

LASSEN COMMUNITY COLLEGE DISTRICT



**2017-2018
Final BUDGET
September 12, 2017**

TABLE OF CONTENTS

TENTATIVE BUDGET

BOARD OF TRUSTEES	1
BUDGET PRINCIPLES, PRIORITIES, AND KEY POINTS.....	2
GENERAL FUND REVENUES.....	3
GENERAL FUND EXPENDITURES, RESERVES AND FUND BALANCE.....	4
MULTIYEAR COMPARISON	5
BOOKSTORE CAFETERIA FUND	6
CHILD DEVELOPMENT	7
DORMITORY FUND.....	8
ASSOCIATED STUDENTS FUND.....	9
GOVERNMENT AID TO STUNDENTS FUND.....	10
GANN APROPRIATION LIMIT.....	11

BOARD OF TRUSTEES

Mr. Tim Purdy, President

Mr. Shaun Giese, Vice President

Ms. Kim Dieter, Trustee

Mr. Buck Parks, Trustee

Mr. Louis Hamilton, Jr., Trustee

Mr. Thomas Holybee, Trustee

Ms. Sophia Wages, Trustee

Mr. Connor Skudstad, Student Trustee

**LASSEN COMMUNITY COLLEGE DISTRICT BUDGET
PRINCIPLES, PRIORITIES, AND KEY POINTS
2017-18**

BUDGET PRINCIPLES

Transparency
Broad participation
Balanced
Conservative
Complete/comprehensive

BUDGET GUIDELINES AND PRIORITIES

- Align with College's Strategic Plan (Vision/Mission/Values/Strategic Goals).
- Achieve Strategic Goals - ensuring student success and retention.
- Transfer resources from indirect (internal) services to prioritized services that directly support student success and retention.
- Mitigate future risk and avoid future cost increases by finding external (outsourced) solutions for high-risk administrative services.
- Align categorical/restricted programs with Strategic Goals; to the degree possible, use those funds to support on-going District expenditures even if on a one-time basis. Make maximum use of pro-offered "flexibility with Categorical funds."
- Maintains a minimum of 15% budget reserves (fund balance) consistent with BP 6200 to sustain operations during periods of cash-flow shortfalls and protect College's credit ratings.
- To accommodate cash flow short-falls, implement a disciplined spending plan tied to cash-flow projections with centralized spending control.
- Use inter-fund borrowing in preference to external borrowing, due to added costs and potential conflicts between scheduling of repayment and deferred apportionment.

KEY ASSUMPTIONS

- The District is experiencing an excess of revenue over expenses during the 2016-2017 fiscal year. Fund balance has increased modestly since and is projecting a continued increase in fund balance of approximately \$1,750,000. This is due to one-time funds that were not spent on campus projects during the prior year. Included in the 2017-2018 budget, the District is adding \$610,014 to the contingency expenditures for use in campus educational programs and facility projects. Additional full time faculty were added in business, fire science, nursing and biology to promote new programs on campus and at local correctional facilities Sustaining salaries that were grant funded last year and converted to general fund are also represented in the projected deficit spending projections.
- Lassen Community College District Budgeted FTE for 2017-2018 Fiscal Year is 1,600 which is a 9% decrease from the District Enrollment Cap of 1,760. State increase in base funding makes up the difference in revenue from last year and makes up the 9% change in FTE. The District's budget is conservative, but with an eye on developing additional program support and infrastructure repair as well as saving for increased STRS and PERS costs that will be significant over the next 5 years.
- Any legislated increases or reductions to categorical programs will be included in the 2017-2018 Adopted Budget.
- The District will exercise Categorical Flexibility.
- The District will not need additional financing in the form of a TRAN to provide additional cash flow support during the year.
- FY 2017-2018 will be the final repayment to the State Debt of \$162,047.
- This budget includes categorical carryovers as they have been finalized to date.
- This budget includes the Education Protection Account (EPA) funds of \$2,049,739 that will continue to be expended for faculty wages and benefits.

**LASSEN COMMUNITY COLLEGE DISTRICT
2017/2018 FINAL BUDGET**

GENERAL FUND REVENUES	UNRESTRICTED REVENUE FUND 11	RESTRICTED REVENUE FUND 12	TENTATIVE BUDGET
HIGHER EDUCATION ACT		-	-
COLLEGE WORK STUDY		319,719	319,719
OTHER FEDERAL REVENUES	-	188,018	188,018
FEDERAL REVENUES	-	507,737	507,737
STATE GENERAL APPORTIONMENT	8,804,797		8,804,797
STATE GENERAL APPORTIONMENT ENHANCEMENT	389,203		389,203
STATE GENERAL APPORTIONMENT EPA FON	2,049,739		2,049,739
ENROLLMENT ADMIN. FEE	96,616		96,616
MANDATED COSTS	26,391		26,391
BASIC SKILLS	48,440		48,440
CAL WORKS		171,390	171,390
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)		122,672	122,672
COOPERATIVE AGENCY RESOURCES & EDUCATION (CARE)		383,194	383,194
DISABLED STUDENT SERVICES & PROGRAMS (DSPS)		55,566	55,566
STUDENT SUCCESS		206,616	206,616
STUDENT EQUITY		843,783	843,783
KINSHIP EDUCATION		440,291	440,291
STUDENT FINANCIAL AID ADMIN		61,878	61,878
FACULTY AND STAFF DIVERSITY		152,305	152,305
SCHEDULED MAINTENANCE		75,758	75,758
STATE PART-TIME FACULTY ALLOCATION	27,456	132,641	132,641
HOMEOWNERS' EXEMPTIONS TAXES	25,000		25,000
STATE LOTTERY PROCEEDS	255,000	40,080	295,080
ADULT EDUCATOIN		792,107	792,107
PROP 39 ALLOCATIONS		142,621	142,621
OTHER STATE INCOME	-	189,870	189,870
STATE REVENUES	11,722,642	3,810,772	15,533,414
SECURED TAXES	1,688,624		1,688,624
SUPPLEMENTAL ROLL TAXES	10,000		10,000
UNSECURED TAXES	99,750		99,750
CONTRACT INSTRUCTIONAL SERVICES	6,200		6,200
COOPERSVALE INCOME	41,346		41,346
RENTALS AND LEASES	8,664		8,664
INTEREST	25,000		25,000
COMMUNITY SERVICES	53,510		53,510
ENROLLMENT FEES	426,300		426,300
HEALTH SERVICE FEES	25,000		25,000
MATERIAL FEES	-		-
STUDENT RECORDS	5,000		5,000
NON-RESIDENT TUITION	500,000		500,000
OTHER STUDENT FEES & CHARGES	-		-
OFF-CAMPUS WORKSTUDY	14,542	-	14,542
LIBRARY FINES	250		250
OTHER LOCAL INCOME	138,300	85,749	224,049
LOCAL REVENUES	3,042,486	85,749	3,128,235
TOTAL REVENUE	14,765,128	4,404,258	19,169,386

LASSEN COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENSES	UNRESTRICTED EXPENSE FUND 11	RESTRICTED EXPENSE FUND 12	TENTATIVE BUDGET
INSTRUCTIONAL SALARIES	\$2,948,973	\$52,072	3,001,045
NON-INSTRUCTIONAL SALARIES	733,283	475,016	1,208,299
HOURLY INSTRUCTIONAL	1,395,653	15,752	1,411,405
HOURLY NON-INSTRUCTIONAL	82,772	7,000	89,772
TOTAL ACADEMIC SALARIES	5,160,681	549,840	5,710,521
ADMIN/CLASSIFIED NON-INSTRUCTIONAL SALARY	\$3,018,718	\$615,833	3,634,551
ADMIN/CLASSIFIED INSTRUCTIONAL SALARIES	359,049	-	359,049
HOURLY ADMIN/CLASSIFIED NON-INSTRUCTIONAL	41,290	428,475	469,765
HOURLY ADMIN/CLASSIFIED INSTRUCTIONAL	7,000	20,031	27,031
TOTAL CLASSIFIED SALARIES	3,426,057	1,064,339	4,490,396
STATE TEACHERS RETIREMENT SYSTEM (STRS)	\$739,612	\$74,271	813,883
PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)	520,297	92,797	613,094
OASDI	210,554	44,123	254,677
HEALTH BENEFITS	2,085,076	337,309	2,422,385
UNEMPLOYMENT INSURANCE	51,110	7,330	58,440
WORKMEN'S COMPENSATION	323,768	58,594	382,362
MEDICARE	123,812	17,858	141,670
TOTAL EMPLOYEE BENEFITS	4,054,229	632,282	4,686,511
PERIODICALS	\$4,000	-	4,000
SUPPLIES	231,840	200,604	432,444
DUPLICATING	54,878	2,491	57,369
VEHICLE EXPENSE	55,884	-	55,884
TOTAL SUPPLIES	346,602	203,095	549,697
CONTRACT SERVICES	\$418,622	\$693,659	1,112,281
TRAVEL	263,466	451,250	714,716
DUES & MEMBERSHIPS	75,699	-	75,699
INSURANCES	194,847	-	194,847
UTILITIES	620,200	-	620,200
LICENSES, REPAIRS & MAINTENANCE	623,255	79,000	702,255
LEGAL & AUDIT	122,500	-	122,500
POSTAGE	38,165	1,808	39,973
OTHER OPERATING	372,735	138,595	511,330
TOTAL OTHER OPERATING EXPENSES	2,729,489	1,364,312	4,093,801
TOTAL OPERATING EXPENSES	15,717,058	3,813,868	19,530,926
SITE & SITE IMPROVEMENTS	\$0	-	-
LIBRARY BOOKS	62,994	115,414	178,408
EQUIPMENT	120,062	317,099	437,161
TOTAL CAPITAL EXPENSES	183,056	432,513	615,569
TOTAL EXPENDITURES	15,900,114	4,246,381	20,146,495
CONTINGENCY	610,014	-	610,014
OTHER STUDENT AID	-	\$0	-
OTHER STUDENT AID	5,000	115,877	120,877
INTERFUND TRANSFERS	-	42,000	42,000
TOTAL OTHER OUTGO	615,014	157,877	772,891
TOTAL EXPECTED GENERAL FUND EXPENDITURES	16,515,128	4,404,258	20,919,386
TOTAL GENERAL FUND REVENUES	14,765,128	4,404,258	19,169,386
TOTAL GENERAL FUND EXPENSES	16,515,128	4,404,258	20,919,386
INCREASE (DECREASE) IN FUND BALANCE	(1,750,000)		(1,750,000)
BEGINNING UNRESTRICTED FUND BALANCE	5,732,739		5,732,739
ENDING GENERAL FUND BALANCE	3,982,739		3,982,739

LASSEN COMMUNITY COLLEGE DISTRICT
2017/2018 TENTATIVE BUDGET

Year to Year Comparison FY 2014-2015 to FY 2017-2018

Description	Actual 2014-		Percent of Actual 2015.		Percentage Change FY 2016 VS		Adopted Budget		Percentage Change FY 2017 VS		Final Budget		Percentage Change FY 2016 VS 2017	
	2015	2016	Total	Total	2015	2016	2016-2017	Total	2016	2017-2018	Total	2016	2017	2017 VS 2017
Revenues - General Fund														
Federal Revenues	971,442	868,909	6.3%	4.3%	-10.6%	867,088	4.3%	4.3%	-0.2%	507,737	2.6%	507,737	2.6%	-41.4%
State Revenues	11,952,544	16,383,390	77.2%	80.6%	37.1%	16,122,175	80.0%	80.0%	-1.6%	15,533,414	81.0%	15,533,414	81.0%	-3.7%
Local Revenues	2,554,845	3,048,934	16.5%	15.0%	19.3%	3,140,889	15.6%	15.6%	3.0%	3,128,235	16.3%	3,128,235	16.3%	-0.4%
Other Financing Source		25,013		0.1%		24,000	0.1%	0.1%	-4.0%					
Total Revenue	15,478,831	20,326,246	100.0%	99.9%	31.3%	20,154,152	99.9%	99.9%	-0.8%	19,169,386	100.0%	19,169,386	100.0%	-4.9%
Expenditures														
Academic Salaries	4,665,638	4,800,681	31.2%	24.7%	2.9%	5,320,197	24.3%	24.3%	10.8%	5,710,521	27.3%	5,710,521	27.3%	7.3%
Classified Salaries	3,598,724	4,084,135	24%	21.0%	13.5%	4,181,351	19.1%	19.1%	2.4%	4,490,396	21.5%	4,490,396	21.5%	7.4%
Benefits	3,175,107	3,738,690	21.2%	19.2%	17.8%	4,195,098	19.2%	19.2%	12.2%	4,686,511	22.4%	4,686,511	22.4%	11.7%
Supplies	382,791	408,818	2.6%	2.1%	6.8%	466,424	2.1%	2.1%	14.1%	549,697	2.6%	549,697	2.6%	17.9%
Other	2,300,228	3,328,347	15.4%	17.1%	44.7%	4,837,995	22.1%	22.1%	45.4%	4,093,801	19.6%	4,093,801	19.6%	-15.4%
Total Operating Expense	14,122,488	16,360,671	94.5%	84.1%	15.8%	19,001,065	86.7%	86.7%	16.1%	19,530,926	93.4%	19,530,926	93.4%	2.8%
Capital Outlay	651,818	1,262,855	4.4%	6.5%	93.7%	1,101,983	5.0%	5.0%	-12.7%	615,569	2.9%	615,569	2.9%	-44.1%
Other Outgo	177,500	1,829,129	1.2%	9.4%	930.5%	111,698	0.5%	0.5%	-93.9%	162,877	0.8%	162,877	0.8%	45.8%
Reserve for Contingencies	-	-	0.0%	0.0%	0.0%	1,689,406	7.7%	7.7%	-100.0%	610,014	2.9%	610,014	2.9%	-63.9%
Total Expenditures	14,951,806	19,452,655	100.0%	100.0%	30.1%	21,994,152	100.0%	100.0%	12.6%	20,919,386	100.0%	20,919,386	100.0%	-4.5%
Excess/(Deficiency)	527,025	873,591				(1,750,000)				(1,750,000)		(1,750,000)		

LASSEN COLLEGE BOOKSTORE/CAFETERIA - FUND 31

	<u>2017-2018 Budget</u>
Revenue:	
New Book Sales	186,166
Used Book Sales	182,022
Supplies Sales	13,516
Food Sales	124,773
Emblematic Sales	10,000
Miscellaneous Income	100
Total Revenue	516,577
Cost of Sales	(428,014)
Gross Profit (Loss)	88,563
Expenditures:	
Classified Staff and Student Workers	(43,202)
Staff Benefits	(27,619)
Utilities and Overhead	-
Bank Fees	(5,000)
Contract Services	(8,610)
Postage	(6,500)
Supplies and Duplicating	(4,911)
Cash Over and Short	(577)
Equipment	(650)
Other Operating Expenses	(22,950)
Total Expenditures	(120,019)
Net Profit (Loss)	(31,456)

CHILD DEVELOPMENT CENTER - FUND 33

	2017-2018 <u>Budgeted</u>
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Revenue:	
General Child Care	\$ 104,597
State Preschool and Food Program	101,285
Child Development Services	10,852
Federa; CACFP Food Program	18,056
Child Development Consortium Grant	975
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Total Income:	235,765
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Expenditures:	
Staff Salaries and Wages	\$ (115,365)
Staff Benefits	(98,781)
Federral CACFP Meals	(16,396)
Supplies	(4,095)
Capital Outlay	-
Other Operating Expenses	(1,128)
Utility Overhead	0
Total Expenditures:	\$ (235,765)
<hr/>	
Net Profit/Loss	\$ -
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LASSEN COLLEGE DORMITORY - FUND 35

2017-2018
Budgeted

Revenue:		
Room Fees	\$	389,720
Interest Income		-
Miscellaneous Income		55,933
Total Revenue:	\$	445,653
Expenditures:		
Classified and Student Worker Salaries	\$	(105,870)
Staff Benefits		(65,367)
Utilities		(43,941)
Capital Outlay		(27,000)
Current Year Bond Payments		(31,800)
Supplies, Postage and Duplicating		(10,000)
Building Repairs		(150,371)
Contract Services		(7,604)
Other Operating		(3,700)
Total Expenditures:	\$	(445,653)
Net Profit/Loss	\$	-

Associated Student Body - Fund 71

		2017-2018 <u>Budgeted</u>
Revenue:		
ASB Cards and Vending Sales	\$	-
Contributions	\$	200
Interest Income		10
Activity Fee		4,000
Total Revenue:	\$	4,210
Expenditures:		
Supplies, Postage and Duplicating		
Travel		-
Activity Fees		(4,000)
Other		(210)
Total Expenditures:	\$	(4,210)
Net Profit/Loss	\$	-

GOVERNMENT AID TO STUDENTS - FUND 74

	2017-2018 <u>Budgeted</u>
Revenue:	
PELL Grants	\$ (1,200,000)
SEOG Grants	(68,942)
CAL Grants	(75,000)
Loan Batches	(565,000)
Total Revenue:	\$ (1,908,942)
Expenditures:	
PELL Grants	\$ 1,200,000
SEOG Grants	68,942
CAL Grants	75,000
Loan Batches	565,000
Total Expenditures:	\$ 1,908,942
Net Profit/Loss	\$ -

**CALIFORNIA COMMUNITY COLLEGES
GANN LIMIT WORKSHEET
2017-2018**

DISTRICT NAME: Lassen Community College
DATE: September 12, 2017

I. 2017-18 APPROPRIATIONS LIMIT:		
A. 2016-17 Appropriations Limit		<u>\$ 11,950,958</u>
B. 2017-18 Price Factor:	1.0369	
C. Population Factor:		
1. 2015-16 Second Period Actual FTES	1546.39	
2. 2016-17 Second Period Actual FTES	1546.39	
3. 2017-18 Population change factor (line C.2 divided by line C.1)	1.0000	
D. 2016-17 Limit adjusted by inflation and population factors (line A multiplied by line B and line C.3)		\$ 12,391,948
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	0	
2. Temporary voter approved increases	0	
3. Total adjustments - increase	0	
	Sub-Total	0
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	0	
2. Lapses of voter approved increases	0	
3. Total adjustments - decrease	0	
	Sub-Total	0
G. 2017-18 Appropriations Limit		<u>\$ 12,391,948</u>
II. 2017-18 APPROPRIATIONS SUBJECT TO LIMIT:		
A. State Aid (General Apportionment, Apprenticeship Allowance, and Prop 30 Education Protection Account Tax Revenue		\$ 11,289,232
B. State Subventions (Home Owners Property Tax Relief, Timber Yield Tax, etc.)		25,000
C. Local Property Taxes		1,624,333
D. Estimated excess Debt Service taxes		0
E. Estimated Parcel taxes, Square Foot taxes, etc.		0
F. Interest on proceeds of taxes		0
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates		0
H. 2017-18 Appropriations Subject to Limit		<u>\$ 12,938,565</u>

