ITEM NO: 5.1

DATE: June 5, 2013

SUBJECT: 2013/14 TENTATIVE BUDGETS

### SYNOPSIS:

Board of Trustees consideration of the adoption of the 2013/14 Tentative Budgets.

### **RECOMMENDATION:**

The Superintendent/President recommends the adoption of the 2013/14 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 June 15, significant changes in projected revenues and expenditures can be anticipated for the September Adopted Budget.

### **BEGINNING BALANCE**

The projected 2013/14 General Fund beginning balance is \$2,184,520 based on the 2012/13 estimated actual ending balance. \$2,005,011 of the projected 2013/14 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 2013/14 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 3097 FTES for 2012/13 which is equal to our enrollment base for which the District will receive restoration funding. If we fall short of our enrollment base, we will lose apportionment in the amount of \$4565 per FTES.

The final FTES we report for 2012-13 will become our new base for 2013-14. Stability funding will be provided in 2013-14 if our enrollment base is not attained. 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.

## **COLA Revenue**

Statutory COLAs for the past five years have not been funded due to the State's financial woes, a loss of 18% in purchasing power. This year the Governor's budget for 2013/14 includes a 1.57% COLA. Therefore this proposed Tentative Budget reflects additional COLA revenue in general apportionment of 1.57% or \$287,000.

## Growth/Restoration Revenue

The Governor's Budget also includes \$89.4 million of growth revenue for 2013/14 or 1.63%. The Chancellor's Office will apply this growth revenue to restore the workload reduction that all CCC districts experienced in 2009/10. Our apportionment in 2012/13 included an additional \$196,975 to reflect that restoration. Until we know how many FTES we actually achieve in 2012/13, we will not know how much restoration we can earn in 2013/14; therefore this tentative budget does not include any restoration funds.

Student Support Revenue

The Governor's Budget includes an additional \$50 million for additional student support services including orientation, assessments, and counseling in accordance with the Student Success Act of 2012. Until we know how this revenue will be distributed to districts, we cannot estimate the amount that Mendocino College will receive; therefore this budget does not include any student support revenue.

#### One-time Revenue

The Governor's Budget identifies approximately \$4.5 billion of new revenue that it has deemed to be one-time money and therefore has been used to 'buy back' past deferrals of \$179.9 million in 2012/13 and \$63.7 million in 2013/14 for community colleges. The Legislative Analyst has projected an additional \$3.2 billion of new revenue. The Chancellor's Office anticipates that some of this new revenue will be provided for equipment and instructional materials, and to restore past categorical program cuts. We will not know the final outcome until the State adopts the 2013/14 budget later this month.

### **EXPENDITURES**

Salaries, Wages, and Benefits

Due to cuts in the State Budget, staff vacancies have been 'frozen' for the past five years with the savings estimated to be as much as \$1 million annually. Prior year reductions in various expenditure accounts have been carried forward into the 2013/14 budget year. This budget includes a net total of \$635,000 for additional positions: one Nursing instructor, one World Languages instructor, a Dean of Student Services, a Financial Aid technician, an Admission and Records technician, a computer programmer/analyst, and a half-time computer lab technician; all of these positions are replacements for prior vacancies and retirements. We also have budgeted an additional \$450,000 to fill recent and upcoming retirements such as the Institutional Researcher, Dean of Instruction, and others. \$220,000 for additional course sections taught by part time faculty is also included.

Projected 2013/14 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 \$200,000. 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 \$1,700 per plan participant per month or \$20,400 per year which is a reduction from the prior year's rate if \$1936 and more accurately reflects actual costs for the past two years. This rate may be adjusted during the year as actual health costs become known.

The proposed 2013/14 June Tentative Budget includes a PERS (Public Employee Retirement System) District contribution rate of 12.617%, an increase from the 2012/13 rate of 11.417% which will result in \$65,000 of additional costs.

The Tentative Budget includes a STRS (State Teachers Retirement System) District contribution rate of 8.25%, unchanged from 2012/13.

Supplies and Services

Departmental supplies and services budgets reflect the continuation of significant reductions that were made in prior years and include an additional \$60,000 for the election budget for 2013/14, \$15,000 for accreditation costs, and \$10,000 for professional development.

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 \$3.0 million. Categorical revenues are projected based on tentative information from various state and federal agencies. \$406,000 of General Fund monies have been set aside in 2013/14 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 2013/14 State budget is adopted, some degree of uncertainty will prevail as to categorical program budgets.

### **ENDING BALANCE**

The projected 2013/14 unrestricted ending fund balance is \$1,791,592 or 8.8% of expenditures and transfers. Total unrestricted expenditures and transfers exceed revenue by \$396,848 which is significantly less than last year but still in violation of Board Budget Parameters. This deficit reflects the continued reduction in apportionment revenue from the State over the last four years and reduces our reserves by a like amount.

In summary, the primary new expenditures in this budget are:

- Additional positions of \$635,000 and \$450,000 for upcoming retirements
- Additional course sections of \$220,000
- Step and longevity increases estimated to be \$200,000.

Typically, District expenditures are known with greater accuracy than revenues at this time. The 2013/14 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**

The Debt Services Fund Budget (Attachment B), 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. An additional \$500,000 interest free loan from PG&E is reflected this year for the major HVAC upgrade that we recently completed. This loan will also be repaid with the energy savings from the project over the next six years.

The Child Care Fund Budget (Attachment C), reflects a program similar to the 2012/13 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 \$91,784.

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. This fund is also carrying the unfunded cost of the recent HVAC upgrade resulting in a temporary negative fund balance.

The Bond Projects Fund Budget (Attachment E), includes projected revenues, expenditures, and reserves for all Measure "W" Bond Projects anticipated from Series A/B bond proceeds. 2013/14 is anticipated to be that last year for all the major bond projects.

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 2013/14 fiscal year. This fund was established when the District made a decision to self-insure these benefits. Revenue is budgeted at \$1,700 per plan participant per month for 2013/14. A significant reserve in excess of \$1.1 million is budgeted to reflect savings in health costs for the last two years.

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 \$1 per unit per semester to a maximum of \$5 that each student pays for equipment and improvements in the Student Center. It is anticipated that approximately \$150,000 will be spent this year on new furnishings for the new Student Center.

The Student Financial Aid Award Projections Budget (Attachment J), reflects a program similar to the 2012/13 program.

## **MOTION/ACTION:**

RESOLVED, That the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the proposed 2013/14 Tentative Budgets as presented and shown on Attachments A through J:

Attachment A	Tentative General Fund Budget, 2013/14
Attachment B	Tentative Debt Service Fund, 2013/14
Attachment C	Tentative Child Care Fund Budget, 2013/14
Attachment D	Tentative Capital Projects Fund Budget, 2013/14
Attachment E	Tentative Bond Projects Budget, 2013/14
Attachment F	Tentative Special Reserve Fund Budget, 2013/14
Attachment G	Tentative Health Fund Budget, 2013/14
Attachment H	Tentative Student Representation Fee Fund, 2013/14
Attachment I	Tentative Student Center Fund, 2013/14
Attachment J	Tentative Student Financial Aid Award Projections, 2013/14

#### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT GENERAL FUND 2013/14

2012/13 2013/14 PROPOSED TENTATIVE BUDGET REVISED BUDGET Unrestricted Restricted Total General Fund Restricted Total General Fund Unrestricted Subfund 11 Subfund 11 Subfund 12 Fund 10 Subfund 12 Fund 10 BEGINNING FUND BALANCE Restricted - Student Health Fee Program \$203,471 \$203,471 \$183,429 \$179.509 \$179,509 Unrestricted \$3,068,996 3,068,996 \$2,005,011 2,005,011 TOTAL BEGINNING FUND BALANCE \$203,471 \$2,188,440 \$179,509 \$3,068,996 \$3,272,467 \$2,184,520 REVENUE: A. Federal \$737.111 \$789.111 \$636.988 \$679.988 \$52,000 \$43,000 B. State 12,131,151 2,713,426 14,844,577 12,576,097 2,281,793 14,857,890 C. Local 7,492,260 86,486 7,578,746 7,305,155 90,000 7,395,155 D. Transfers In 0 TOTAL REVENUE \$19,675,411 \$3,537,023 \$23,212,433 \$19,924,252 \$3,008,781 \$22,933,033 **EXPENDITURES:** Certificated Salaries and Wages \$8,550,703 \$660,960 \$9,211,663 \$8,741,940 \$572,559 \$9,314,499 Classified Salaries and Wages 4,258,546 980,447 5,238,993 4,146,067 816,490 4,962,557 Subtotal Salaries and Wages \$12,809,249 \$1,641,407 \$14,450,656 \$12,888,007 \$1,389,049 \$14,277,056 Fringe Benefits \$5,039,273 \$626,080 \$5,665,353 \$4,681,293 \$530.526 \$5.211.819 **Total Personnel Costs** \$17,848,522 \$2,267,488 \$20,116,009 \$17,569,300 \$1,919,575 \$19,488,875 B. Supplies \$679,489 \$293,031 \$972,520 \$654,347 \$259,067 \$913,414 C. Contractual Services 1,766,714 574,317 2,341,031 1,649,233 487,405 2,136,638 D. Capital Outlay 89.192 212.455 301.646 38.436 186.039 224.475 E. Transfers to Student Financial Aid Fund 3,080 213,694 216.774 180,657 180,657 and Other Payments To/For Students F. Other Transfers To Child Care Fund 107,140 107,140 96,784 96,784 245,258 To Debt Service Fund 245.258 313.000 313,000 \$352,398 \$0 \$352,398 \$409,784 \$0 \$409,784 TOTAL EXPENDITURES AND TRANSFERS \$20,739,396 \$3,560,985 \$24,300,380 \$20,321,100 \$3,032,743 \$23,353,843 **ENDING FUND BALANCE** Restricted - Student Health Fee Program \$179,509 \$179,509 \$155,547 \$155,547 Unrestricted 2,005,011 9.7% 2,005,011 1,791,592 8.8% 1,791,592 TOTAL ENDING FUND BALANCE \$2,005,011 \$179,509 \$2,184,520 \$1,791,592 \$155,547 \$1,947,139 CHANGE IN RESERVES Restricted - Student Health Fee Program (\$23,962)(\$23,962)(\$23,962)(\$23,962)Unrestricted (\$1.063.985) (1.063.985) (\$396.848)(396.848)TOTAL CHANGE IN RESERVES (\$1,063,985)(\$23,962)(\$1,087,947)(\$396.848)(\$23,962)(\$420,810)

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT DEBT SERVICE FUND 2013/14

	2012/13 REVISED BUDGET FUND 29	2013/14 TENTATIVE BUDGET FUND 29
BEGINNING FUND BALANCE	\$114,799	\$0
REVENUE:  A. Interest B. PG&E Incentive - Solar C. Transfer from General Fund - Solar D. Transfer from General Fund - Energy Projects	\$0 544,386 213,000 32,258	\$0 668,572 213,000 100,000
TOTAL FUNDS AVAILABLE	\$904,443	\$981,572
EXPENDITURES:  A. Solar debt service payments  B. Energy projects debt service payments	\$872,185 \$32,258	\$881,572 \$100,000
RESERVES	\$0	\$0
TOTAL EXPENDITURES AND RESERVES	\$904,443	\$981,572

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CHILD CARE FUND 2013/14

	2012/13 REVISED BUDGET FUND 33	2013/14 TENTATIVE BUDGET FUND 33
REVENUE:		
Federal A. Food Program State	\$31,000	\$31,000
B. CA State Preschool Program C. CalWORKS via North Coast Opportunities D. Food Program	153,560 10,924 2,000	153,560 5,924 2,000
<ul><li>E. General Contract</li><li>F. Renovation and Repair Grant</li></ul>	108,026 18,000	108,026
Local G. Parent Fees - Certified/Subsidized H. Parent Fees - Non-Certified/Full Fee	1,268 62,570	1,268 67,570
<ul><li>Interest</li><li>J. NCO CAPP Program</li></ul>	0 3,000	3,000
K. Other Local Income Transfers	3,641	100
<ul><li>L. General Fund Subsidy</li><li>M. Employee Child Care Benefit</li></ul>	102,140 5,000	91,784 5,000
TOTAL REVENUE	\$501,129	\$469,232
EXPENDITURES:  A. Personnel Costs  1. Salary and Wages		
Classified Regular Classified Hourly	167,843 138,816 \$306,659	167,843 138,816 \$306,659
Benefits     Total Personnel Costs	\$138,576 \$445,235	\$128,220 \$434,879
B. Supplies	\$16,607	\$16,607
C. Contractual Services	\$18,787	\$17,746
D. Capital Outlay	\$20,500	\$0
TOTAL EXPENDITURES	\$501,129	\$469,232

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT CAPITAL PROJECTS FUND 2013/14

	2012/13	2013/14
	REVISED	TENTATIVE
	BUDGET	BUDGET
	FUND 41	FUND 41
·		
BEGINNING FUND BALANCE		
Restricted	\$0	\$0
Unrestricted	119,037	(\$265,867)
TOTAL BEGINNING FUND BALANCE	\$119,037	(\$265,867)
REVENUE:		
A. Interest	(\$2,000)	(\$5,000)
B. Energy System Upgrade Rebates/Loans	723,229	0
C. Other PG & E rebates	46,520	0
D. City of Ukiah - Carousel Sewer Funds	62,477	0
E. Redevelopment Agency	100,000	100,000
F. NCCCSIA Return of Equity	49,000	30,000
TOTAL REVENUES	\$979,226	\$125,000
TOTAL FUNDS AVAILABLE	\$1,098,263	(\$140,867)
EXPENDITURES AND TRANSFERS:		
A. Energy System Upgrade	1,263,105	0
B. HVAC Upgrades	23,548	0
C. Campus Signs	62,477	0
D. Other Capital Projects	15,000	15,000
TOTAL EXPENDITURES	\$1,364,130	\$15,000
TOTAL EXITENSITIONES	Ψ1,001,100	Ψ10,000
RESERVES:  A. Other Capital Projects	(\$265,867)	(\$155,867)
TOTAL RESERVES	(\$265,867)	(\$155,867)
101/1E NEGENVEO	(ψ200,001)	(ψ100,007)
TOTAL EXPENDITURES AND RESERVES	\$1,098,263	(\$140,867)
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## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT BOND PROJECTS FUND 2013/14

	2012/13 REVISED BUDGET FUND 43	2013/14 TENTATIVE BUDGET FUND 43
BEGINNING FUND BALANCE	\$20,710,778	\$3,901,383
REVENUE:		
Series B bond proceeds	\$0	\$0
Interest	5,563	0
TOTAL REVENUES	\$5,563	\$0
TOTAL FUNDS AVAILABLE	\$20,716,341	\$3,901,383
Project #		
Bond Project Management		
717320 Salary and Benefits	\$248,160	\$243,106
717320 Supplies, Services, & Equipment	20,700	20,700
Subtotal, Bond Project Management	\$268,860	\$263,806
717030 Flooring Replacement	31,862	31,862
717050 Other Campus Infrastructure	28,000	347
717060 Point Arena Field Station	67,127	0
717170 Allied Health/ Nursing Facility	2,075,000	2,437,877
717190 Library/Learning Center	1,728,528	72,304
717200 Student Center Cafeteria (renovate current Library Bldg.)	3,559,472	276,569
717240 Modernize Vocational Program Facilities and Equipment	60,000	216,151
717270 Integrated Information System	130,076	392,408
717300 Lake County Center	6,457,392	10,903
717310 Willits/Northern Mendocino County Center	4,772,567	39,740
000000 Other Bond Projects	472,000	0
Subtotal, Bond Projects	\$19,382,024	\$3,478,161
TOTAL EXPENDITURES	\$19,650,884	\$3,741,967
RESERVES:	\$1,065,457	\$159,416
TOTAL EXPENDITURES AND RESERVES	\$20,716,341	\$3,901,383

## MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT SPECIAL RESERVE FUND 2013/14

	2012/13 REVISED BUDGET FUND 61	2013/14 TENTATIVE BUDGET FUND 61
BEGINNING FUND BALANCE	\$1,418,441	\$1,424,441
REVENUE: A. Interest	\$6,000	\$6,000
TOTAL FUNDS AVAILABLE	\$1,424,441	\$1,430,441
EXPENDITURES AND TRANSFERS:  A. Transfer to Health Fund	\$0	\$0
RESERVES:  A. Accrued Vacation Reserve B. Load Banking Reserve C. Health Fund Reserve D. Incurred But Not Recorded (IBNR) Health Benefits E. GASB 45 Reserve F. Self Insurance Reserve TOTAL RESERVES	\$132,000 58,000 275,000 180,000 * 640,341 ** 139,100 \$1,424,441	\$132,000 58,000 275,000 180,000 * 640,341 ** 145,100 \$1,430,441
TOTAL EXPENDITURES AND RESERVES	\$1,424,441	\$1,430,441

<sup>\*</sup>Health benefit expenditures incurred but not paid at June 30, 2012.

<sup>\*\*</sup>Total GASB 45 liability per actuarial study dated June 13, 2011 is \$6,236,313.

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT HEALTH FUND 2013/14

	2012/13 REVISED BUDGET FUND 62	2013/14 TENTATIVE BUDGET FUND 62
BEGINNING FUND BALANCE	\$1,116,042	\$1,116,042
REVENUE:		
A. Contribution from Other Funds	\$3,549,608	\$3,171,850
B. Employee Contributions	16,500	24,671
C. Interest	5,000	6,000
TOTAL REVENUE	\$3,571,108	\$3,202,521
TOTAL FUNDS AVAILABLE	\$4,687,150	\$4,318,563
EXPENDITURES:  A. Health Care Services	\$3,571,108	\$3,202,521
TOTAL EXPENDITURES	\$3,571,108	\$3,202,521
B. Reserve for Future Expenditures	\$1,116,042	\$1,116,042
TOTAL EXPENDITURES AND RESERVES	\$4,687,150	\$4,318,563

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT REPRESENTATION FEE FUND 2013/14

	2012/13 REVISED BUDGET FUND 72	2013/14 TENTATIVE BUDGET FUND 72
BEGINNING FUND BALANCE	\$15,087	\$15,087
REVENUE:  A. Student Representation Fees B. Interest TOTAL REVENUE	\$10,000 200 \$10,200	\$10,000 100 \$10,100
TOTAL FUNDS AVAILABLE	\$25,287	\$25,187
EXPENDITURES: A. Services (Travel)  TOTAL EXPENDITURES	\$10,200 \$10,200	\$10,100 \$10,100
RESERVES	\$15,087	\$15,087
TOTAL EXPENDITURES AND RESERVES	\$25,287	\$25,187

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT CENTER FUND 2013/14

	2012/13 REVISED BUDGET FUND 73	2013/14 TENTATIVE BUDGET FUND 73
BEGINNING FUND BALANCE	\$291,428	\$318,928
REVENUE:		
A. Student Center Fees	\$30,000	\$30,000
B. Interest	1,500	1,000
TOTAL REVENUE	\$31,500	\$31,000
TOTAL FUNDS AVAILABLE	\$322,928	\$349,928
EXPENDITURES:		
A. Supplies	\$1,000	\$1,000
B. Equipment	3,000	150,000
TOTAL EXPENDITURES	\$4,000	\$151,000
RESERVES	\$318,928	\$198,928
TOTAL EXPENDITURES AND RESERVES	\$322,928	\$349,928

# MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT STUDENT FINANCIAL AID AWARD PROJECTIONS 2013/14

	2012/13 ESTIMATED AWARDS	2013/14 ESTIMATED AWARDS
SOURCE OF FUNDS:		
FEDERAL SOURCES		
A. PELL GRANT	\$5,000,000	\$5,300,000
B. FSEOG	60,000	90,000
C. BUREAU OF INDIAN AFFAIRS	12,000	10,000
D. DIRECT LOANS	1,200,000	1,500,000
E. AMERICORPS	22,000	20,000
F. FEDERAL WORK STUDY	35,000	50,000
TOTAL FEDERAL SOURCES	6,329,000	6,970,000
STATE SOURCES  A. CAL GRANT  B. EOPS GRANT	\$200,000 40,000	\$300,000 35,000
C. CHAFEE GRANT	12,500	12,500
TOTAL STATE SOURCES	\$252,500	\$347,500
C. LOCAL SOURCES 1. SCHOLARSHIPS	\$225,000	\$225,000
TOTAL	\$6,806,500	\$7,542,500
DISBURSEMENTS:		
A. STUDENT FINANCIAL AID	\$6,806,500	\$7,542,500