ITEM NO:	5.1
DATE:	June 1, 2011

SUBJECT: 2011/12 TENTATIVE BUDGETS

SYNOPSIS:

Board of Trustees consideration of the adoption of the 2011/12 Tentative Budgets.

A public hearing on the proposed Adopted 2011/12 budgets will be held at the regular Board of Trustees meeting in September.

RECOMMENDATION:

The Superintendent/President recommends the adoption of the 2011/12 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 typically 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 2011/12 General Fund beginning balance is \$3,384,282 based on the 2010/11 estimated actual ending balance. \$3,186,001 of the projected 2011/12 beginning balance is unrestricted. Currently over \$150,000 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 2011/12 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 3,114 FTES for 2010/11 which is equal to our enrollment base. It is anticipated that our enrollment base will be reduced by an estimated 9.1% for 2011/12 to reflect the reduction of State apportionments. The District is eligible to receive stability funding in 2011/12 if needed.

COLA Revenue

The most recent information received from School Services of California includes a 2.24% statutory COLA for 2011/12 that is not expected to be funded due to the State's financial woes; therefore this proposed Tentative Budget reflects no additional COLA revenue on general apportionment.

Growth Revenue

The Governor's Budget includes no growth revenue for 2011/12.

Enrollment Fees

The Governor's Budget increases student fees from \$26 per unit to \$36 for 2011/12 although it is anticipated that significant pressure will continue to be exerted to further increase enrollment fees. This increase will generate \$110 million system wide which will be used to offset cuts in apportionment revenue.

Apportionment

The Governor's Budget continues to assume an extension of prior taxes to be ratified by a vote of the people. Due to the widespread doubt that such an election would be successful, this budget reflects an all-cuts scenario with no tax extensions. This would mean a net reduction in State apportionments for community colleges of \$510 million or a \$1,646,000 reduction for Mendocino College for 2011/12.

EXPENDITURES:

Salaries, Wages, and Benefits

Due to cuts in the State Budget, staff vacancies have been placed on hold for the time being with the annual projected savings to be \$955,000. Prior year reductions in various expenditure accounts have been carried forward into the 2011/12 budget year except for a 4% salary reduction for all employees which was restored in January 2011. Additional reductions in the 2011/12 budget include sections taught by part-time faculty (\$300,000), part-time counselors (\$60,000), temporary hourly (\$50,000), and anticipated retirements (\$129,000).

Projected 2011/12 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 \$195,000. 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 \$1,936 per plan participant per month or \$23,232 per year. This rate may be adjusted during the year as actual health costs become known.

Due to the recession, State unemployment costs have greatly increased resulting in an increase in unemployment rates. Our SUI rate is increasing from 0.72% to 1.61% which will increase our payroll costs by \$140,000 for 2011/12.

The Proposed 2011/12 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 10.923%, an increase from the 2010/11 rate of 10.707%.

The Tentative Budget includes a STRS (State Teachers Retirement System) District contribution rate of 8.25%, unchanged from 2010/11.

Supplies and Services

Departmental supplies and services budgets reflect the continuation of significant reductions that were made in the prior three years and include an additional \$40,000 in cuts to travel budgets and \$25,000 in cuts to the marketing budget for 2011/12.

Capital Outlay

At this time, unrestricted funding for capital outlay within the General Fund has nothing budgeted for non-instructional equipment and \$30,000 budgeted for electronic journals for the library.

CATEGORICAL PROGRAMS

The proposed June Tentative Budget includes over thirty categorical programs, totaling approximately \$3.3 million. Categorical revenues are projected based on tentative information from various state and federal agencies. \$389,252 of General Fund monies have been set aside in 2011/12 to backfill categorical programs that have been previously cut in the State Budget by 14.7% (\$405,000) in 08/09 and 57.2% (\$1.3 million) in 09/10. Until a 2011/12 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

ENDING BALANCE:

The projected 2011/12 unrestricted ending fund balance is \$1,554,577 or 7.9% of expenditures and transfers. Total unrestricted expenditures and transfers exceed revenue by \$1,631,424 which is in violation of Board Budget Parameters. This deficit is due to the anticipated reduction in apportionment revenue; if an election is successful in extending taxes then our situation would be greatly improved.

The primary new expenditures in this budget are:

- A \$176 per plan participant per month increase in the contribution rate to the Health Fund in accordance with Board Budget Parameter "D". This increase from \$1,760 to \$1,936 represents a 10% increase. The cost of this increase is estimated to be \$398,000.
- Step and longevity increases estimated to be \$195,000.
- Unemployment costs estimated to be \$140,000.

Typically, District expenditures are known with greater accuracy than revenues at this time. The 2011/12 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.

<u>The Child Care Fund Budget (Attachment C)</u>, reflects a program similar to the 2010/11 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 \$83,663.

<u>The Capital Projects Fund Budget (Attachment D)</u>, 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, and 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 2011/12 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,936 per plan participant per month.

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 2010/11 program with the exception that the Pell Grant program has been reduced from two to one per year and the Academic Competitiveness grants have been eliminated.

MOTION/ACTION:

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2011/12 Tentative Budgets as presented and shown on Attachments A through J:

- Attachment A Tentative General Fund Budget, 2011/12 Attachment B Tentative Debt Service Fund, 2011/12 Attachment C Tentative Child Care Fund Budget, 2011/12
- Tentative Capital Projects Fund Budget, 2011/12
- Attachment D
- Tentative Bond Projects Budget, 2011/12 Attachment E
- Attachment F Tentative Special Reserve Fund Budget, 2011/12
- Attachment G Tentative Health Fund Budget, 2011/12
- Tentative Student Representation Fee Fund, 2011/12 Attachment H
- Tentative Student Center Fund, 2011/12 Attachment I
- Attachment J Tentative Student Financial Aid Award Projections, 2011/12

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT GENERAL FUND 2011/12

		2010/11		550500	2011/12	UDOFT
		L REVISE BUDG			ED TENTATIVE B	
	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10	Unrestricted Subfund 11	Restricted Subfund 12	Total General Fund Fund 10
BEGINNING FUND BALANCE						
Restricted - Student Health Fee Program		\$189,186	\$189.186		\$198,281	\$198.281
Unrestricted	\$2,857,479	φ105,100	2,857,479	\$3,186,001	ψ100,201	3,186,001
TOTAL BEGINNING FUND BALANCE	\$2,857,479	\$189,186	\$3,046,665	\$3,186,001	\$198,281	\$3,384,282
<u>REVENUE:</u>	\$ 07.045	¢4,000,505	#1 000 010	\$00.500	¢4 070 540	* 4,400,040
A. Federal	\$67,615	\$1,320,595	\$1,388,210	\$62,500	\$1,073,543	\$1,136,043
B. State	12,418,619	1,865,248	14,283,867	10,743,343	2,097,063	12,840,406
C. Local	7,212,743	156,220	7,368,963	7,229,486	116,340	7,345,826
TOTAL REVENUE	\$19,698,977	\$3,342,063	\$23,041,040	\$18,035,329	\$3,286,946	\$21,322,275
EXPENDITURES:						
A. Certificated Salaries and Wages	\$8,049,138	\$677,850	\$8,726,988	\$8,012,259	\$668,490	\$8,680,749
Classified Salaries and Wages	3,985,840	991,223	4,977,063	3,984,258	977,536	4,961,794
Subtotal Salaries and Wages	\$12.034.978	\$1,669,073	\$13,704,051	\$11.996.517	\$1.646.025	\$13,642,542
	¢ 12,000 1,010	\$1,000,010	<i><i><i>ϕ</i> · <i><i>ϕ</i> · <i><i>ϕ</i> · <i><i>ϕ</i></i> · <i><i>ϕ</i></i> · <i><i>ϕ</i></i> · <i><i>ϕ</i></i></i></i></i></i>	¢,000,011	\$1,010,020	\$. c, c . <u>_</u> , c . <u>_</u>
Fringe Benefits	\$4,600,056	\$672,842	\$5,272,898	\$5,069,920	\$663,551	\$5,733,471
Total Personnel Costs	\$16,635,034	\$2,341,915	\$18,976,949	\$17,066,437	\$2,309,577	\$19,376,014
D. Ourselfer	\$000 400	\$1.10.000	\$700,400	¢1.40.000	* 4.4.4.0.40	\$000
B. Supplies	\$636,193	\$146,268	\$782,460	\$149,620	\$144,248	\$293,868
C. Contractual Services	1,748,103	467,884	2,215,987	2,130,669	461,423	2,592,092
D. Capital Outlay	67,359	95,160	162,519	36,364	107,296	143,660
E. Transfers to Student Financial Aid Fund and Other Payments To/For Students		281,742	281,742		277,852	277,852
F. Other Transfers						
To Child Care Fund	83,766		83,766	83,663		83,663
To Debt Service Fund	200,000		200,000	200,000		200.000
	\$283,766	\$0	\$283,766	\$283,663	\$0	\$283,663
TOTAL EXPENDITURES AND TRANSFERS	\$19,370,455	\$3,332,968	\$22,703,424	\$19,666,753	\$3,300,396	\$22,967,149
ENDING FUND BALANCE		• · · · · · · ·	•		• · · · · · · ·	• · · · · · · ·
Restricted - Student Health Fee Program		\$198,281	\$198,281		\$184,831	\$184,831
Unrestricted	3,186,001 16.4%		3,186,001 14.0%			1,554,577 6.8%
TOTAL ENDING FUND BALANCE	\$3,186,001	\$198,281	\$3,384,282	\$1,554,577	\$184,831	\$1,739,408
CHANGE IN RESERVES						
Restricted - Student Health Fee Program		\$9,095	\$9,095		(\$13,450)	(\$13,450)
Unrestricted	\$328,522		328,522	(\$1,631,424)	(+ - / /	(1,631,424)
TOTAL CHANGE IN RESERVES	\$328,522	\$9,095	\$337,617	(\$1,631,424)	(\$13,450)	(\$1,644,874)

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT DEBT SERVICE FUND 2011/12

	2010/11 APRIL REVISE BUDGET FUND 29	2011/12 PROPOSED TENTATIVE BUDGET FUND 29
BEGINNING FUND BALANCE	\$147,969	\$148,369
<u>REVENUE:</u> A. Interest B. PG&E Incentive C. Transfer from General Fund	\$400 517,774 200,000	\$400 514,515 200,000
TOTAL FUNDS AVAILABLE	\$866,143	\$863,284
EXPENDITURES: A. Debt service payment	\$717,774	\$863,284
RESERVES	\$148,369	\$0
TOTAL EXPENDITURES AND RESERVES	\$866,143	\$863,284

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CHILD CARE FUND 2011/12

	2010/11 REVISED BUDGET FUND 33	2011/12 PROPOSED TENTATIVE BUDGET FUND 33
REVENUE:		
Federal		
A. Food Program	\$33,000	\$28,050
State		
B. CA State Preschool Program	178,994	152,145
C. CalWORKS via North Coast Opportunities	10,500	10,500
D. Food Program	2,000	1,700
E. General Contract	155,559	132,225
F. Instructional Materials Grant	437	40.000
G. Renovation and Repair Grant Local	60,000	40,000
H. Parent Fees - Certified/Subsidized	100	100
I. Parent Fees - Non-Certified/Full Fee	40,500	34,829
J. Interest	-50	-50
K. NCO CAPP Program	11,000	11,000
L. Other Local Income	100	100
Transfers		
M. General Fund Subsidy	83,766	83,663
TOTAL REVENUE	\$575,906	\$494,262
EXPENDITURES:		
A. Personnel Costs		
1. Salary and Wages		
Classified Regular	173,613	155,965
Classified Hourly	147,537	127,225
· · · · · · · · · · · · · · · · · · ·	\$321,150	\$283,190
2. Benefits	\$154,322	\$133,937
Total Personnel Costs	\$475,472	\$417,127
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B. Supplies	\$20,709	\$17,927
C. Contractual Services	\$18,525	\$16,426
D. Capital Outlay	\$61,200	\$42,782
TOTAL EXPENDITURES	\$575,906	\$494,262

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CAPITAL PROJECTS FUND 2011/12

	2010/11 REVISED BUDGET FUND 41	2011/12 PROPOSED TENTATIVE BUDGET FUND 41
BEGINNING FUND BALANCE Restricted Unrestricted	\$97,415 1,057,803	\$533,636
TOTAL BEGINNING FUND BALANCE	\$1,155,218	\$533,636
<u>REVENUE:</u> A. Interest B. PG&E Rebate C. Physical Plant Block Grant D. Redevelopment Agency	\$3,000 17,077 18,443 5,000	\$1,000
TOTAL REVENUES	\$43,520	\$1,000
TOTAL FUNDS AVAILABLE	\$1,198,738	\$534,636
EXPENDITURES: A. Science Building	\$97,415	
B. EBS Educational Broadcast System	17,000	
C. HVAC Upgrades - Block Grant D. HVAC Upgrades	18,443 15,000	\$35,000
E. Lake Center	5,000	\$35,000 5,000
F. North State Street Improvements	500,000	0,000
G. Other Capital Projects	12,244	15,000
TOTAL EXPENDITURES	\$665,102	\$55,000
RESERVES: A. Other Capital Projects TOTAL RESERVES	533,636 \$533,636	479,636 \$479,636
TOTAL EXPENDITURES AND RESERVES	\$1,198,738	\$534,636

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOND PROJECTS FUND 2011/12

	2010/11	2011/12 PROPOSED
	REVISED BUDGET FUND 43	TENTATIVE BUDGET FUND 43
BEGINNING FUND BALANCE	\$13,996,910	\$1,062,345
REVENUE:		
Series B bond proceeds	\$37,500,000	\$37,500,000
Interest	638,724	600,000
TOTAL REVENUES	\$38,138,724	\$38,100,000
TOTAL FUNDS AVAILABLE	\$52,135,634	\$39,162,345
Project #	<i>\\</i>	<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>
Bond Project Management		
717320 Salary and Benefits	\$224,819	\$237,792
717320 Consultants	115,000	25,000
717320 Supplies, Services, & Equipment	57,000	50,000
Subtotal, Bond Project Management	\$396,819	\$312,792
717000 Campus Lighting	\$135,000	
717010 Disabled Access Improvements	66,007	\$10,000
717020 Energy Projects	143,848	10,000
717030 Flooring Replacement	69,638	25,000
717050 Other Campus Infrastructure	390,000	332,418
717060 Point Arena Field Station	457,588	
71707X Renovation for Instructional and Student Services	66,178	45,000
717170 Allied Health/ Nursing Facility	20,000	200,000
717180 Athletic Field Improvements	685,000	
717190 Library/Learning Center	23,033,000	17,885,353
717200 Student Center Cafeteria (renovate current Library Bldg.)	464,972	2,779,809
717210 Maintenance/Warehouse	2,543,626	50,000
717240 Modernize Vocational Program Facilities and Equipment	154,358	154,083
717270 Integrated Information System	788,801	300,000
717300 Lake County Center	800,000	11,612,211
717310 Willits/Northern Mendocino County Center	1,749,000	580,000
000000 Other Bond Projects	256,423	500,000
Subtotal, Bond Projects	\$31,823,439	\$34,483,874
000000 Contingency	500,000	500,000
TOTAL EXPENDITURES	\$32,720,258	\$35,296,666
RESERVES:	\$19,415,376	\$3,865,679
TOTAL EXPENDITURES AND RESERVES	\$52,135,634	\$39,162,345

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SPECIAL RESERVE FUND 2011/12

	2010/11 REVISED BUDGET FUND 61	2011/12 PROPOSED TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$1,406,019	\$1,416,019
<u>REVENUE:</u>		
A. Interest	\$10,000	\$6,500
TOTAL FUNDS AVAILABLE	\$1,416,019	\$1,422,519
EXPENDITURES AND TRANSFERS:		
A. Transfer to Health Fund	\$0	\$0
RESERVES:		
A. Accrued Vacation Reserve	\$140,000	\$140,000
B. Load Banking Reserve	63,000	63,000
C. Health Fund Reserve	300,000	300,000
D. Incurred But Not Recorded (IBNR) Health Benefits	298,451 *	298,451 *
E. GASB 45 Reserve	470,447 **	* 470,447 **
F. Self Insurance Reserve	144,121	150,621
TOTAL RESERVES	\$1,416,019	\$1,422,519
TOTAL EXPENDITURES AND RESERVES	\$1,416,019	\$1,422,519

*Health benefit expenditures incurred but not paid at June 30, 2010. **Total GASB 45 liability per actuarial study dated April 9, 2008 is \$4,313,494.

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT HEALTH FUND 2011/12

	2010/11 REVISED BUDGET FUND 62	2011/12 PROPOSED TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	\$16,304	\$100,000
<u>REVENUE:</u> A. Contribution from Other Funds B. Employee Contributions C. Transfer from Special Reserve D. Transfer from General Fund	\$3,388,195 15,000	\$3,786,816 15,000
E. Interest TOTAL REVENUE	<mark>(2,000)</mark> \$3,401,195	(2,000) \$3,799,816
TOTAL FUNDS AVAILABLE	\$3,417,499	\$3,899,816
EXPENDITURES: A. Health Care Services TOTAL EXPENDITURES	\$3,417,499 \$3,417,499	\$3,799,816 \$3,799,816
B. Reserve for Future Expenditures	\$0	\$100,000
TOTAL EXPENDITURES AND RESERVES	\$3,417,499	\$3,899,816

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT REPRESENTATION FEE FUND 2011/12

	2010/11 REVISED BUDGET FUND 72	2011/12 PROPOSED TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$30,170	\$28,770
<u>REVENUE:</u> A. Student Representation Fees B. Interest TOTAL REVENUE	\$13,500 100 \$13,600	\$9,000
TOTAL FUNDS AVAILABLE	\$43,770	\$37,870
EXPENDITURES: A. Services (Travel) TOTAL EXPENDITURES	\$15,000	\$9,000
RESERVES	\$28,770	\$28,870
TOTAL EXPENDITURES AND RESERVE	S\$43,770	\$37,870

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT CENTER FUND 2011/12

	2010/11 REVISED BUDGET FUND 73	2011/12 PROPOSED TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$225,545	\$260,295
<u>REVENUE:</u> A. Student Center Fees B. Interest TOTAL REVENUE	\$38,000 <u>1,000</u> \$39,000	\$30,000 1,000 \$31,000
TOTAL FUNDS AVAILABLE	\$264,545	\$291,295
EXPENDITURES: A. Supplies B. Equipment TOTAL EXPENDITURES	\$1,250 3,000 \$4,250	\$1,500
RESERVES	\$260,295	\$289,795
TOTAL EXPENDITURES AND RESERVE	S <u>\$264,545</u>	\$291,295

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT FINANCIAL AID AWARD PROJECTIONS 2011/12

	2010/11 ESTIMATED AWARDS	2011/12 ESTIMATED AWARDS
SOURCE OF FUNDS:		
 FEDERAL SOURCES A. PELL GRANT B. FSEOG C. ACADEMIC COMPETITIVENESS GRANTS D. BUREAU OF INDIAN AFFAIRS E. STAFFORD LOANS F. AMERICORPS G. FEDERAL WORK STUDY TOTAL FEDERAL SOURCES 	\$5,300,000 55,000 6,500 5,000 800,000 25,000 40,000 6,231,500	\$4,800,000 50,000 0 5,000 900,000 15,000 50,000 5,820,000
STATE SOURCES		
A. CAL GRANT	\$195,000	\$195,000
B. EOPS GRANT	50,000	45,000
C. CARE GRANT	0	0
D. CHAFEE GRANT	5,000	20,000
TOTAL STATE SOURCES	\$250,000	\$260,000
C. LOCAL SOURCES 1. SCHOLARSHIPS	\$235,250	\$240,000
TOTAL	\$6,716,750	\$6,320,000
DISBURSEMENTS:		
A. STUDENT FINANCIAL AID	\$6,716,750	\$6,320,000