One-time B. Other Capital Projects TOTAL RESERVES		694,992 333,737 1,028,729		694,992 333,737 1,028,729		
TOTAL EXPENDITURES AND RESERVES	\$	1,307,241	\$	1,310,144		

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOND PROJECTS FUND 2014/15

		2014/15 ADOPTED BUDGET FUND 43		2014/15 REVISED BUDGET FUND 43	
BEGINNING	FUND BALANCE	\$	576,289	\$	576,289
REVENUE:					
	Interest		-		127
	TOTAL REVENUES		-		127
TOTAL FUND	OS AVAILABLE	\$	576,289	\$	576,416
Bond Pro	ject Management				
717320	Salary and Benefits	\$	5,000	\$	1,701
717320	Supplies, Services, & Equipment		10,000		9,083
	Subtotal, Bond Project Management		15,000		10,784
717030	Flooring Replacement		31,862		17,909
717050	Other Campus Infrastructure		460,317		474,936
717190	Library/Learning Center		10,000		11,604
717240	Modernize Vocational Program Facilities and Equipment		45,135		37,021
717270	Integrated Information System		13,975		13,975
717310	Willits/Northern Mendocino County Center		-		10,187
	Subtotal, Bond Projects		561,289		565,632
	TOTAL EXPENDITURES		576,289		576,416
RESERVES:			-		_
TOTAL EXPE	ENDITURES AND RESERVES	\$	576,289	\$	576,416

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SPECIAL RESERVE FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 61	2014/15 REVISED BUDGET FUND 61
BEGINNING FUND BALANCE	\$ 1,277,487	\$ 1,277,487
REVENUE:		
A. Interest	4,000	4,000
TOTAL FUNDS AVAILABLE	\$ 1,281,487	\$ 1,281,487
EXPENDITURES AND TRANSFERS:  A. Transfer to General Fund	_	_
RESERVES:		
A. Accrued Vacation Reserve	\$ 138,000	\$ 138,000
B. Load Banking Reserve	81,000	81,000
C. Health Fund Reserve	275,000	275,000
D. Incurred But Not Recorded (IBNR) Health Benefits	180,000	180,000
E. GASB 45 Reserve	599,990	* 599,990
F. Self Insurance Reserve	7,497	7,497
TOTAL RESERVES	1,281,487	1,281,487
TOTAL EXPENDITURES AND RESERVES	\$ 1,281,487	\$ 1,281,487

<sup>\*</sup>Total GASB 45 liability per actuarial study dated December 7, 2013 is \$6,342,577.

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT HEALTH FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 62		ADOPTED BUDGET		ADOPTED BUDGET		2014/15 REVISED BUDGET FUND 62
BEGINNING FUND BALANCE	\$	1,559,787	\$ 1,559,787				
REVENUE:  A. Contribution from Other Funds B. Employee Contributions C. Interest TOTAL REVENUE		2,889,575 24,671 5,000 2,919,246	2,889,575 24,671 5,000 2,919,246				
TOTAL FUNDS AVAILABLE	\$	4,479,033	\$ 4,479,033				
EXPENDITURES:  A. Health Care Services  B. Transfer to General Fund  TOTAL EXPENDITURES	\$	2,919,246 550,000 3,469,246	\$ 2,919,246 830,000 3,749,246				
B. Reserve for Future Expenditures		1,009,787	729,787				
TOTAL EXPENDITURES AND RESERVES	\$	4,479,033	\$ 4,479,033				

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT REPRESENTATION FEE FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 72		RI B	014/15 EVISED UDGET UND 72
BEGINNING FUND BALANCE	\$	21,520	\$	21,520
REVENUE:  A. Student Representation Fees B. Interest TOTAL REVENUE		10,000 100 10,100		10,000 100 10,100
TOTAL FUNDS AVAILABLE	\$	31,620	\$	31,620
EXPENDITURES:  A. Services (Travel)  TOTAL EXPENDITURES	\$	10,100	\$	10,100
RESERVES		21,520		21,520
TOTAL EXPENDITURES AND RESERVES	\$	31,620	\$	31,620

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT CENTER FUND 2014/15

	2014/15 ADOPTED BUDGET FUND 73		R E	2014/15 REVISED BUDGET FUND 73
BEGINNING FUND BALANCE	\$	273,743	\$	271,243
REVENUE:  A. Student Center Fees B. Interest TOTAL REVENUE		30,000 1,000 31,000		30,000 1,000 31,000
TOTAL FUNDS AVAILABLE	\$	304,743	\$	302,243
EXPENDITURES:  A. Student Salary & Benefits B. Supplies C. Services D. Equipment TOTAL EXPENDITURES	\$	10,000 10,000 3,500 10,000 33,500	\$	10,000 10,000 3,500 10,000 33,500
RESERVES		271,243		268,743
TOTAL EXPENDITURES AND RESERVES	\$	304,743	\$	302,243

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT FINANCIAL AID AWARD PROJECTIONS 2014/15

	2014/15 ESTIMATED AWARDS		ED ESTIMATE	
SOURCE OF FUNDS:				
FEDERAL SOURCES  A. PELL GRANT  B. FSEOG  C. BUREAU OF INDIAN AFFAIRS  D. DIRECT LOANS  E. AMERICORPS  F. FEDERAL WORK STUDY  TOTAL FEDERAL SOURCES	\$	5,500,000 55,000 6,000 1,400,000 12,000 35,000 7,008,000	\$	5,500,000 69,000 6,000 1,250,000 27,000 62,000 6,914,000
STATE SOURCES  A. CAL GRANT  B. EOPS GRANT  C. CHAFEE GRANT  TOTAL STATE SOURCES  C. LOCAL SOURCES		300,000 40,000 12,500 352,500		300,000 55,000 35,000 390,000
1. SCHOLARSHIPS		200,000		200,000
TOTAL	\$	7,560,500	\$	7,504,000
DISBURSEMENTS:				
A. STUDENT FINANCIAL AID	\$	7,560,500	\$	7,504,000