



FINANCE AND BUDGET 101

FLEX Day January 24, 2014

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- What is a budget?
- Who are the players in the budget process?
- What are the timelines?
- What are the components of the local budget- General Fund?
- What is CCSF 311 Annual Financial Report?
- What is the 50% Law?
- Any Questions?

What is a budget?

1. A road map
2. A best projection
3. A policy document

Public Agency – a commitment and promise to the taxpayers to use their money wisely, prudently and efficiently.



Who are the players in the budget process?

1. On the state level:
 - The governor
 - The state legislature
2. On the local level:
 - The Board of Trustees
 - The unions through collective bargaining
 - The internal planning process

What are the timelines?

- I. On the state level (always looking to the next fiscal year):
 - January: Governor proposes budget;
 - February thru April: state legislature considers to adopt legislation with funding attached;
 - May: revise which revenue is determined after April tax deadline.
 - June: Legislature adopts the state budget and governor signs the budget.

2. On the local level (looking back):
 - By June 30, the Board of Trustees approves the tentative budget
 - By September 15, the Board of Trustees adopt the budget after actual closing of books by August 30.

What are the components of the local budget-General Fund?

Income, Expenditures and Reserve (based on 2013-14 adopted budget)

I. Income:

Federal, state and local = \$74,854K

- a. Federal income is projected at
 - \$1,872K (2.5%)
 - Restricted grants, i.e. Title 5, Student Support Services Program, MESA Program, FWS, etc.

Components of the local budget – continued

b. State income is projected at \$59,771K
(79.8%)

- State general apportionment:

FTEs, COLA and Access (Growth)

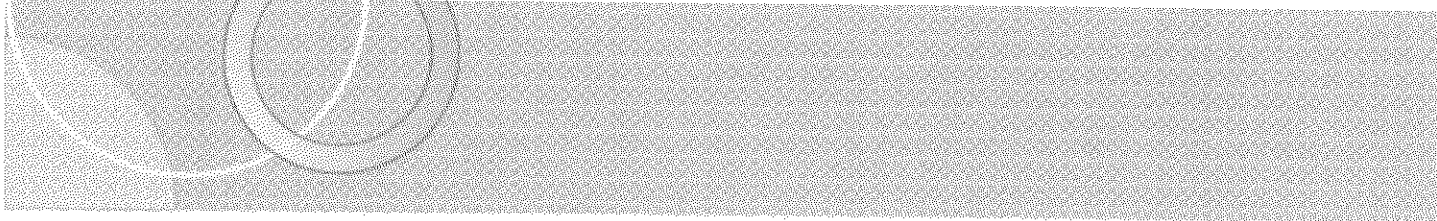
- State general apportionment:

Base + COLA + Access – Property Tax –

98% enrollment fee – Deficit factor

= \$51,343K





components of the local budget - continued

FTES: Credit + Non-Credit FTES

2012-2013 Funded level:

Credit FTES = 11,790

Non-Credit FTES = 616

Recal actual:

Credit FTES = 12,163

Non-Credit FTES = 445

2012-2013 unfunded Credit FTES = 373

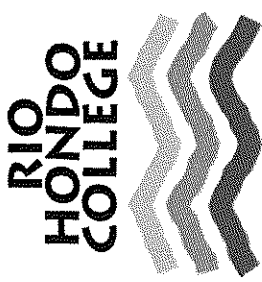
components of the local budget- continued

- Projection of 2013-2014 funded level:
Credit FTES=11,983
- Projection of 2013-2014 actual:
Credit FTES > 12,000 (greater than)
2013-2014 PI reported credit FTES=11,785
- Projection of 2014-2015 funded level:
Credit FTES > 12,342 (greater than)



components of the local budget- continued
Categorical funds 2013-2014 projected income:
Matriculation (SSI), EOPS, CARE, DSPS, Grants,
Apprenticeship, Lottery and ...

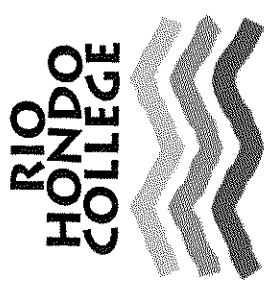
■ EOPS/CARE	\$1,113K
■ DSPS	\$456K
■ Apprenticeship	\$952K
■ Basic Skills	\$164K
■ S.F.A.A.(BFAP)	\$476K
■ Cal Works	\$229K
■ Matriculation	\$768K
■ Part Time Faculty	\$289K
■ Lottery	\$2,120K
■ Grants	\$1,861K



components of the local budget- continued

2013-14 Local income is projected at: \$13,211K

- Property Tax=\$5,704K
- Grants, Contract Ed, Rentals, Community Services and interest income=\$1,069K
- Non-resident, health fee, parking, AJ fee and miscellaneous income=\$2,784K
- Enrollment fee = \$3,654K



components of the local budget - continued

2) 2013-14 Projected Expenditures:

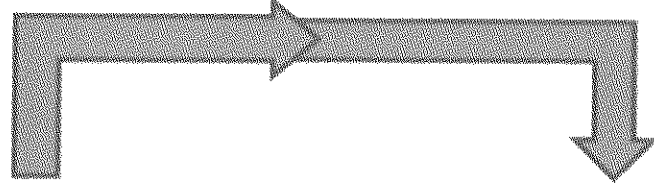
Salaries, Benefits, Supplies, Other Operating, Capital
Outlay and Grants = \$74,831K

- Salaries: Certificated, Classified = \$47,892K(64%)
- Benefits: STRS, PERS, Medicare, S.S., Medical
Premiums, Unemp. Ins., Retirees = \$16,854K
(22.5%)
- Supplies, Other Operating, Capital Outlay/
Equipment, and EOPS/Care grant =
\$10,085K (13.5%)

components of the local budget- continued

3) 2013-14 Projected Reserve= \$5,128K

Beginning Balance	\$5,105K
Plus Income	\$74,854K
Minus Expenditures	\$74,831K
Equals Reserve	\$5,128K



What is the CCSF 311 Annual Financial Report?

- Requesting Prior Year Actual Income and Expenditures, and Current Year Budget
- Reporting Document, filed annually, with Chancellor's office and L.A. County Office of Education
- External Auditor to audit annually

What is the 50% Law?

- 50% of unrestricted General Fund expenditures shall be under Instructional expenses
- Program Code/ Tops Code with #'s 0100 – 5900 and 6100 are classified as instructional expenses;
- Cost of 2012-13 Faculty release time = \$2,087K; Release time reduces the % of instructional expenses under the 50% Law as exclusions
- RHC 2012-13 is 53.23%

Any Questions?

