FINANCE AND BUDGET 101

FLEX Day January 24, 2014

Presented by:
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Rio Hondo Community College
- 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?

1. 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)

1. 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Beginning Balance</td>
<td>$5,105K</td>
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<tr>
<td>Plus Income</td>
<td>$74,854K</td>
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<tr>
<td>Minus Expenditures</td>
<td>$74,831K</td>
</tr>
<tr>
<td>Equals Reserve</td>
<td>$5,128K</td>
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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?