ITEM NO: 5.1

DATE: June 2, 2010

SUBJECT: 2010/11 TENTATIVE BUDGETS

SYNOPSIS:

Board of Trustees consideration of the adoption of the 2010/11 Tentative Budgets.

A public hearing on the proposed Adopted 2010/11 budgets will be held at the regular Board of Trustees meeting in September.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2010/11 Tentative 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:

All California Community College Districts are required to adopt Tentative Budgets for the coming fiscal year and transmit them to the County Superintendent of Schools prior to July 1 of the current year. The Tentative Budgets reflect the best estimates of coming year revenues and expenditures known at the time of submission. Since the State of California does not adopt its budget until after July 1, significant changes in projected revenues and expenditures can be anticipated for the September Adopted Budget.

BEGINNING BALANCE:

The projected 2010/11 General Fund beginning balance is \$2,931,077 based on the 2009/10 estimated actual ending balance. \$2,768,965 of the projected 2010/11 beginning balance is unrestricted. Currently over \$170,000 of prospective expenditures are encumbered. Actual expenditure levels cannot be determined until the current year's books are closed and those encumbrances are resolved.

REVENUE:

The General Fund revenue included herein is based on the most recent 2010/11 fiscal year budget information received from the Governor's Budget, the Chancellor's Office, the Community College League of California, and School Services of California.

Apportionment Base/ Restoration/Stability:

This proposed Tentative Budget assumes that the District will report an enrollment of 2934 FTES for 2009/10 which is 60 less than our enrollment base of 2993 FTES for which the District will receive stability funding; it will be provided again in 2010/11 only to the extent that our prior year stability FTES are restored.

COLA Revenue

The most recent information received from School Services of California includes a negative 0.39% statutory COLA for 2010/11; due to its immateriality, this proposed Tentative Budget reflects no additional COLA revenue on general apportionment.

Growth Revenue

The Governor's budget includes \$126 million (2.2%) for 2010/11 system-wide growth. Since our District is currently in restoration/stability mode, this proposed Tentative Budget includes no growth revenue for 2010/11.

Enrollment Fees

The Governor's Budget continues to support open access and proposes to keep fees at \$26 per unit for 2010/11 although it is anticipated that significant pressure will be exerted to increase enrollment fees.

Apportionment Deficit

The Governor's Budget includes \$6.4 million for a projected property tax shortfall which he proposes to backfill; therefore this budget includes no apportionment deficit.

EXPENDITURES

Salaries, Wages, and Benefits

Due to cuts in the State Budget, certain vacancies have been placed on hold for the time being with the annual projected savings to be \$1,215,000. Prior year reductions in various expenditure accounts have been carried forward into the 2010/11 budget year. A salary reduction of 4% for all employees is reflected in this budget and represents a savings of \$425,000.

Projected 2010/11 costs for all currently authorized positions are reflected in this budget, including step and longevity increments for which current staff are eligible. The cost of these increments is approximately \$140,000. Salaries and wages are budgeted according to the terms of the current collective bargaining agreements. This proposed budget does not include expenditures which may result from future collective bargaining settlements.

The General Fund Budget includes a payment to the Health Fund equal to \$1,760 per plan participant per month or \$21,120 per year. This \$1,760 rate may be adjusted during the year as actual health costs become known.

The Proposed 2010/11 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 10.707%, an increase from the 2009/10 rate of 9.709%. This represents an increase in costs of \$40,000.

The Tentative Budget includes a STRS (State Teachers Retirement System) District contribution rate of 8.25%, unchanged from 2009/10.

Supplies and Services:

Departmental supplies and services base budgets reflect a 10% reduction that was made in 2008/09 and continued in 2009/10, and include an additional \$100,000 in cuts for 2010/11.

Capital Outlay:

At this time, unrestricted funding for capital outlay within the General Fund has nothing budgeted for non-instructional equipment.

CATEGORICAL PROGRAMS:

The proposed June Tentative Budget includes over thirty categorical programs, totaling over \$3.1 million. Categorical revenues are projected based on tentative information from various state and federal agencies. \$800,000 of General Fund monies have been set aside to backfill categorical programs that have been cut in the State Budget by 14.7% (\$405,000) in 08/09 and 57.2% (\$1.3 million) in 09/10. Until a 2010/11 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

ENDING BALANCE

The projected 2010/11 unrestricted ending fund balance is \$2,394,264 or 12.4% of expenditures and transfers. Total unrestricted expenditures and transfers exceed revenue by \$374,701 which is in violation of Board Budget Parameters. The difference is due to budget cuts included in the State budget and the decision by the District to backfill categorical program reductions by a total of \$800,000.

The primary new expenditures in this budget are:

- A \$160 per plan participant per month increase in the contribution rate to the Health Fund in accordance with Board Budget Parameter "D". This increase from \$1,600 to \$1,760 represents a 10% increase. The cost of this increase is estimated to be \$315,000. It is anticipated that once actual health benefit costs are known for 2009/10, an upward adjustment in health benefit contributions may be necessary for the proposed adopted budget for 2010/11.
- Step and longevity increases estimated to be \$140,000.
- PERS District contribution rate increase of \$40,000.

With the exception of categorical budgets, District expenditures are known with greater accuracy than revenues at this writing. The 2010/11 beginning balance will also be more precisely projected by the time the Adopted Budget is presented. In the event of timely passage of the State Budget, more accurate revenue information will be available in time for inclusion in the September Adopted Budget.

OTHER FUND BUDGETS:

<u>The Debt Services Fund Budget (Attachment B)</u>, was included for the first time in 2009/10 to reflect the debt service payments on the Solar project. This portion of the project was funded by municipal lease bonds and the debt service will be offset by the energy savings from the solar field and PG&E rebates.

The Child Care Fund Budget (Attachment C), reflects a program very similar to the 2009/10 program. The estimated increased costs for salary step and column advancements are included in this budget. The proposed budget reflects a general fund subsidy of \$149,715.

The Capital Projects Fund Budget (Attachment D), includes projected revenues and expenditures as well as reserves set aside for specific capital projects other than those funded from Measure "W" bond proceeds.

The Bond Projects Fund Budget (Attachment E), includes projected revenues, expenditures, and reserves for all Measure "W" Bond Projects anticipated from Series A bond proceeds. This budget also anticipates that we will receive Series B bond proceeds.

The Special Reserve Fund Budget (Attachment F), includes reserves for accrued vacations, load banking, GASB 45 requirements, and self insurance (active/retiree health plans, property, liability, worker's compensation). Accrued vacation and load banking are each reserved at 25% of the total value of vacation and load banking accruals respectively, based on the most recent audited figures.

The Health Fund Budget (Attachment G), identifies those monies set aside for payment of health benefits during the 2010/11 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,760 per plan participant per month and includes a transfer from the General Fund of \$200,000.

The Student Representation Fee Fund Budget (Attachment H), was included for the first time in 2009/10 to reflect the optional \$1 per semester that each student pays to support student government here at the College.

The Student Center Fund Budget (Attachment I), was included for the first time in 2009/10 to reflect the optional \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Center.

The Student Financial Aid Award Projections Budget (Attachment J), reflects a program similar to the 2009/10 program.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2010/11 Tentative Budgets as presented and shown on Attachments A through J:

Attachment A Tentative General Fund Budget, 2010/11 Tentative Debt Service Fund, 2010/11 Attachment B Attachment C Tentative Child Care Fund Budget, 2010/11 Tentative Capital Projects Fund Budget, 2010/11 Attachment D Attachment E Tentative Bond Projects Budget, 2010/11 Tentative Special Reserve Fund Budget, 2010/11 Attachment F Tentative Health Fund Budget, 2010/11 Attachment G Tentative Student Representation Fee Fund, 2010/11 Attachment H Attachment I

Tentative Student Center Fund, 2010/11

Attachment J Tentative Student Financial Aid Award Projections, 2010/11

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT GENERAL FUND 2010/11

2009/10 2010/11 APRIL REVISED BUDGET PROPOSED JUNE TENTATIVE Unrestricted Total General Fund Unrestricted Total General Fund Restricted Restricted Fund 10 Subfund 11 Subfund 12 Fund 10 Subfund 11 Subfund 12 BEGINNING FUND BALANCE Restricted - Student Health Fee Program \$159,678 \$159,678 \$162,112 \$162,112 Unrestricted \$2,683,276 2,683,276 \$2,768,965 2,768,965 TOTAL BEGINNING FUND BALANCE \$2,683,276 \$159,678 \$2,842,954 \$2,768,965 \$162,112 \$2,931,077 **REVENUE:** A. Federal \$192,777 \$1,041,545 \$1,234,322 \$77,000 \$1,041,545 \$1,118,545 B. State 11,660,277 2,435,165 14,095,442 11,551,332 1,989,157 13,540,489 C. Local 7,618,643 154,148 7,772,791 7,317,795 131,148 7,448,943 **TOTAL REVENUE** \$22,107,977 \$19,471,697 \$3,630,858 \$23,102,556 \$18,946,127 \$3,161,850 **EXPENDITURES:** Certificated Salaries and Wages \$7.750.662 \$619,731 \$8,370,393 \$7,703,734 \$493,766 \$8,197,500 3,958,994 Classified Salaries and Wages 4,051,419 1,045,609 5,097,028 828,874 4,787,868 Subtotal Salaries and Wages \$11,802,081 \$1,665,341 \$13,467,422 \$11,662,728 \$1,322,640 \$12,985,368 Fringe Benefits \$504,235 \$4,298,365 \$625,081 \$4,923,446 \$4,476,012 \$4,980,247 **Total Personnel Costs** \$17,965,614 \$16,100,446 \$2,290,422 \$18,390,868 \$16,138,740 \$1,826,874 B. Supplies \$668.178 \$313,987 \$982,165 \$500,451 \$1,019,512 \$519,061 C. Contractual Services 2,085,328 643,409 2,728,737 1,638,312 521,784 2,160,096 D. Capital Outlay 40,000 65,604 180,068 245,672 157,262 197,262 E. Transfers to Student Financial Aid Fund 27,000 222,538 195,538 161,385 161,385 and Other Payments To/For Students F. Other Transfers Categorical Programs Backfill 58,500 58,500 435,000 435,000 To Health Benefits Fund 200,000 200,000 To Child Care Fund 165,460 5,000 170,460 149,715 2,000 151,715 To Debt Service Fund 215.492 215.492 200,000 200,000 \$5,000 \$2,000 \$439,452 \$444,452 \$984.715 \$986,715 TOTAL EXPENDITURES AND TRANSFERS \$19,386,008 \$3,628,424 \$23,014,432 \$19,320,828 \$3,169,756 \$22,490,584 **ENDING FUND BALANCE** Restricted - Student Health Fee Program \$162,112 \$162,112 \$154,206 \$154,206 Unrestricted 2,768,965 14.3% 2,768,965 12.0% 2,394,264 12.4% 2,394,264 TOTAL ENDING FUND BALANCE \$162,112 \$2,394,264 \$2,768,965 \$2,931,077 \$154,206 \$2,548,470 CHANGE IN RESERVES Restricted - Student Health Fee Program \$2,434 \$2,434 (\$7,906)(\$7,906)Unrestricted \$85,689 85,689 (\$374.701)(374.701)**TOTAL CHANGE IN RESERVES** \$2,434 \$85,689 \$88,123 (\$374,701) (\$7,906)(\$382,607)

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT DEBT SERVICE FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 29	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 29
BEGINNING FUND BALANCE	\$0	\$0
REVENUE: A. PG & E Rebates B. Transfer from General Fund TOTAL FUNDS AVAILABLE	\$0 215,492 \$215,492	\$517,774 200,000 \$717,774
EXPENDITURES: A. Debt service payments	\$215,492	\$717,774
RESERVES	\$0	\$0
TOTAL EXPENDITURES AND RESERVES	\$215,492	\$717,774

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CHILD CARE FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 33	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 33
REVENUE:		
Federal		
A. Food Program	\$35,000	\$35,000
State		
B. General Contract	128,483	121,843
C. CA State Preschool Program	204,310	215,327
D. Renovation and Repair Grant	40,000	40,000
E. CalWORKS via North Coast Opportunities	22,465	36,500
Local	•	100
F. Parent Fees - Certified/Subsidized	0	100
G. Parent Fees - Non-Certified/Full Fee	14,760	20,000
H. Interest	-50	-50
I. NCO CAPP Program	10,954	3,000
J. Other Local Income	100	100
Transfers	0.000	0
K. Employee Child Care Benefit	9,000 156,460	149,715
L. General Fund SubsidyM. CalWORKS College Grant	5,156	2,000
W. Calworks College Grant	5,130	2,000
TOTAL REVENUE	\$626,638	\$623,535
EVDENDITI IDEO.		
EXPENDITURES: A. Personnel Costs		
Salary and Wages		
Classified Regular	229,265	222,606
Classified Regular Classified Hourly	138,949	147,537
Classified Flouriy	\$368,214	\$370,143
	ψ500,214	ψ370,143
2. Benefits	\$178,427	\$173,395
Total Personnel Costs	\$546,641	\$543,538
	40.00,000	* 2.2,222
B. Supplies	\$21,587	\$21,587
C. Contractual Services	\$17,210	\$17,210
D. Capital Outlay	\$41,200	\$41,200
TOTAL EXPENDITURES	\$626,638	\$623,535

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CAPITAL PROJECTS FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 41	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 41
BEGINNING FUND BALANCE		
Restricted	\$97,415	\$97,415
Unrestricted	5,512,369	553,132
TOTAL BEGINNING FUND BALANCE	\$5,609,784	\$650,547
REVENUE:		
A. Interest	\$1,200	\$1,500
B. PG&E Incentive	225,440	0
C. Physical Plant Block Grant: On-going	51,863	20,000
D. Stadium Seat Donations	200	0
E. Transfer from Athletics Gate Receipts	5,000	0
TOTAL REVENUES	\$283,703	\$21,500
TOTAL FUNDS AVAILABLE	\$5,893,487	\$672,047
EXPENDITURES:		
A. Science Building	\$97,415	\$97,415
B. Solar Field	5,176,760	0
C. HVAC Upgrades	46,863	15,000
D. Lake Center	12,866	5,000
E. Other Capital Projects	12,134	5,000
TOTAL EXPENDITURES	\$5,346,038	\$122,415
RESERVES:		
A. Other Capital Projects	553,132	549,632
TOTAL RESERVES	\$553,132	\$549,632
LIABILITY:		
Balance of Loan due to Foundation	(\$5,683)	\$0
TOTAL EXPENDITURES AND RESERVES	\$5,893,487	\$672,047

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOND PROJECTS FUND 2010/11

	<u>-</u>	2009/10 APRIL REVISED BUDGET FUND 43	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 43
BEGINNING	FUND BALANCE	\$21,928,726	\$6,898,717
REVENUE:			
	Series B bond proceeds	\$0	\$37,500,000
	Interest	713,543	0
	TOTAL REVENUES	\$713,543	\$37,500,000
TOTAL FUND	OS AVAILABLE	\$22,642,269	\$44,398,717
Project #	=	· / /	
Bond Proj	ect Management		
	Salary and Benefits	\$215,832	\$219,007
717320	Consultants	160,000	50,000
717320	Supplies, Services, & Equipment	146,300	48,500
	Subtotal, Bond Project Management	\$522,132	\$317,507
717000	Campus Lighting	\$135,000	\$135,000
717010	Disabled Access Improvements	155,707	66,007
717020	Energy Projects	350,000	143,848
717030	Flooring Replacement	100,000	69,638
717050	Other Campus Infrastructure	97,500	160,000
717060	Point Arena Field Station	493,507	457,588
71707X	Renovation for Instructional and Student Services	66,178	66,178
71708X	Replace Instructional Equipment	95,779	0
717090	Solar Technology	1,370,000	0
717190	Library/Learning Center	2,800,000	23,033,000
717200	Student Center Cafeteria (renovate current Library Bldg.)	149,245	114,972
717210	Maintenance/Warehouse	4,137,307	2,543,626
717240	Modernize Vocational Program Facilities and Equipment	200,000	154,358
717270	Integrated Information System	1,404,197	788,801
717300	Lake County Center	1,170,000	800,000
717310	Willits/Northern Mendocino County Center	1,550,000	1,549,000
000000	Other Bond Projects	500,000	500,000
	Subtotal, Bond Projects	\$14,774,420	\$30,582,016
000000	Contingency	447,000	500,000
	TOTAL EXPENDITURES	\$15,743,552	\$31,399,523
RESERVES:	<u>-</u>	\$6,898,717	\$12,999,194
TOTAL EXPE	NDITURES AND RESERVES	\$22,642,269	\$44,398,717

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SPECIAL RESERVE FUND 2010/11

	2009/10 PROPOSED REVISED BUDGET FUND 61	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$1,497,180	\$1,407,180
REVENUE:		
A. Interest	\$10,000	\$10,000
TOTAL FUNDS AVAILABLE	\$1,507,180	\$1,417,180
EXPENDITURES AND TRANSFERS: A. Transfer to Health Fund	\$100,000	\$0
RESERVES:		
A. Accrued Vacation Reserve	\$140,000	\$140,000
B. Load Banking Reserve	75,000	75,000
C. Health Fund Reserve	300,000	300,000
D. Incurred But Not Recorded (IBNR) Health Benefits		227,635 *
E. GASB 45 Reserve	470,447 **	470,447 **
F. Self Insurance Reserve	421,733	204,098
TOTAL RESERVES	\$1,407,180	\$1,417,180
TOTAL EXPENDITURES AND RESERVES	\$1,507,180	\$1,417,180

^{*}Health benefit expenditures incurred but not paid at June 30, 2009.

^{**}Total GASB 45 liability per actuarial study dated April 9, 2008 is \$4,313,494.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT HEALTH FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 62	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	(\$80,289)	(\$200,000)
REVENUE: A. Contribution from Other Funds	\$3,379,200	\$3,460,400
B. Employee Contributions	10,000	10,000
C. Transfer from Special Reserve	100,000	0
D. Transfer from General Fund	0	200,000
E. Interest	(4,000)	(4,000)
TOTAL REVENUE	\$3,485,200	\$3,666,400
TOTAL FUNDS AVAILABLE	\$3,404,911	\$3,466,400
EXPENDITURES:		
A. Health Care Services	\$3,404,911	\$3,466,400
TOTAL EXPENDITURES	\$3,404,911	\$3,466,400
B. Reserve for Future Expenditures	\$0	\$0
TOTAL EXPENDITURES AND RESERVES	\$3,404,911	\$3,466,400

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT REPRESENTATION FEE FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 72	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$30,668	\$31,268
REVENUE: A. Student Representation Fees B. Interest TOTAL REVENUE	\$17,000 600 \$17,600	\$10,000 100 \$10,100
TOTAL FUNDS AVAILABLE	\$48,268	\$41,368
EXPENDITURES: A. Services (Travel)	\$17,000	\$15,000
TOTAL EXPENDITURES	\$17,000	\$15,000
RESERVES	\$31,268	\$26,368
TOTAL EXPENDITURES AND RESERVES	\$48,268	\$41,368

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT CENTER FUND 2010/11

	2009/10 APRIL REVISED BUDGET FUND 73	2010/11 PROPOSED JUNE TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$188,800	\$233,850
REVENUE: A. Student Center Fees B. Interest TOTAL REVENUE	\$44,000 2,300 46,300	\$30,000 1,000 31,000
TOTAL FUNDS AVAILABLE	\$235,100	\$264,850
EXPENDITURES: A. Supplies TOTAL EXPENDITURES	\$1,250 \$1,250	\$1,250 \$1,250
RESERVES	\$233,850	\$263,600
TOTAL EXPENDITURES AND RESERVES	\$235,100	\$264,850

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT FINANCIAL AID AWARD PROJECTIONS 2010/11

	2009/10 ESTIMATED AWARDS	2010/11 ESTIMATED AWARDS
SOURCE OF FUNDS:		
A. FEDERAL SOURCES 1. PELL GRANT 2. FSEOG 3. ACADEMIC COMPETITIVENESS GRANTS 4. BUREAU OF INDIAN AFFAIRS 5. GUARANTEED STUDENT LOAN 6. AMERICORPS * 7. FEDERAL WORK STUDY TOTAL FEDERAL REVENUES	\$3,850,000 60,000 28,600 9,000 650,000 40,500 45,000 \$4,683,100	\$3,900,000 50,000 5,000 8,000 600,000 40,000 55,000 \$4,658,000
B. STATE SOURCES 1. CAL GRANT * 2. EOPS GRANT * 3. CARE GRANT 4. CHAFEE GRANT TOTAL STATE SOURCES	\$275,000 37,200 0 20,000 \$332,200	\$275,000 75,000 0 15,000 \$365,000
C. LOCAL SOURCES 1. SCHOLARSHIPS	\$230,000	\$200,000
TOTAL	\$5,245,300	\$5,223,000
DISBURSEMENTS:		
A. STUDENT FINANCIAL AID	\$5,245,300	\$5,223,000

^{*} Budgeted in General Fund.