

***Chabot – Las Positas
Community College District***



Tentative Budget

***Fiscal Year
Beginning July 1, 2007
and
Ending June 30, 2008***

CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

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Chabot - Las Positas Community College District

District Offices

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TABLE OF CONTENTS

TENTATIVE BUDGET.....	4
GENERAL FUND	4
BUDGET ASSUMPTIONS:	5
District Total	8
Chabot College - Total	11
Las Positas College - Total	14
Dist. Svc.& Cont. Ed/M&O - Total	17
SELF INSURANCE FUND	20
CAFETERIA FUND	22
CHILD DEVELOPMENT FUND	24
CAPITAL PROJECTS FUND	26
BUDGET CALENDAR.....	28
SOUND FISCAL MANAGEMENT	30

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET

GENERAL FUND

2007-2008

The purpose of the District budget is to outline the resources and the expenditures of those resources needed to accomplish the District's educational goals and objectives. In order to project the budget, a series of assumptions about district conditions must be determined. These assumptions are then inserted into the state and district formulas to determine next year's budget.

The Tentative Budget is largely based on the Governor's "May Revise" proposal briefly summarized as follows:

- Proposition 98 share of 10.85 percent
- Cost of Living Adjustment (COLA) of 4.53% for general apportionment and most categorical programs
- Enrollment fee maintained at \$20 per unit
- One time allocation of \$100 million in 2006-07 for instructional equipment
- One time allocation of \$52.7 million in 2007-08 for deferred maintenance and instructional equipment
- A reduction of \$80 million in base apportionment for 2006-07 and carried forward into 2007-08 to reflect excess growth funding

The most significant factors in developing the District's tentative budget are enrollment and employee compensation.

District enrollment as a whole is projected at 17,042 (Chabot College at 10,041 and Las Positas College at 7,001) or a 2.1% increase from the prior year. It is of paramount importance that enrollment projections are made as accurately as possible. Even small fluctuations in the District's enrollment can mean tens of thousands of dollars in gained or lost income. District enrollment must be monitored and updated throughout the year. And, expenditures funded by enrollment growth must be adjusted accordingly.

The other significant factor is employee compensation. Education is a people business and in the Chabot Las Positas Community College District, 87% of the District's budgeted unrestricted expenditures are for the services of District employees.

It should be noted that the Tentative Budget is a starting point in the development of the final adoption budget. The budget will change as a result of the legislative process as well as the changes in the District's conditions.

The remaining budget development assumptions are outlined below.

BUDGET ASSUMPTIONS:

REVENUES

The three major classifications of revenue by source are State revenues, Local revenues and Federal revenues. The estimated revenues represent budget year (2007-2008) operating resources.

State Revenues

The largest source of District revenue is General Apportionment. General Apportionment Revenue is based on the SB361 based funding formula resulting from attendance of full time equivalent students (FTES) in credit and noncredit courses.

A description of SB 361 and the calculations are shown below:

SB 361 Funding Formula Reform

- A comprehensive reform to the formula that allocate general-purpose apportionments to the 72 districts.
- Replaces an overly complex and outdated formula with one that is more transparent and equitable.

Specifically, the law:

- Provides a more comprehensive form of equalization that recognizes the fixed costs of operating individual colleges and centers.
- Improves the calculation of district/specific enrollment growth caps.
- Helps state meet the growing crisis of young people lacking basic academic skills.
- Addresses demographic and financial challenges of colleges serving rural areas.

SB 361 Estimate and Funding based on 2007-08 Enrollment Projections

Foundation Revenue

Chabot College (>10,000 FTES)	3,500,000
Las Positas College (<10,000 FTES)	3,000,000

Credit-Non Credit Base Revenues

Credit FTES x Rate (16117.60 X 4289.49)	69,136,269
Non-Credit FTES x Rate (571.40 X 2579.39)	<u>1,473,864</u>

SB 361 Base Revenue Guarantee 77,110,132

2007-08 COLA (4.53%)

Foundation COLA	294,450
Credit COLA	3,131,873
Non-Credit COLA	66,766

2007-08 Growth

District Growth Rate (2.1%)	<u>1,606,652</u>
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Total Funding under SB 361 82,209,873

The State Apportionment equals General Apportionment Revenues less Property Taxes and 98% of Enrollment Fees. For 2007-2008 the State General Apportionment is based on the following assumptions:

Sources of Revenue

- Property Taxes will equal 2006-2007 receipts plus 5% \$22,194,718
- Enrollment Fees will increase over 2006-2007 estimates (98%) 6,150,574
- State Apportionment 53,864,580

Total General Apportionment Revenue **\$82,209,873**

Other State Revenues

Other State revenues include estimates for on going programs and any programs for which the District/College has received funding notification. These revenue sources include both unrestricted and restricted funds. Examples include Apprenticeship Program, Foster Kinship Childcare Fund, Disable Students Program and Services (DSPS).

Local Revenues

Property Taxes

The estimated property taxes for 2007-2008 are based on the current 2006-2007 estimates plus 5 percent. Property taxes are one of the components that are deducted from the General Apportionment Revenues to determine State Apportionment Revenues.

Enrollment Fees

The estimated enrollment fees for 2007-2008 are based on the current 2006-2007 estimates, adjusted for projected growth. Enrollment fees are \$20 per unit. 98% of enrollment fees are one of the components that are deducted from the General Apportionment Revenues to determine State Apportionment Revenues.

Other Local Revenues

Estimates for other local revenue are based on historical trends or projected activity. These revenue sources include both unrestricted and restricted revenues. Examples include Facility Use Fees, GM Training Center, Carnegie Foundation Grant.

Federal Revenues

Federal revenues include estimates for on going programs and any programs for which the District/College has received funding notification. These revenue sources include both unrestricted and restricted funds. Examples include Tri-Valley One Stop Career Center, Trio Aspire Fund, and Vocational Training Education Act Fund (VTEA).

EXPENDITURES

The expenditure budget is the financial operating plan for the District. The two major classifications of the expenditure budget are unrestricted expenditures and restricted expenditures. Unrestricted expenditures are associated with the district's general operations. Restricted expenditures are associated with revenues that are required to be spent for specific purposes.

The expenditures budget includes the following:

- Salary step/column and longevity advancement increases included
- Salaries for all contract employees to increase by 6.0% as part of negotiated agreement
- Medical benefit premiums increase for active employees is 2.0%
- The PERS employer rate is projected at 9.12%
- The full time faculty obligation will be met. Full Time equivalent instruction faculty salary and benefits will be allocated to the colleges based upon predetermined productivity measure (WSCH/FTEF). New faculty will be hired as required by Title V
- Property and Liability insurance remain the same
- Utilities remain the same

ENDING BALANCE

The Ending Balance consist of the General and contingency Reserves, reserves of funds which are committed to specific purposes and pending confirmation before being reclassified to expenditure accounts and uncommitted balances. Below is a summary of the Ending Balance:

• General Reserve for Economic Uncertainties	\$4,712,799
• Other Reserves: Sabbatical, Legal, Energy, Benefits	1,349,718
• One Time Monies Initiatives and Carry Overs	1,210,486
• Site Ending Balances and Designated Funds	3,352,651
• Restricted Accounts Ending Balance	5,988,307
• Undesignated Ending Balance	<u>1,285,331</u>
	\$17,899,292

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund District Total	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ 51,732,390	\$ 51,732,390	\$ 53,864,580
Other	14,831,804	14,641,227	10,111,157
Local Revenues			
Property Taxes	21,137,827	21,137,827	22,194,718
Enrollment Fees	6,024,069	6,012,733	6,150,574
Other	9,517,853	10,190,511	10,112,859
Federal Revenues	<u>2,136,458</u>	<u>1,822,596</u>	<u>1,856,422</u>
Total Estimated Revenues	\$105,380,401	\$105,537,284	\$104,290,310
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Revenue Allocations	-	-	-
Other	-	-	-
Total Intrafund Transfers In	<u>\$ 752,251</u>	<u>\$ 752,251</u>	<u>\$ 784,980</u>
Total Estimated Revenues, Transfers	\$106,132,652	\$106,289,535	\$105,075,290
Expenditures			
Academic Salaries	\$ 41,199,703	\$ 42,729,742	\$ 41,722,421
Classified Salaries	24,115,518	23,367,788	25,974,687
Benefits	15,816,099	16,531,257	17,228,473
RUIMBL Benefits	3,098,189	3,098,189	3,305,878
Supplies	4,310,994	2,602,194	3,874,522
Services	12,722,642	9,243,731	10,192,005
Capital Outlay	3,806,448	1,154,844	1,084,402
Other Outgo	-	-	-
Other Payments to Students	381,468	342,654	287,880
Interfund Transfers	<u>1,003,152</u>	<u>963,151</u>	<u>953,962</u>
Total Expenditures	\$106,454,213	\$100,033,550	\$104,624,229
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Other	-	-	-
Total Intrafund Transfers Out	<u>\$ 752,251</u>	<u>\$ 752,251</u>	<u>\$ 784,980</u>
Total Expenditures & Transfers	\$107,206,464	\$100,785,801	\$105,408,064
Increase/(Decrease) in Fund Balance	\$ (1,073,812)	\$ 5,503,734	\$ (332,774)
Beginning Balance	<u>\$ 12,729,477</u>	<u>\$ 12,729,477</u>	<u>\$ 18,233,212</u>
Ending Balance	<u>\$ 11,655,665</u>	<u>\$ 18,233,212</u>	<u>\$ 17,899,292</u>
<u>Components of Ending Balance</u>			
General Reserve for Economic Uncertainties			\$ 4,712,799
Other Reserves: Sabbatical, Legal, Energy, Benefits			\$ 1,349,718
One Time Monies Initiatives and Carry Overs			\$ 1,210,486
Site Ending Balances and Designated Funds			\$ 3,352,651
Restricted Accounts Ending Balance			\$ 5,988,307
Undesignated Ending Balance			\$ 1,285,331

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund	2006-07	2006-07	2007-08
District Total - Unrestricted	<u>Adj Budget</u>	<u>Unaudited Actual</u>	<u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$51,732,390	\$ 51,732,390	\$ 53,864,580
Other	5,409,879	5,381,711	3,615,724
Local Revenues			
Property Taxes	21,137,827	21,137,827	22,194,718
Enrollment Fees	6,024,069	6,012,733	6,150,574
Other	7,208,308	7,884,677	8,095,263
Federal Revenues	<u>5,108</u>	<u>5,959</u>	<u>1,200</u>
Total Estimated Revenues	\$91,517,581	\$ 92,155,297	\$ 93,922,059
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Revenue Allocations	-	-	-
Other	-	-	-
Total Intrafund Transfers In	<u>\$ 752,251</u>	<u>\$ 752,251</u>	<u>\$ 784,980</u>
Total Estimated Revenues, Transfers	\$92,269,832	\$ 92,907,548	\$ 94,707,039
Expenditures			
Academic Salaries	\$39,724,815	\$ 41,439,701	\$ 40,453,246
Classified Salaries	20,243,786	19,691,656	22,268,384
Benefits	14,615,816	15,376,423	15,940,429
Salary Increase (Salary + Benefits)	3,098,189	3,098,189	3,305,878
Supplies	2,958,046	1,998,928	2,324,313
Services	10,408,031	7,720,045	8,554,740
Capital Outlay	580,757	462,179	455,026
Other Outgo	-	-	-
Other Payments to Students	3,800	-	-
Interfund Transfers	963,152	963,151	953,962
Total Expenditures	\$92,596,391	\$ 90,750,272	\$ 94,255,978
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Other	-	-	-
Total Intrafund Transfers Out	<u>\$ 752,251</u>	<u>\$ 752,251</u>	<u>\$ 784,980</u>
Total Expenditures & Transfers	\$93,348,642	\$ 91,502,523	\$ 95,040,958
Increase/(Decrease) in Fund Balance	\$ (1,078,810)	\$ 1,405,025	\$ (333,919)
Beginning Balance	\$10,839,879	\$ 10,839,879	\$ 12,244,905
Ending Balance	<u>\$ 9,761,069</u>	<u>\$ 12,244,905</u>	<u>\$ 11,910,985</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund District Total - Restricted	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	9,421,925	9,259,516	6,495,433
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	2,309,545	2,305,834	2,017,596
Federal Revenues	<u>2,131,350</u>	<u>1,816,637</u>	<u>1,855,222</u>
Total Estimated Revenues	\$ 13,862,820	\$ 13,381,987	\$ 10,368,251
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Revenue Allocations	-	-	-
Other	-	-	-
Total Intrafund Transfers In	\$ -	\$ -	\$ -
Total Estimated Revenues, Transfers	\$ 13,862,820	\$ 13,381,987	\$ 10,368,251
Expenditures			
Academic Salaries	\$ 1,474,888	\$ 1,290,041	\$ 1,269,175
Classified Salaries	3,871,732	3,676,132	3,706,303
Benefits	1,200,284	1,154,834	1,288,044
Supplies	1,352,948	603,266	1,550,209
Services	2,314,611	1,523,686	1,637,265
Capital Outlay	3,225,691	692,665	629,376
Other Outgo	-	-	-
Other Payments to Students	377,668	342,654	287,880
Interfund Transfers	<u>40,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 13,857,822	\$ 9,283,278	\$ 10,368,251
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
Total Intrafund Transfers Out	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 13,857,822	\$ 9,283,278	\$ 10,368,251
Increase/(Decrease) in Fund Balance	\$ 4,998	\$ 4,098,709	\$ -
Beginning Balance	<u>\$ 1,889,598</u>	<u>\$ 1,889,598</u>	<u>\$ 5,988,307</u>
Ending Balance	<u>\$ 1,894,596</u>	<u>\$ 5,988,307</u>	<u>\$ 5,988,307</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Chabot College - Total	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	4,706,662	4,534,786	4,122,364
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	3,112,230	2,843,998	2,782,986
Federal Revenues	<u>1,427,187</u>	<u>1,118,358</u>	<u>1,138,134</u>
Total Estimated Revenues	\$ 9,246,079	\$ 8,497,142	\$ 8,043,484
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	38,325,706	38,325,706	40,232,839
Other	352,264	352,264	170,805
Total Intrafund Transfers In	\$ 38,887,970	\$ 38,887,970	\$ 40,613,644
Total Estimated Revenues, Transfers	\$ 48,134,049	\$ 47,385,112	\$ 48,657,128
Expenditures			
Academic Salaries	\$ 25,924,772	\$ 26,407,937	\$ 26,734,141
Classified Salaries	8,358,210	8,587,116	9,360,055
Benefits	7,499,183	8,241,810	8,569,440
Supplies	1,527,814	939,841	1,658,049
Services	3,073,351	2,108,063	2,293,507
Capital Outlay	712,194	465,890	248,673
Other Outgo	-	-	-
Other Payments to Students	198,171	190,274	162,880
Interfund Transfers	603,914	563,914	563,914
Total Expenditures	\$ 47,897,609	\$ 47,504,845	\$ 49,590,659
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 203,381	\$ 203,381	\$ 222,989
Other	-	-	-
Total Intrafund Transfers Out	\$ 203,381	\$ 203,381	\$ 222,989
Total Expenditures & Transfers	\$ 48,100,990	\$ 47,708,226	\$ 49,813,648
Increase/(Decrease) in Fund Balance	\$ 33,059	\$ (323,114)	\$ (1,156,520)
Beginning Balance	<u>\$ 525,866</u>	<u>\$ 525,866</u>	<u>\$ 202,752</u>
Ending Balance	<u>\$ 558,925</u>	<u>\$ 202,752</u>	<u>\$ (953,768)</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Chabot College - Unrestricted	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ -		\$ -
Other	634,844	634,844	634,844
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	2,239,614	1,961,343	2,160,590
Federal Revenues	<u>3,351</u>	<u>3,348</u>	<u>1,200</u>
Total Estimated Revenues	\$ 2,877,809	\$ 2,599,535	\$ 2,796,634
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	38,210,394	38,210,394	39,977,936
Other	<u>352,264</u>	<u>352,264</u>	<u>170,805</u>
Total Intrafund Transfers In	\$ 38,772,658	\$ 38,772,658	\$ 40,358,741
Total Estimated Revenues, Transfers	\$ 41,650,467	\$ 41,372,193	\$ 43,155,375
Expenditures			
Academic Salaries	\$ 25,169,696	\$ 25,712,898	\$ 25,954,369
Classified Salaries	6,490,245	6,693,640	7,454,333
Benefits	6,906,612	7,642,888	7,922,520
Supplies	772,365	585,761	745,079
Services	1,436,953	1,065,092	1,448,691
Capital Outlay	80,201	33,674	-
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	<u>563,914</u>	<u>563,914</u>	<u>563,914</u>
Total Expenditures	\$ 41,419,986	\$ 42,297,867	\$ 44,088,906
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 203,381	\$ 203,381	\$ 222,989
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	\$ 203,381	\$ 203,381	\$ 222,989
Total Expenditures & Transfers	\$ 41,623,367	\$ 42,501,248	\$ 44,311,895
Increase/(Decrease) in Fund Balance	\$ 27,100	\$ (1,129,055)	\$ (1,156,520)
Beginning Balance	<u>\$ 208,242</u>	<u>\$ 208,242</u>	<u>\$ (920,813)</u>
Ending Balance	\$ 235,342	\$ (920,813)	\$ (2,077,333)

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Chabot College - Restricted	2006-07 <u>Adj Budget</u>	2006-07 <u>Unaudited Actual</u>	2007-08 <u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	4,071,818	3,899,942	3,487,520
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	872,616	882,655	622,396
Federal Revenues	<u>1,423,836</u>	<u>1,115,010</u>	<u>1,136,934</u>
Total Estimated Revenues	\$ 6,368,270	\$ 5,897,607	\$ 5,246,850
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Revenue Allocations	115,312	115,312	254,903
Other	-	-	-
Total Intrafund Transfers In	\$ 115,312	\$ 115,312	\$ 254,903
Total Estimated Revenues, Transfers	\$ 6,483,582	\$ 6,012,919	\$ 5,501,753
Expenditures			
Academic Salaries	\$ 755,076	\$ 695,039	\$ 779,772
Classified Salaries	1,867,965	1,893,476	1,905,722
Benefits	592,571	598,922	646,920
Supplies	755,449	354,080	912,970
Services	1,636,398	1,042,971	844,816
Capital Outlay	631,993	432,216	248,673
Other Outgo	-	-	-
Other Payments to Students	198,171	190,274	162,880
Interfund Transfers	40,000	-	-
Total Expenditures	\$ 6,477,623	\$ 5,206,978	\$ 5,501,753
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
Total Intrafund Transfers Out	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 6,477,623	\$ 5,206,978	\$ 5,501,753
Increase/(Decrease) in Fund Balance	\$ 5,959	\$ 805,941	\$ -
Beginning Balance	<u>\$ 317,624</u>	<u>\$ 317,624</u>	<u>\$ 1,123,565</u>
Ending Balance	<u>\$ 323,583</u>	<u>\$ 1,123,565</u>	<u>\$ 1,123,565</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Las Positas College - Total	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	\$ 2,824,223	\$ 2,667,004	\$ 2,476,808
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	1,702,433	1,593,742	1,460,047
	-	-	-
Federal Revenues	<u>709,271</u>	<u>704,238</u>	<u>718,288</u>
Total Estimated Revenues	\$ 5,235,927	\$ 4,964,984	\$ 4,655,143
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	22,247,658	22,247,658	25,327,720
Other	<u>174,687</u>	<u>174,687</u>	<u>87,954</u>
Total Intrafund Transfers In	<u>\$ 22,632,345</u>	<u>\$ 22,632,345</u>	<u>\$ 25,625,674</u>
Total Estimated Revenues, Transfers	\$ 27,868,272	\$ 27,597,329	\$ 30,280,817
Expenditures			
Academic Salaries	\$ 14,578,396	\$ 15,870,254	\$ 14,539,825
Classified Salaries	5,960,729	5,914,750	6,448,447
Benefits	4,618,432	4,983,103	4,903,587
Supplies	1,340,707	719,540	1,289,324
Services	1,597,933	1,135,221	1,304,129
Capital Outlay	237,556	151,361	122,586
Other Outgo	-	-	-
Other Payments to Students	179,497	152,380	125,000
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 28,513,250	\$ 28,926,609	\$ 28,732,898
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 108,870	\$ 108,870	\$ 121,991
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	<u>\$ 108,870</u>	<u>\$ 108,870</u>	<u>\$ 121,991</u>
Total Expenditures & Transfers	\$ 28,622,120	\$ 29,035,479	\$ 28,854,889
Increase/(Decrease) in Fund Balance	\$ (753,848)	\$ (1,438,150)	\$ 1,425,928
Beginning Balance	<u>\$ 1,554,290</u>	<u>\$ 1,554,290</u>	<u>\$ 116,140</u>
Ending Balance	<u><u>\$ 800,442</u></u>	<u><u>\$ 116,140</u></u>	<u><u>\$ 1,542,068</u></u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Las Positas College - Unrestricted	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	289,518	289,518	284,409
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	1,256,262	1,161,321	1,059,847
Federal Revenues	<u>1,757</u>	<u>2,611</u>	<u>-</u>
Total Estimated Revenues	\$ 1,547,537	\$ 1,453,450	\$ 1,344,256
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	22,182,075	22,182,075	25,160,833
Other	<u>174,687</u>	<u>174,687</u>	<u>87,954</u>
Total Intrafund Transfers In	\$ 22,566,762	\$ 22,566,762	\$ 25,458,787
Total Estimated Revenues, Transfers	\$ 24,114,299	\$ 24,020,212	\$ 26,803,043
Expenditures			
Academic Salaries	\$ 13,858,584	\$ 15,275,252	\$ 14,050,422
Classified Salaries	4,489,748	4,678,255	5,198,363
Benefits	4,204,336	4,588,712	4,469,661
Supplies	964,783	527,411	662,359
Services	1,094,129	798,258	757,733
Capital Outlay	147,697	69,760	116,586
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 24,759,277	\$ 25,937,648	\$ 25,255,124
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 108,870	\$ 108,870	\$ 121,991
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	\$ 108,870	\$ 108,870	\$ 121,991
Total Expenditures & Transfers	\$ 24,868,147	\$ 26,046,518	\$ 25,377,115
Increase/(Decrease) in Fund Balance	\$ (753,848)	\$ (2,026,306)	\$ 1,425,928
Beginning Balance	<u>\$ 1,412,307</u>	<u>\$ 1,412,307</u>	<u>\$ (613,999)</u>
Ending Balance	<u>\$ 658,459</u>	<u>\$ (613,999)</u>	<u>\$ 811,929</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Las Positas College - Restricted	2006-07 <u>Adj Budget</u>	2006-07 <u>Unaudited Actual</u>	2007-08 <u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	2,534,705	2,377,486	2,192,399
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	446,171	432,421	400,200
Federal Revenues	<u>707,514</u>	<u>701,627</u>	<u>718,288</u>
Total Estimated Revenues	\$ 3,688,390	\$ 3,511,534	\$ 3,310,887
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Revenue Allocations	65,583	65,583	166,887
Other	-	-	-
Total Intrafund Transfers In	\$ 65,583	\$ 65,583	\$ 166,887
Total Estimated Revenues, Transfers	\$ 3,753,973	\$ 3,577,117	\$ 3,477,774
Expenditures			
Academic Salaries	\$ 719,812	\$ 595,002	\$ 489,403
Classified Salaries	1,470,981	1,236,495	1,250,084
Benefits	414,096	394,391	433,926
Supplies	375,924	192,129	626,965
Services	503,804	336,963	546,396
Capital Outlay	89,859	81,601	6,000
Other Outgo	-	-	-
Other Payments to Students	179,497	152,380	125,000
Interfund Transfers	-	-	-
Total Expenditures	\$ 3,753,973	\$ 2,988,961	\$ 3,477,774
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
Total Intrafund Transfers Out	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 3,753,973	\$ 2,988,961	\$ 3,477,774
Increase/(Decrease) in Fund Balance	\$ (0)	\$ 588,156	\$ -
Beginning Balance	<u>\$ 141,984</u>	<u>\$ 141,984</u>	<u>\$ 730,140</u>
Ending Balance	<u>\$ 141,984</u>	<u>\$ 730,140</u>	<u>\$ 730,140</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund Dist. Svc.& Cont. Ed/M&O - Total	2006-07 <u>Adj Budget</u>	2006-07 <u>Unaudited Actual</u>	2007-08 <u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	3,341,065	3,374,169	927,365
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	4,409,918	5,459,499	5,576,554
Federal Revenues	-	-	-
Total Estimated Revenues	\$ 7,750,983	\$ 8,833,668	\$ 6,503,919
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 106,221	\$ 106,221	\$ 106,221
Revenue Allocations	14,628,933	14,628,933	15,409,377
Other	794,314	794,314	400,000
Total Intrafund Transfers In	\$ 15,529,468	\$ 15,529,468	\$ 15,915,598
Total Estimated Revenues, Transfers	\$ 23,280,451	\$ 24,363,136	\$ 22,419,517
Expenditures			
Academic Salaries	\$ 696,535	\$ 451,551	\$ 448,455
Classified Salaries	9,796,579	8,865,922	10,166,185
Benefits	3,698,484	3,306,344	3,755,446
Supplies	1,442,473	942,813	927,149
Services	8,051,358	6,000,447	6,594,369
Capital Outlay	2,856,698	537,593	713,143
Other Outgo	-	-	-
Other Payments to Students	3,800	-	-
Interfund Transfers	399,238	399,237	390,048
Total Expenditures	\$ 26,945,165	\$ 20,503,907	\$ 22,994,794
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
Total Intrafund Transfers Out	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 26,945,165	\$ 20,503,907	\$ 22,994,794
Increase/(Decrease) in Fund Balance	\$ (3,664,715)	\$ 3,859,229	\$ (575,277)
Beginning Balance	\$ 3,112,967	\$ 3,112,967	\$ 6,972,196
Ending Balance	\$ (551,747)	\$ 6,972,196	\$ 6,396,919

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund	2006-07	2006-07	2007-08
Dist. Svcs & Cont. Ed/M&O -			
Unrestricted	<u>Adj Budget</u>	<u>Unaudited Actual</u>	<u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	706,558	739,662	533,641
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	3,419,160	4,468,741	4,581,554
Federal Revenues			
	-	-	-
Total Estimated Revenues	\$ 4,125,718	\$ 5,208,403	\$ 5,115,195
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 106,221	\$ 106,221	\$ 106,221
Revenue Allocations	14,628,933	14,628,933	15,409,377
Other	794,314	794,314	400,000
Total Intrafund Transfers In	\$ 15,529,468	\$ 15,529,468	\$ 15,915,598
Total Estimated Revenues, Transfers	\$ 19,655,186	\$ 20,737,871	\$ 21,030,793
Expenditures			
Academic Salaries	\$ 696,535	\$ 451,551	\$ 448,455
Classified Salaries	9,263,793	8,319,761	9,615,688
Benefits	3,504,868	3,144,823	3,548,248
Supplies	1,220,898	885,756	916,875
Services	7,876,949	5,856,695	6,348,316
Capital Outlay	352,859	358,745	338,440
Other Outgo	-	-	-
Other Payments to Students	3,800	-	-
Interfund Transfers	399,238	399,237	390,048
Total Expenditures	\$ 23,318,939	\$ 19,416,568	\$ 21,606,070
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
Total Intrafund Transfers Out	\$ -	\$ -	\$ -
Total Expenditures & Transfers	\$ 23,318,939	\$ 19,416,568	\$ 21,606,070
Increase/(Decrease) in Fund Balance	\$ (3,663,754)	\$ 1,321,303	\$ (575,277)
Beginning Balance	\$ 2,137,339	\$ 2,137,339	\$ 3,458,642
Ending Balance	\$ (1,526,415)	\$ 3,458,642	\$ 2,883,365

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

General Fund	2006-07	2006-07	2007-08
Dist. Svcs & Cont. Ed/M&O - Restricted	<u>Adj Budget</u>	<u>Unaudited Actual</u>	<u>Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	2,634,507	2,634,507	393,724
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	990,758	990,758	995,000
Federal Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Total Estimated Revenues	\$ 3,625,265	\$ 3,625,265	\$ 1,388,724
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	-	-	-
Revenue Allocations	-	-	-
Other	-	-	-
Total Intrafund Transfers In	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Estimated Revenues, Transfers	\$ 3,625,265	\$ 3,625,265	\$ 1,388,724
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	532,786	546,161	550,497
Benefits	193,617	161,521	207,198
Supplies	221,575	57,057	10,274
Services	174,409	143,752	246,053
Capital Outlay	2,503,839	178,848	374,703
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 3,626,226	\$ 1,087,339	\$ 1,388,724
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Expenditures & Transfers	\$ 3,626,226	\$ 1,087,339	\$ 1,388,724
Increase/(Decrease) in Fund Balance	\$ (961)	\$ 2,537,926	\$ -
Beginning Balance	<u>\$ 975,628</u>	<u>\$ 975,628</u>	<u>\$ 3,513,554</u>
Ending Balance	<u>\$ 974,667</u>	<u>\$ 3,513,554</u>	<u>\$ 3,513,554</u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET
SELF INSURANCE FUND
2007-2008

The purpose of the Self Insurance Fund is to account for the accumulation of funds to pay for the cost of retiree medical benefits. This fund is also referred to as the Retiree Unfunded Medical Benefit Liability (RUMBL) Fund.

The District pays for the cost of medical benefits for qualified retirees. An actuarial study determined that the annual expense for these benefits would eventually rise to a level that could not be supported by the District's normal operating budget. The annual increase in expenses is due to a combination of the increasing number of retirees and the increasing cost of the medical benefits. For 2007-2008 the cost of medical premiums for retirees increased by approximately 2%.

The transfer amount for 2007-08 has been increased to \$3,305,878 to approximate actual annual cost.

It should be noted that the District is not transferring any additional amount to build up the RUMBL fund.

BUDGET ASSUMPTIONS:

REVENUES

Interest revenue was adjusted to more accurately reflect historical activity.

EXPENDITURES

The expenditures are based on the actual number of retirees and potential increase in medical benefit costs.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

Self Insurance Fund District Total	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
Contract Services	\$ 3,098,189	\$ 3,098,189	\$ 3,305,878
Interest	53,000	-	20,000
Total Estimated Revenues	\$ 3,151,189	\$ 3,098,189	\$ 3,325,878
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	-	-	-
Benefits	-	-	-
Supplies	-	-	-
Services	2,935,434	2,992,788	3,142,427
Capital Outlay	-	-	-
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
Total Expenditures	\$ 2,935,434	\$ 2,992,788	\$ 3,142,427
Increase/(Decrease) in Fund Balance	\$ 215,755	\$ 105,401	\$ 183,451
Beginning Balance	\$ 2,829,913	\$ 2,829,913	\$ 2,935,314
Ending Balance	<u><u>\$ 3,045,668</u></u>	<u><u>\$ 2,935,314</u></u>	<u><u>\$ 3,118,765</u></u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET
CAFETERIA FUND
2007-2008

The purpose of the Cafeteria Fund is to record the revenues and expenses related to food service operations. At Chabot College, this consists of a cafeteria and food & beverage vending machines, both operated by outside contractors. At Las Positas College, this also consists of a cafeteria and food & beverage machines, both operated by outside contractors.

BUDGET ASSUMPTIONS:

REVENUES

2007-2008 estimated revenues are based on past performance and/or contractual minimum commissions.

EXPENDITURES

These expenses are for the maintenance of the cafeterias at the colleges. The expenses for 2007-2008 consist of salary and benefit expenses for custodial services.

All commissions from vending machine sales are transferred to the Associated Students of Chabot College.

Las Positas College is utilizing its revenues generated from food service operations to finance the new student center and cafeteria.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

Cafeteria Fund District Total	2006-07 <u>Adj Budget</u>	2006-07 <u>Unaudited Actual</u>	2007-08 <u>Budget</u>
Estimated Revenues			
Cafeteria Operations	\$ 39,000	\$ 33,196	\$ 39,000
Vending Commissions	6,000	3,000	6,000
Catering Truck	-	-	-
Interest	200	100	200
Reserves & Special Allocations	-	-	-
Total Estimated Revenues	\$ 45,200	\$ 36,296	\$ 45,200
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	28,608	31,179	34,372
Benefits	13,741	16,240	17,884
Supplies	-	-	-
Services	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
Total Expenditures	\$ 42,349	\$ 47,419	\$ 52,255
Increase/(Decrease) in Fund Balance	\$ 2,851	\$ (11,123)	\$ (7,055)
Beginning Balance	<u>\$ 24,267</u>	<u>\$ 24,267</u>	<u>\$ 13,144</u>
Ending Balance	<u><u>\$ 27,118</u></u>	<u><u>\$ 13,144</u></u>	<u><u>\$ 6,089</u></u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET
CHILD DEVELOPMENT FUND
2007-2008

The purpose of the Child Development Fund is to record the revenues and expenses related to the operation of the child development center at Chabot College.

BUDGET ASSUMPTIONS:

REVENUES

Revenues for the support of the child development center come from several sources including fees paid by parents, State preschool grants, Federal Head-start and local programs.

EXPENDITURES

The expenditures for the operation of the child development center include the salaries & benefits of the staff and necessary supplies, such as learning materials and food for the children.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

Child Development Fund District Total	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues	\$ 809,534	\$ 866,807	\$ 851,014
Child Care Fees	115,000	100,000	115,000
Federal Revenues	766,000	616,000	616,000
Local Revenues	-	-	-
Interest	-	-	-
Interfund Transfers In	563,914	563,914	563,914
Total Estimated Revenues	\$ 2,254,448	\$ 2,146,721	\$ 2,145,928
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	1,365,194	1,590,625	1,528,344
Benefits	564,015	566,829	561,811
Supplies	107,059	114,006	43,082
Services	118,405	2,486	6,850
Capital Outlay	157,651	14,479	-
Other Outgo	-	2,601	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
Total Expenditures	\$ 2,312,325	\$ 2,291,026	\$ 2,140,087
Increase/(Decrease) in Fund Balance	\$ (57,877)	\$ (144,305)	\$ 5,841
Beginning Balance	<u>\$ 236,192</u>	<u>\$ 236,192</u>	<u>\$ 91,887</u>
Ending Balance	<u><u>\$ 178,315</u></u>	<u><u>\$ 91,887</u></u>	<u><u>\$ 97,728</u></u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET CAPITAL PROJECTS FUND

2007-2008

The purpose of the Capital Projects Fund is to record revenues and expenditures related to acquisition, construction or improvement of grounds or buildings, including scheduled maintenance projects. There are two subfunds associated with this fund: Capital Projects which accounts for all construction or improvement of grounds or buildings, including scheduled maintenance projects and the remaining long-term debt in the capital projects fund which consists of the lease-revenue bonds for the 5020 Franklin Drive facility; and the Property Sale Fund which currently accounts for the monies received for the sale of District owned property in Castro Valley (Nike site).

Capital Projects Fund

Construction Projects

Las Positas College

- Physical Education Complex Gymnasium – Phase I (equipment)
- Multidisciplinary building (equipment)

Chabot College

- Language Arts Learning Skills Modernization (preliminary plans)

Scheduled Maintenance

While the State is not currently funding specific scheduled maintenance projects, the District receives funds which can be used for this purpose as part of the Block Grant and Physical Plant and Instructional Support allocations. It is anticipated that Measure B funds will be used as the 50% match for any projects the District scheduled maintenance projects identifies to be completed during 2007-08. These funds may also be used to support annual costs for items such as the cogeneration system.

Property Sale Fund

The only source of revenues for this fund is interest earned on the balance in the fund. As there are no planned uses of these funds interest income will increase as the fund balance increases.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET
2007-08

Capital Outlay Projects Fund District Total	2006-07 Adj Budget	2006-07 Estimate	2007-08 Budget
Estimated Revenues			
State Revenues	\$ 3,963,843	\$ 3,928,807	\$ 211,036
Local Revenues	-	-	-
Interest	54,340	159,880	105,000
Interfund Transfers	388,903	388,903	390,048
Trustee Asset Proceed	1,000	10,743	11,000
Loan Proceed	-	(27,399)	-
Measure B Proceed	-	-	-
Reserves & Special Allocations	-	-	-
Total Estimated Revenues	\$ 4,408,086	\$ 4,460,934	\$ 717,084
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	350,041	-	-
Benefits	59,493	-	-
Supplies	-	-	-
Services	248,062	1,650	246,433
Capital Outlay	3,963,843	4,789,396	211,036
Other Outgo	388,903	388,903	390,048
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
Total Expenditures	\$ 5,010,342	\$ 5,179,949	\$ 847,517
Increase/(Decrease) in Fund Balance	\$ (602,256)	\$ (719,015)	\$ (130,433)
Beginning Balance	\$ 3,440,919	\$ 3,440,919	\$ 2,721,904
Ending Balance	<u>\$ 2,838,663</u>	<u>\$ 2,721,904</u>	<u>\$ 2,591,471</u>

Chabot - Las Positas Community College District

BUDGET CALENDAR

2007 - 2008

Preliminary Budget

- 1/10 Report on Governor's 2007/08 budget proposal
- 1/12 Attend ACCCA Annual workshop on Governor's proposed budget
- 1/20 Develop and distribute initial Position Budget Worksheets. Budget Worksheets, Instructions and District budget assumptions distributed to colleges and District Cost Center Managers
- 2/01 Develop and submit budget assumptions from colleges and District (including M & O)
- 2/14 Submit position corrections/adjustments to District Business Office
- 2/21 Final adjustments entered and all budgets loaded, site revenue projections to District Business Office; Preliminary revenue allocations to Colleges
- 3/01 Send preliminary Budget Worksheets and revised Position Budget Worksheets to Colleges and District Cost Center Managers
- 3/06 Preliminary Budget prepared

Tentative Budget

- 4/14 Submit Position corrections/adjustments to District Business Office; final budget entries loaded, adjustments to site revenue projections
- 4/21 Review Tentative Budget Worksheets
- 5/03 Prepare Draft Tentative Budget
- 5/12 Review Draft Tentative Budget
- 5/15 Correct/adjust final Position Budget Worksheets
- 5/19 Enter final corrections (balanced), adjust site revenue projections
- 5/26 Prepare Draft Tentative Budget for submission
- 6/13 Prepare Tentative Budget for submission to the Board of Trustees

6/26	Recommend adoption of Tentative Budget to Board of Trustees; Tentative Budget adopted
6/29	Load Budget into Operation Accounts
7/24	Send out final Position Budget Worksheets and Budget Worksheets
8/07	Enter Adjustments and corrections for the Adoption Budget. Adjust site revenue projections to District Office
8/21	Prepare Adoption Budget for submission to the Board of Trustees
9/04	Recommend adoption to Board of Trustees: Adopt Adoption Budget
9/08	Load Budget adjustments into Operation Accounts
45 Days After Signing/Board Meeting	Present major revisions to the Adoption Budget based on State Budget Bill being signed into law

California Community Colleges

SOUND FISCAL MANAGEMENT

Self-Assessment Checklist

- 1. Deficit Spending – Is this area acceptable? Yes / No**
 - Is the district spending within their revenue budget in the current year?
 - Has the district controlled deficit spending over multiple years?
 - Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions?
 - Are district revenue estimates based upon past history?
 - Does the district automatically build in growth revenue estimates?

- 2. Fund Balance – Is this area acceptable? Yes / No**
 - Is the district's fund balance stable or consistently increasing?
 - Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions?

- 3. Enrollment – Is this area acceptable? Yes / No**
 - Has the district's enrollment been increasing or stable for multiple years?
 - Are the district's enrollment projections updated at least semi-annually?
 - Are staffing adjustments consistent with the enrollment trends?
 - Does the district analyze enrollment and full-time equivalent students (FTES) data?
 - Does the district track historical data to establish future trends between P-1 and Annual for projection purposes?
 - Has the district avoided stabilization funding?

- 4. Unrestricted General Fund Balance – Is this area acceptable? Yes / No**
 - Is the district's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)?
 - Is the district's unrestricted fund balance maintained throughout the year?

- 5. Cash Flow Borrowing – Is this area acceptable? Yes / No**
 - Can the district manage its cash flow without interfund borrowing?
 - Is the district repaying TRANS and/or borrowed funds within the required statutory period?

- 6. Bargaining Agreements – Is this area acceptable? Yes / No**
 - Has the district settled bargaining agreements within new revenue sources during the past three years?
 - Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement?
 - Did the district correctly identify the related costs?
 - Did the district address budget reductions necessary to sustain the total compensation increase?

- 7. Unrestricted General Fund Staffing – Is this area acceptable? Yes / No**
 - Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses?
 - Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)?

- 8. Internal Controls – Is this area acceptable? Yes / No**
- Does the district have adequate internal controls to insure the integrity of the general ledger?
 - Does the district have adequate internal controls to safeguard the district's assets?
- 9. Management Information Systems – Is this area acceptable? Yes / No**
- Is the district data accurate and timely?
 - Are the county and state reports filed in a timely manner?
 - Are key fiscal reports readily available and understandable?
- 10. Position Control – Is this area acceptable? Yes / No**
- Is position control integrated with payroll?
 - Does the district control unauthorized hiring?
 - Does the district have control over part-time academic staff hiring?
- 11. Budget Monitoring – Is this area acceptable? Yes / No**
- Is there sufficient consideration to the budget, related to long-term bargaining agreements?
 - Are budget revisions completed in a timely manner?
 - Does the district openly discuss the impact of budget revisions at the board level?
 - Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified?
 - Has the district's long-term debt decreased from the prior fiscal year?
 - Has the district identified the repayment sources for the long-term debt?
 - Does the district compile annualized revenue and expenditure projections throughout the year?
- 12. Retiree Health Benefits – Is this area acceptable? Yes / No**
- Has the district completed an actuarial calculation to determine the unfunded liability?
 - Does the district have a plan for addressing the retiree benefits liabilities?
- 13. Leadership/Stability – Is this area acceptable? Yes / No**
- Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer, and Board of Trustees)?
- 14. District Liability – Is this area acceptable? Yes / No**
- Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels?
 - Has the district set up contingent liabilities for anticipated settlements, legal fees, etc?
- 15. Reporting – Is this area acceptable? Yes / No**
- Has the district filed the annual audit report with the System Office on a timely basis?
 - Has the district taken appropriate actions to address material findings cited in their annual audit report?
 - Has the district met the requirements of the 50 percent law?
 - Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines?