Cabrillo College

Budget Training – Fall Semester

Session I - Unrestricted General Fund

9/17/2013
AGENDA

I. Work groups 10 minutes

II. Presentation 15 minutes

III. Budget Book Review 5 minutes
Question:

• What is the College Planning Council’s role in budget development?
• CPC is responsible for the integration of budget development and other fiscal matters with institutional planning and with the institution’s overall Mission and Vision statements.
Question:

• How much is Cabrillo’s total budget?
2013-14 Expense & Transfer Out Budget
Total = $114 Million
Question:

- What is the purpose of the unrestricted general fund?
“The General Fund is the primary operating fund of the district. It is used to account for those transactions that, in general, cover the full scope of operations of the district.”
Question:

- What percentage of the budget does the unrestricted general fund comprise?
2013-14 Expense & Transfer Out Budget

- Unrestricted General Fund -Fund 11
- Unrestricted Carryover Sub-fund -Fund 14
- Unrestricted General One-Time Sub-fund -Fund 17
- Retiree Benefit Fund -Fund 23
- Building Fund -Fund 41-46
- Enterprise Fund -Fund 51, 52 & 59
- Trust & Agency Funds -Fund 79
- Student Financial Assistance Fund -Fund 74
- Student Center Fee Fund -Fund 73
- Restricted General Fund -Fund 12
- Community Education -Fund 15
- Debt Service Fund -Fund 22
- Child Development Fund -Fund 33
- Bond Fund -Fund 47-49
- Associated Students Fund -Fund 71
- Scholarship & Loan Trust Fund -Fund 75
- Student Representation Fee Trust Fund -Fund 72

Student Financial Assistance Fund -Fund 74
16%
Bond Fund -Fund 47-49
3%
Building Fund -Fund 41-46
4%
Unrestricted General One-Time Sub-fund -Fund 17
3%
Unrestricted Carryover Sub-fund -Fund 14
4%
Restricted General Fund -Fund 12
11%
Unrestricted General Fund -Fund 11
51%
Question:

- What percentage of the unrestricted general fund revenue comes from state apportionment funding?
Unrestricted General Fund - Base Budget Revenue

- State Apportionment: 94.95%
- Local - Other: 2.10%
- State - Other: 2.87%
- Federal: 0.08%
Question:

• Name three revenue categories associated with general apportionment funding?
• Proposition 30, Educational Protection Act
• RDA
• Property Taxes
• Enrollment Fee
Question:

• Name three sub-funds that are part of the unrestricted general fund?
• What is the purpose of each sub-fund you identified?
• Unrestricted Sub-Funds:
  • Unrestricted Base Budget
  • District Match
  • Carry-Over
  • One-Time
General Unrestricted & Restricted Funds

- Unrestricted: 75%
- Restricted: 15%
- District Match: 1%
- Carry-Over: 6%
- One-Time: 1%
- Community Ed: 2%
- One-Time: 1%
- Community Ed: 2%
- Unrestricted: 75%
Question:

- Name two state compliance requirements which the College must adhere to when considering resource allocations for the unrestricted general fund?
Compliance Requirements

• FON Requirement

• 50 % Law
Question:

• How does enrollment impact the College’s funding?
Question:

• What is the college’s enrollment cap for 2013-14?
Enrollment cap is set at 10,894 FTES for FY 2013-14.
Question:

• What is the District’s enrollment trend for the past five years?
Funded FTES - Historical Trend

2008-2009: 11,847
2009-2010: 11,357
2010-2011: 11,651
2011-2012: 10,683
2012-2013: 10,833
Question:

• What is meant by the term ‘structural deficit’?
Question:

• What is the average monthly cost of the College’s payroll?
• Average Monthly Payroll is approximately $5 million.
Question:

• What are some of the revenue assumptions included in the College’s budget projections.
• COLA is included at 1.57%
• Restoration is funded at 1.63%
• Enrollment Fees remain unchanged.
Question:

• What are some of the expenditure assumptions included in the College’s budget projections.
• Column and step increases are funded.
• Negotiated salary increases are included.
• Increases to retiree benefits are included.
• Increases to PERS rate (from 11.417% to 11.442%) are included.
Question:

• Does the College have a Board policy related to a required reserve?
  • What is the minimum reserve requirement?
Question:

• Does the College have other reserves in addition to the required reserve? If so, what are they and how does the college utilize the reserves?
General Unrestricted Fund Reserves for FY 2013-14
Total = $11,161,853

- General Reserve, $3,000,000
- Carryover Fund, $4,458,724
- One Time, $3,703,129
Question:

• What was the College’s General Fund ending balance as of June 30th, 2013? What makes up the ending balance?
General Unrestricted and Restricted Funds: Fund Balance for FY 2008-09 thru FY 2012-13

- Unrestricted Gen'l Fnd: Undesignated
- Carryover/One-time
- FTES Reserve
- Deficit Allocation
- Unrestricted Gen'l Fnd: Required Reserve
- Community Ed
- Restricted Fund Balance
End