

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



***Adoption Budget***

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

# **CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **Board of Trustees**

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Mr. Lorenzo Legaspi – Vice Chancellor, Business Services  
Mr. John Nahlen – Director, Business Services  
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## **Chabot College**

Dr. Robert E. Carlson – President

## **Las Positas College**

Mr. Bob Kratochvil – Interim President

**Chabot - Las Positas Community College District**

**District Offices**

**5020 Franklin Drive**

**Pleasanton, CA 94588**

**Phone: (925) 485-5203**

**[www.clpccd.cc.ca.us](http://www.clpccd.cc.ca.us)**

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# Chabot-Las Positas Community College District

## Introduction

The 2007-08 budget is quite unique – not in the sense of growth and COLA, but in the political and economic environment that surrounded the state and the nation when the state budget bill was signed into law.

First, the budget bill was signed by the Governor on August 24, 2007, 55 days after the beginning of the fiscal year and making it the third latest budget in the state's history. A single vote in the Senate delayed the budget all summer long. The budget passed the Senate only after the Governor promised to veto \$700 million. The Governor delivered on his promise. For the California Community Colleges, this resulted in the set aside of funding for the following programs: Basic Skills initiative, \$33.1 million, Career Development/College Preparation, \$13.8 million, Part-time Faculty Health Insurance, \$4 million, and a Construction College Pilot Program, \$1.5 million.

Second, by the time the budget was signed, the state was already seeing signs of a weakening state economy. Tax collections, the single most important barometer of state revenues were below projections by about \$1.0 billion in the months of May, June and July.

Third, on the national front, the state budget was signed amidst growing concerns about the economy. The stock market was declining, the housing market bubble seem to have burst, mortgage foreclosures due primarily to the sub-prime loan segment were on the rise, consumer confidence was down and the "R" word was being thrown around by economists.

Finally, due to the lateness of the State Budget, the deadline for adopting the budget was extended to October 15<sup>th</sup> by the State Chancellor. In addition, the completion of the adopted financial and budget report was extended from September 30<sup>th</sup> to November 1<sup>st</sup>. By law, California Community Colleges must adopt a final budget by September 15<sup>th</sup>.

This budget was developed based on the following assumptions outlined in the state budget:

- \$6.227 billion in Proposition 98 funding for the California Community Colleges, an increase of 5.6 percent over the 2006-07 Budget Act.
- \$263 million to fully fund the 4.53 percent cost-of-living-adjustment for apportionments and specified categorical programs
- \$107.5 million to fund 2 percent enrollment growth. (Funding for another 1 percent increase in FTES remains in our base budget, for a total capacity to fund 3 percent increase in FTES).

- \$33.2 million to compensate districts for the full-year costs associated with the reduction of the student enrollment fee from \$26 per credit unit to \$20 per credit unit.
- Approval of the reversion of 2006-07 apportionment funds unused as of March 14, 2008. This timeframe will allow for the processing and funding of all apportionment claims that come in for 2006-07. The reversion amount is identified as \$80 million or whichever greater or lesser amount is available.
- \$80 million base reduction in California Community Colleges apportionments commencing 2007-08. The stated rationale for this reduction was that the California Community Colleges System has had unused growth funding in the current and prior fiscal years.
- \$26.7 million in one-time funds, including: \$8.1 million for deferred maintenance and instructional equipment; \$8.1 million for equipment for nursing and allied health programs; and \$4 million for start-up grants for four new Nursing Programs; and \$1 million for CalPASS faculty councils.

The above assumptions are then utilized to project the district's revenues and expenditures as follows:

## **REVENUES**

### **Federal Revenues**

Federal revenues include estimates for ongoing 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).

### **State Revenues**

General Apportionment – The largest source of District revenue is General Apportionment. General Apportionment Revenue is based on a new funding model commonly referred to as SB361 which was enacted in 2006. SB 361 was a comprehensive reform to the formula that allocated General Apportionment to the 72 California Community College districts. It recognizes the fixed costs of operating multi-college districts, single college districts, campuses and colleges serving rural areas.

In addition to recognizing the fixed costs, SB 361 also provides funding on the basis of Full-Time Equivalent Student (FTES), both credit and non-credit courses.

Below is the calculation of General Apportionment for Chabot-Las Positas Community College District using the SB 361 funding model.

<u>Foundation Revenue</u>	
Chabot College (>10,000 FTES)	3,500,000
Las Positas College (<10,000 FTES)	3,000,000
<u>Credit-Non Credit Base Revenues</u>	
Credit FTES x Rate (16,142 X 4,289.49)	69,242,519
Non-Credit FTES x Rate (557.73 X 2,579.39)	<u>1,438,604</u>
SB 361 Base Revenue Guarantee	\$77,181,123
<u>2007-08 COLA (4.53%)</u>	
Foundation COLA	294,450
Credit COLA	3,136,686
Non-Credit COLA	65,169
<u>2007-08 Growth</u>	
District Growth Rate (2.0%)	<u>1,531,104</u>
Total Funding under SB 361	<u><u>\$82,208,532</u></u>

### **Other State Revenues**

Other State revenues include estimates for ongoing 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, and interest income.

## EXPENDITURES

The expenditure budget is the financial operating plan for the District. There are two major classifications of expenditures, 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.

Within each major classification, the expenditures are categorized by the following:

- Academic Salaries
- Classified Salaries
- Benefits
- Supplies
- Other Operating Expenses and Services
- Capital Outlay
- Transfers and Other Outgoing

Academic Salaries - This object is used to record all expenditures for salaries of employees in academic positions that require minimum qualifications established by the Board of Trustees pursuant to Education Code Section 87356.

Classified Salaries - Expenditures for the full and prorated portions of salaries of employees in contract or regular non instructional academic positions are recorded here. This object is also for expenditures for the full or prorated portions of salaries of instructors who have not been designated as contract or regular employees. Included are the salaries of instructors designated as temporary employees pursuant to Education Code Section 87477 and overload and stipend pay for instructors designated as contract employees or as regular employees.

Benefits - This object is used to record all expenditures for the employer's share of contributions to retirement plans, as well as the costs of health and welfare benefits for current and retired employees and their dependents. These benefits include: State Teachers' Retirement System (STRS) Fund, Public Employees' Retirement System (PERS) Fund, Old Age, Survivors, Disability and Health Insurance, Health and Welfare Benefits, State Unemployment Insurance, Workers' Compensation Insurance, Local/Alternative Retirement Systems and Other Benefits.

Supplies - The object code for supplies is used to record all expenditures for instructional and non instructional supplies and materials, including costs of freight, sales/use tax and handling charges. Supplies and materials are items that are expendable and quickly consumed or easily broken, damaged, or lost. Included in this object are instructional, office, library, medical, food and food service supplies as well as tests, periodicals, magazines, pictures, maps, computer software, and other expendable items having a useful life of less than one year. Also included are supplies and material used in the care and upkeep of equipment, buildings and ground and other like items.

Other Operating Expenses and Services - This object is used to record all expenditures for services, leases, rents, travel and other operating expenses. This object also includes expenses for the annual audit, contract services, payments to firms providing internet access, online services and software licensing; and services for another entity such as a joint powers agency to administer a self-insurance fund for the district. Additional expenditures in this object code are: depreciation, dues and membership, election, insurance, interest on loans, legal, personal and consultant services, postage, rents and leases, repairs and maintenance, self-insurance claims, travel and conference, utilities and housekeeping services and others such as debt expense, loan costs, physical examinations, fingerprinting, damage to personal property, cash variances, advertisements not required by law and all other operating costs not identifiable within any other object in this category.

Capital Outlay - This object is used to record all Capital Outlay expenditures. Included are amounts paid for the acquisition of fixed assets or additions to fixed asset; land or existing building; improvement of grounds; building construction, remodeling, or additions; and equipment. Capital Outlay is the controlling account that summarizes expenditures recorded in the following subsidiary object categories: sites and site improvements, buildings, library books, equipment-additions and replacement.

Transfers and Other Outgoing - This object is used to record other expenses and non-expenditure disbursements. These include: debt retirement (long term debt), intra-fund transfers-out, inter-fund transfers-out, other transfers, student financial aid, other student aid and reserve for contingencies.

## 2007 - 2008 Community Colleges Preliminary Growth Rates

District Name	2007-08 Preliminary Growth Rate -%	Underserved Area - %	New Facility Adjustment - %	Revised Growth Rates Constrained to Growth Appropriations with Minimums
Allan Hancock	2.664	0.000	0.00	1.482
Antelope Valley	5.568	0.000	0.00	3.097
Barstow	2.257	0.000	0.00	4.361
Butte	1.361	0.000	0.00	0.908
Cabrillo	0.786	0.000	0.00	0.872
Cerritos	2.674	0.000	0.00	1.487
<b>Chabot-Las Positas</b>	<b>2.338</b>	<b>0.000</b>	<b>0.00</b>	<b>1.300</b>
Chaffey	3.577	1.160	0.00	2.634
Citrus	5.316	0.000	0.00	2.957
Coast	2.895	0.000	0.00	1.161
Compton	7.340	0.580	0.00	4.405
Contra Costa	1.648	0.020	0.00	0.928
Copper Mt.	4.894	0.070	0.00	7.430
Desert	5.632	0.890	0.00	3.627
El Camino	4.404	0.060	0.00	2.483
Feather River	1.918	0.000	0.00	7.331
Foothill-DeAnza	1.345	0.000	2.92	2.372
Gavilan	4.817	0.000	0.00	2.679
Glendale	1.545	0.000	0.00	0.859
Grossmont	4.079	0.000	0.00	2.269
Hartnell	2.303	0.000	0.00	1.538
Imperial	3.882	0.000	0.00	2.159
Kern	2.934	0.150	0.00	1.715
Lake Tahoe	1.753	0.000	0.00	5.917
Lassen	5.408	0.450	0.00	6.853
Long Beach	2.400	0.100	0.00	1.390
Los Angeles	1.958	0.820	0.19	1.545
Los Rios	3.123	0.000	0.00	2.182
Marin	0.718	0.600	0.00	2.330
Mendocino-Lake	0.820	0.350	0.00	3.384
Merced	2.228	0.300	15.05	9.609
Mira Costa	3.216	0.580	0.00	2.111
Monterey	2.948	0.000	0.00	1.640
Mt. San Antonio	2.454	0.000	0.00	1.36
Mt. San Jacinto	6.266	1.090	2.18	4.697
Napa Valley	1.911	0.000	0.00	1.688

## 2007 - 2008 Community Colleges Preliminary Growth Rates

District	2007-08 Preliminary Growth Rate - %	Underserved Areas - %	New Facility Rate - %	Revised Growth Rates Constrained to Growth Appropriations with Minimums - %
North Orange County	1.547	0.060	0.00	0.894
Ohlone	0.410	0.000	0.00	1.214
Palo Verde	3.102	0.000	1.80	5.561
Palomar	2.031	0.000	0.00	1.130
Pasadena Area	1.809	0.000	0.00	1.006
Peralta	4.324	0.030	0.00	2.421
Rancho Santiago	1.064	0.000	0.22	0.714
Redwoods	1.138	0.000	0.00	2.225
Rio Hondo	2.911	0.180	0.00	1.719
Riverside	4.491	0.000	0.00	2.498
San Bernardino	3.979	0.220	0.00	2.335
San Diego	2.279	0.420	0.00	1.501
San Francisco	1.686	0.130	3.63	2.957
Sa Joaquin Delta	7.140	0.260	0.00	4.116
San Jose	2.372	1.140	0.00	1.953
San Luis Obispo	1.775	0.000	0.00	1.082
San Mateo	1.306	0.160	1.15	1.366
Santa Barbara	1.044	0.000	1.25	1.276
Santa Clarita	7.585	0.000	3.25	6.026
Santa Monica	3.885	0.000	0.00	2.161
Sequoias	3.212	0.430	0.00	2.026
Shasta	1.488	0.040	0.00	1.382
Sierra	4.413	0.000	0.00	2.454
Siskiyou	11.786	0.000	0.00	6.555
Solano	1.331	0.370	0.00	1.092
Sonoma	2.856	0.000	0.00	1.588
South Orange	3.142	0.040	0.00	1.770
Southwestern	3.665	0.000	0.00	2.038
State Center	3.857	0.000	0.00	2.145
Ventura	3.350	0.000	0.00	1.863
Victor Valley	8.952	0.000	0.00	4.979
West Hills	0.770	0.000	0.00	2.020
West Kern	1.000	0.000	0.00	4.507
West Valley	1.516	0.000	0.00	0.843
Yosemite	2.470	0.160	0.00	1.463
Yuba	2.831	0.000	0.00	1.574

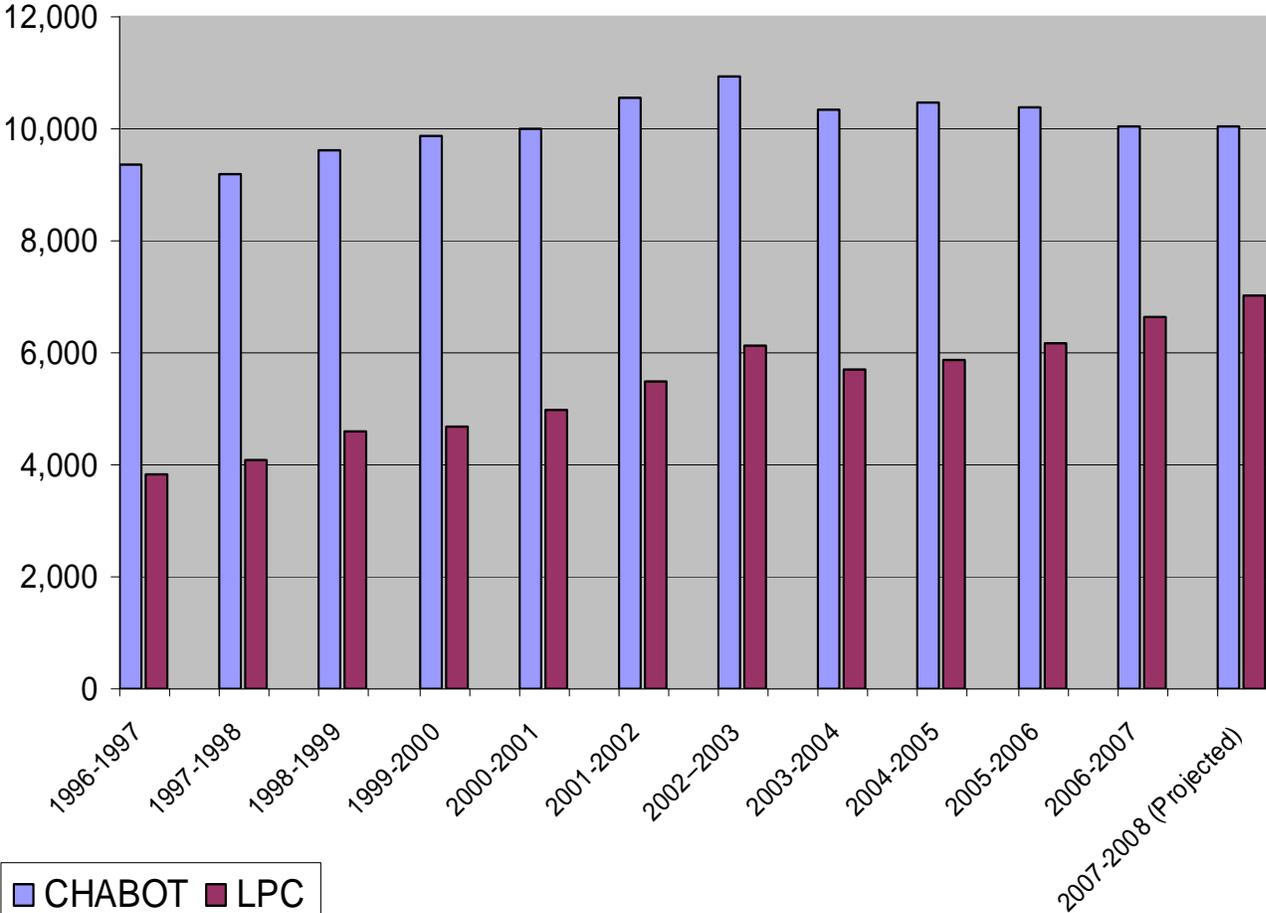
**Chabot-Las Positas  
Community College District**

**Full Time Equivalent Student (FTES) Enrollments**

<b>YEAR</b>	<b>CHABOT</b>	<b>% Growth</b>	<b>LPC</b>	<b>% Growth</b>	<b>TOTAL</b>	<b>% Growth</b>
1996-1997	9,354	3.9	3,820	6.0	13,174	4.5
1997-1998	9,171	-2.0	4,098	7.3	13,269	0.7
1998-1999	9,636	5.1	4,581	11.8	14,217	7.1
1999-2000	9,868	2.4	4,678	2.1	14,546	2.3
2000-2001	10,005	1.4	4,982	6.5	14,987	3.0
2001-2002	10,569	5.6	5,508	10.6	16,077	7.3
2002-2003	10,928	3.4	6,120	11.1	17,048	6.0
2003-2004	10,326	-5.5	5,707	-6.7	16,033	-6.0
2004-2005	10,477	1.5	5,886	3.1	16,363	2.1
2005-2006	10,367	-1.0	6,171	4.8	16,538	1.1
2006-2007	10,062	-2.9	6,638	7.6	16,700	1.0
2007-2008 (Projected)	10,041	-0.2	7,001	5.5	17,042	2.0

# Chabot-Las Positas Community College District

## Full-Time Equivalent Student (FTES) Enrollments



**2007-08 System Budget Request and Budget Act**  
 Comparison of Recommended Funding Increase Over 2006-07  
 (Ongoing Propostion 98 Only)  
*Dollars in Thousands*

<u>College Awareness and Access</u>	<u>System Budget</u>	<u>Budget Act</u>
Fee reduction backfill	40,000	33,245
COLA (4.53% at Budget Act)	298,000	263,340
Growth (2% at Budget Act)	170,000	107,532 <i>a</i>
Aportionment base reduction		-80,000
Career Development and College Preparation Instruction	30,000	
COLA AND Growth for CalWORKS, Financial Aid	5,635	
Administration, and Foster Care Education/Training		
Student Services Allocations for Newly Accredited Colleges	873	
 <b>Student Success and Readiness</b>		
Basic Skills Initiative	-33,100	-33,100 <i>b</i>
Matriculation Restoration	14,000	
Part-Time Faculty Office Hours/Health Insurance	12,000	
Increase Full-time Faculty Positions	45,000	
Compensation Equity for Part-Time Faculty	50,000	
Special Services for CalWORKS Students	9,000	
Mathematics Engineering Science Achievement (MESA)	2,200	
EOPS Book Grants		1,900
 <b>Partnerships for Economic and Workforce Development</b>		
Governor's Career Technical Education Initiative (SB 70)	-32,000	-32,000 <i>c</i>
Economic Development - Regional Clearinghouse	2,000	
Nursing Attrition Reduction		5,214
 <b>System Effectiveness</b>		
Academic Senate - COLA	23	
Technology Items	14,300	
Professional and Staff Development	10,000	
 <b>Resource Development</b>		
Fiscal Crisis Management Assistance Team (FCMAT)	570	570
Reimbursement of State Mandates	16,000	
Technical Adjustments		-3,602
<b>TOTALS</b>	<b>710,601</b>	<b>318,199</b>

*a/ Total includes \$10 million in continuing funding for CAHSEE instrucion*

*b/ System requested redirection of \$33.1 million in basic skills "over cap" funding to support the Basic Skills Initiative. The Governor vetoed these funds, setting them aside and stating a willingness to work with the System to develop a student success initiative to accomplish similar objectives.*

*c/ SB 1133 appropriated \$32 million for the Governor's Career Technical Education Initiative for 2007-08*

**2007-08 Enacted Budget - One-Time Funds (Dollars in Thousands)**

	<b>Enacted</b>
Instructional Equipment/Facilities Maintenance	\$8,084
Nursing and Allied Health Equipment	8,084
Start-up Funds for 4 New Nursing Programs	4,000
CalPASS	1,000
<b>Total</b>	<b>\$21,168</b>

## **Chabot-Las Positas Community College District**

### **Board of Trustees Priorities (2007-2008)**

The Chabot-Las Positas Community College District's Board of Trustees will work as an ethical and cohesive team in supporting the Chancellor's maintenance of a fiscally sound and creative learning environment for students and a productive and rewarding environment for staff. The Board joins with the Chancellor in judging their effectiveness by:

1. Requiring regular and accurate fiscal reports that include all major expenditures which affect the economic health of the colleges and the District;
2. Adhering to Board Policies that require regular, timely and consistent evaluations in order to improve staff and student performance;
3. Requiring all Board reports to be well documented, timely, and thoughtfully prepared with all appropriate and accurate legal information so that the Board Members will have a solid basis upon which to make fair decisions;
4. Operating in an open, honest, and ethical decision-making process;
5. Maintaining open communication channels with the local communities through the formation of working partnerships with business, industry, education, and government;
6. Keeping informed on appropriate State and Federal policies affecting community colleges.

## 2007- 2008 Major Revenue Assumptions

Apportionment revenue is based on the Second Principal Apportionment and the proposed 2007 - 2008 Budget Act. For 2007-08 the State General Apportionment is based on the following assumptions:

### General Apportionment Revenue: 2007 – 2008

➤ Base apportionment	\$77,181,123
➤ 2007-2008 COLA, 4.53%	3,496,305
➤ 2007-2008 Growth, 2%	1,531,104

**TOTAL** **\$82,208,532**

### Sources:

➤ Property Taxes	\$23,360,204
➤ Enrollment Fees	6,007,582
➤ State General Apportionment (Total Apportionment – Property Taxes - 98% Enrollment Fees)	52,840,746

**TOTAL** **\$82,208,532**

### Other Revenue:

- Lottery revenue per FTES is estimated at \$123 per FTES.
- Interest revenue is projected at \$293,272.
- Enrollment fees will be \$20 per unit
- Non-resident tuition revenue is estimated to be \$1,350,000.

## 2007- 2008 Major Expenditure Assumptions

2007-2008 salary schedule increments resulting from the Collective Bargaining agreements have been included in the expenditure estimates.

	<u>Percentage</u>
1. Cost of living adjustment	4.53%
Salary Schedule Adjustments	
Faculty (Tentative Agreement)	6.00%
Classified (Tentative Agreement)	6.00%
2. Statutory benefits are budgeted as follows:	
State Teachers Retirement System	8.25%
Public Employees Retirement System	9.31%
OASDHI (Social Security)	6.20%
Medicare	1.45%
State Unemployment Insurance	0.05%
Workers Compensation	1.22%
STRS Cash Balance Plan (Hourly Academic)	4.00%
Alternate Retirement System (Hourly Non Academic)	3.75%
3. Step/column and longevity adjustments are including in the compensation expenditures.	
4. Health and Welfare benefits (medical, dental, life insurance, vision) are budgeted at an average cost per employee. Medical benefit costs reflect a 2.0% increase over 2007 - 2008.	
5. Utilities – remains the same	
6. Property and Liability Insurance increased by \$33,696	
7. Retiree Health Benefits budget of \$3,305,878	
8. Other Expenditures are budgeted at the prior year levels	

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

**General Fund**

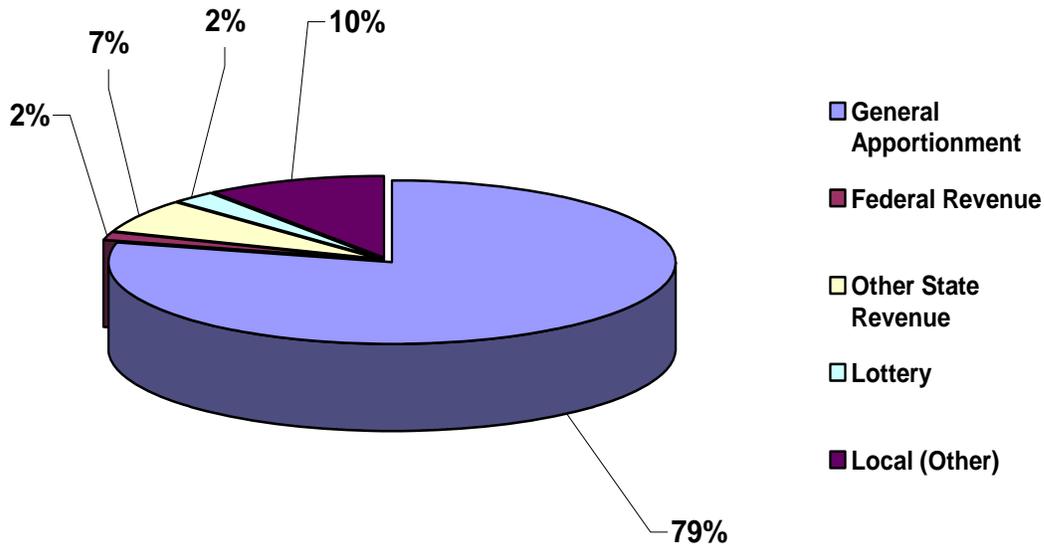
	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
Estimated Revenues			
State Revenues			
General Apportionment	\$ 51,732,390	\$ 50,734,076	\$ 52,718,142
Other	15,724,991	15,066,502	9,685,135
Local Revenues			
Property Taxes	22,399,986	22,447,732	23,360,204
Enrollment Fees	6,024,069	6,004,100	6,130,186
Other	9,517,853	9,267,467	10,667,470
Federal Revenues	2,136,458	1,670,980	1,781,711
Total Estimated Revenues	\$ 107,535,747	\$ 105,190,857	\$ 104,342,848
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Revenue Allocations	-	-	-
Other	-	-	-
Total Intrafund Transfers In	\$ 752,251	\$ 752,251	\$ 784,980
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 108,287,998</b>	<b>\$ 105,943,108</b>	<b>\$ 105,127,828</b>
Expenditures			
Academic Salaries	\$ 42,748,359	\$ 42,434,530	\$ 44,975,660
Classified Salaries	24,431,238	23,186,716	25,666,116
Benefits	16,668,148	16,307,887	17,748,489
RUMBL Benefits	3,098,189	3,098,189	3,305,878
Supplies	4,214,490	2,783,793	3,119,503
Services	12,467,326	9,452,247	8,925,788
Capital Outlay	3,782,522	1,037,995	1,028,287
Other Outgo	-	-	-
Other Payments to Students	368,830	346,123	282,380
Interfund Transfers	1,003,152	981,549	953,962
Total Expenditures	\$ 108,782,253	\$ 99,629,029	\$ 106,006,062
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 752,251	\$ 752,251	\$ 784,980
Other	-	-	-
Total Intrafund Transfers Out	\$ 752,251	\$ 752,251	\$ 784,980
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 109,534,504</b>	<b>\$ 100,381,280</b>	<b>\$ 106,791,042</b>
Increase/(Decrease) in Fund Balance	\$ (1,246,507)	\$ 5,561,828	\$ (1,663,214)
Beginning Balance	\$ 12,729,477	\$ 12,729,477	\$ 18,291,305
Ending Balance	\$ 11,482,971	\$ 18,291,305	\$ 16,628,091
<u>Components of Ending Balance</u>			
General Reserve for Economic Uncertainties			\$ 4,795,187
Other Reserves: Sabbatical; Legal; Energy; Benefits			\$ 1,642,562
One Time Monies - Initiatives and Carryovers			\$ 521,654
Site Ending Balances and Designated Funds			\$ 3,190,193
Restricted Accounts Ending Balance			\$ 5,476,738
Undesignated Ending Balance			\$ 1,001,757

# General Fund Proposed Budget

## Source of Funds

The District derives revenue from a number of sources as shown below. The major sources of revenue are:

General Apportionment (State General Fund, Property Taxes, Equalization, and Enrollment Fees)	\$82,208,532
Federal Revenue	1,781,711
Other State Revenue	7,162,918
Lottery	2,522,217
Local (Other)	10,667,470
<b>Total</b>	<b>\$104,342,848</b>

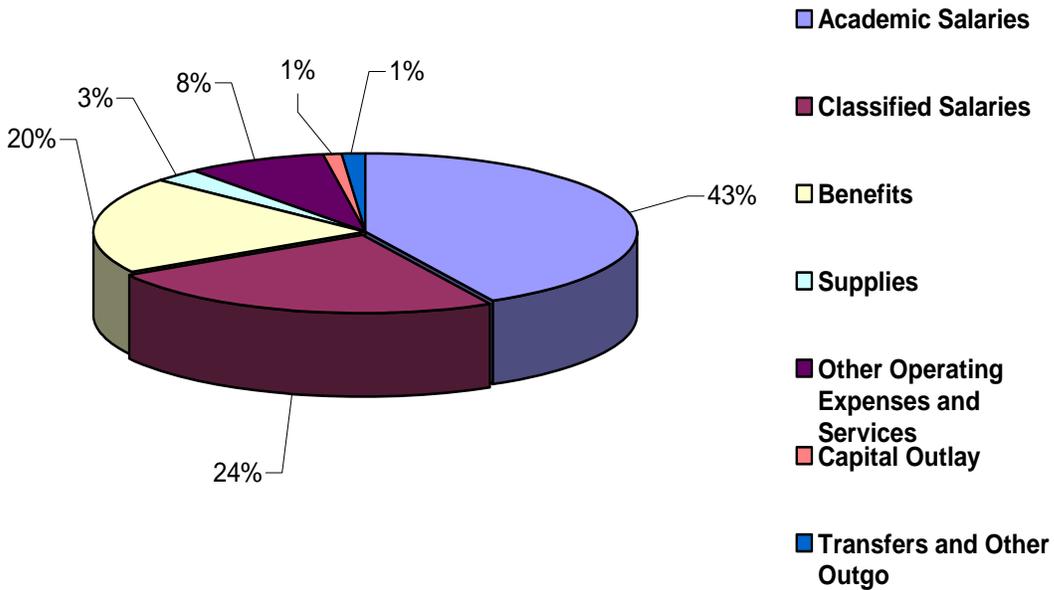


The single largest source of income is General Apportionment, which is made up of Property Tax, Enrollment Fees, and State General Fund.

## General Fund Proposed Budget

### Use of Funds

Academic Salaries	\$44,975,660
Classified Salaries	25,666,115
Benefits	21,054,367
Supplies	3,119,503
Other Operating Expenses and Services	8,925,788
Capital Outlay	1,028,287
Transfers and Other Outgo	1,529,186
<b>Total</b>	<b>\$106,298,906</b>



## District Revenue – By Object

The following is a summary of income by account within each major category:

		2007 - 2008 <u>Proposed Budget</u>
<b>APPORTIONMENT</b>		
8611	State General	\$52,840,746
8810	Property Taxes	23,360,204
8874	Enrollment Fees	6,007,582
<b>TOTAL APPORTIONMENT REVENUES</b>		<b>\$82,208,532</b>
<b>Federal Revenues</b>		
8100	Federal Revenues	1,781,711
<b>TOTAL FEDERAL REVENUES</b>		<b>\$1,781,711</b>
<b>Other State Revenues</b>		
8612	Apprenticeship Allowance	183,850
8622	EOPS	875,574
8623	D.S.P. & S.	1,308,118
862502	CALWORKS	294,550
8626	TTIP	72,726
862906	CARE	134,533
862907	BFAP	567,320
862908	Matriculation (Credit)	1,099,501
862912	Instructional Equipment Grant	183,641
862913	Instructional Block Grant	183,625
862914	Nursing	112,692
862915	Part Time Faculty	729,253
8691	Mandated Cost Reimbursement	375,352
8695	Lottery Revenues	2,522,217
8690	Other State Revenues	1,042,183
<b>TOTAL STATE REVENUES</b>		<b>\$9,685,135</b>
<b>Other Local Revenues</b>		
8830	Contract Services	4,375,187
8850	Facility Use Fees	428,000
8860	Interest on Deposit	293,272
8870	Other Student Fees	1,301,274
8880	Non Resident Tuition	1,350,000
8881	Parking Fees	995,000
8890	Other Local Revenue	1,924,737
<b>TOTAL OTHER LOCAL REVENUES</b>		<b>\$10,626,866</b>
<b>Other Financing Sources</b>		
8900	Other Financing Sources	40,604
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>\$40,604</b>
<b>TOTAL REVENUES</b>		<b>\$104,342,848</b>

## District Expenditure – By Object

The following is a summary of expenditures by account within each major category:

		2007 - 2008
		<u>Proposed Budget</u>
<b><u>ACADEMIC SALARIES</u></b>		
1100	Teachers - Contract	\$22,948,059
1200	Non Teachers - Contract	7,953,039
1300	Teachers - Non Contract	13,037,163
1400	Non Teachers - Non Contract	1,037,399
<b><u>TOTAL ACADEMIC SALARIES</u></b>		<b><u>\$44,975,660</u></b>
<b><u>CLASSIFIED SALARIES</u></b>		
2100	Classified Regular	21,404,041
2200	Instructional Assistants - Regular	1,164,389
2300	Classified - Hourly	2,674,604
2400	Instructional Assistants - Hourly	423,081
<b><u>TOTAL CLASSIFIED SALARIES</u></b>		<b><u>\$25,666,115</u></b>
<b><u>BENEFITS</u></b>		
3100	STRS	2,513,065
3200	PERS	2,218,320
3300	Social Security & Medicare	2,259,231
3400	Health & Welfare Benefits	13,318,117
3500	State Unemployment Insurance	26,159
3600	Workers' Compensation Insurance	673,041
3700	Alternate Retirement System	17,452
3800	Consolidated Benefits	28,982
<b><u>TOTAL BENEFITS</u></b>		<b><u>\$21,054,367</u></b>
<b><u>SUPPLIES</u></b>		
4300	Supplies	3,119,503
<b><u>TOTAL SUPPLIES</u></b>		<b><u>\$3,119,503</u></b>

## District Expenditure – By Object

		<u>Proposed Budget</u>
<b><u>OTHER OPERATING EXPENSES &amp; SERVICES</u></b>		
5100	Personal Services	\$2,726,302
5200	Travel & Conference Expenses	304,120
5300	Dues & Memberships	113,380
5400	Insurance	630,620
5500	Utilities & Housekeeping	2,473,520
5600	Rents, Leases & Repairs	1,351,372
5700	Legal, Election & Audit Fees	377,300
5800	Other Services & Expenses	949,174
<b><u>TOTAL OTHER OPERATING EXPENSES &amp; SERVICES</u></b>		<b><u>\$8,925,788</u></b>
<b><u>CAPITAL OUTLAY</u></b>		
6100	Site Improvement	51,961
6200	Buildings	70,000
6400	Equipment	906,326
<b><u>TOTAL CAPITAL OUTLAY</u></b>		<b><u>\$1,028,287</u></b>
<b><u>TRANSFERS AND OTHER OUTGO</u></b>		
7300	Interfund Transfers	953,962
7500	Student Financial Aid	60,000
7600	Other Payments to/for Students	222,380
<b><u>TOTAL TRANSFERS &amp; OTHER OUTGO</u></b>		<b><u>\$1,236,342</u></b>
<b><u>TOTAL</u></b>		<b><u>\$106,006,062</u></b>
<b><u>FUND BALANCE</u></b>		
	General Reserve for Economic Uncertainties	\$4,795,187
	Other Reserves: Sabbatical; Legal; Energy; Benefits	1,642,562
	One Time Monies - Initiatives and Carryovers	521,654
	Site Ending Balances and Designated Funds	3,190,193
	Restricted Accounts Ending Balance	5,476,738
	Undesignated Ending Balance	1,001,757

***CHABOT COLLEGE***

**25555 Hesperian Boulevard  
Hayward, California 94545  
(510) 723-6600  
[www.chabot.cc.ca.us](http://www.chabot.cc.ca.us)**

# **Chabot College Vision, Mission, and Value Statements**

**Approved May 26, 2004 by Institutional Planning and Budget Council (IPBC)  
Adopted July 1, 2004 by College Council**

## **Vision**

Chabot College is a learning-centered institution with a culture of thoughtfulness and academic excellence, committed to creating a vibrant community of life-long learners.

## **Mission**

Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the global community. The college furthers student learning and responds to the educational needs of our local population and economy. The college serves as an educational leader, contributing its resources to the intellectual, cultural, physical, and economic vitality of the region. Recognizing that learning is a life-long journey, the college provides opportunities for the intellectual enrichment and physical well-being of all community members who can benefit.

## **Values**

The college's vision and mission are supported by the following collective values:

### **LEARNING AND TEACHING**

- supporting a variety of teaching philosophies and learning modalities
- providing an environment conducive to intellectual curiosity and innovation
- encouraging collaboration that fosters learning
- engaging in ongoing reflection on learning, by students and by staff
- cultivating critical thinking in various contexts
- supporting the development of the whole person

### **COMMUNITY AND DIVERSITY**

- building a safe and supportive campus community
- treating one another with respect, dignity, and integrity
- practicing our work in an ethical and reflective manner
- honoring and respecting cultural diversity
- encouraging diversity in our curriculum and community of learners

### **INDIVIDUAL AND COLLECTIVE RESPONSIBILITY**

- taking individual responsibility for our own learning
- cultivating a sense of social and individual responsibility
- developing reflective, responsible and compassionate citizens
- playing a leadership role in the larger community
- embracing thoughtful change and innovation

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08  
**Chabot College**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	4,766,292	4,657,593	3,481,002
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	3,152,470	2,959,116	2,881,090
Federal Revenues	<u>1,427,187</u>	<u>1,014,130</u>	<u>1,126,910</u>
Total Estimated Revenues	\$ 9,345,949	\$ 8,630,839	\$ 7,489,002
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	38,562,305	38,389,297	40,607,751
Other	<u>352,264</u>	<u>352,264</u>	<u>170,805</u>
Total Intrafund Transfers In	<u>\$ 39,124,569</u>	<u>\$ 38,951,561</u>	<u>\$ 40,988,556</u>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 48,470,518</b>	<b>\$ 47,582,400</b>	<b>\$ 48,477,558</b>
Expenditures			
Academic Salaries	\$ 26,124,983	\$ 26,111,707	\$ 27,939,075
Classified Salaries	8,413,966	8,447,481	8,844,269
Benefits	8,035,692	8,066,916	8,534,312
Supplies	1,543,861	1,102,246	1,209,403
Services	2,957,700	1,763,450	1,015,129
Capital Outlay	673,697	447,495	191,273
Other Outgo	-	-	-
Other Payments to Students	184,523	174,571	162,880
Interfund Transfers	<u>603,914</u>	<u>582,312</u>	<u>563,914</u>
Total Expenditures	\$ 48,538,336	\$ 46,696,178	\$ 48,460,254
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 203,381	\$ 203,381	\$ 223,109
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	<u>\$ 203,381</u>	<u>\$ 203,381</u>	<u>\$ 223,109</u>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 48,741,717</b>	<b>\$ 46,899,559</b>	<b>\$ 48,683,363</b>
Increase/(Decrease) in Fund Balance	\$ (271,199)	\$ 682,841	\$ (205,805)
Beginning Balance	<u>\$ 525,866</u>	<u>\$ 525,866</u>	<u>\$ 1,208,707</u>
Ending Balance	<u><u>\$ 254,667</u></u>	<u><u>\$ 1,208,707</u></u>	<u><u>\$ 1,002,902</u></u>

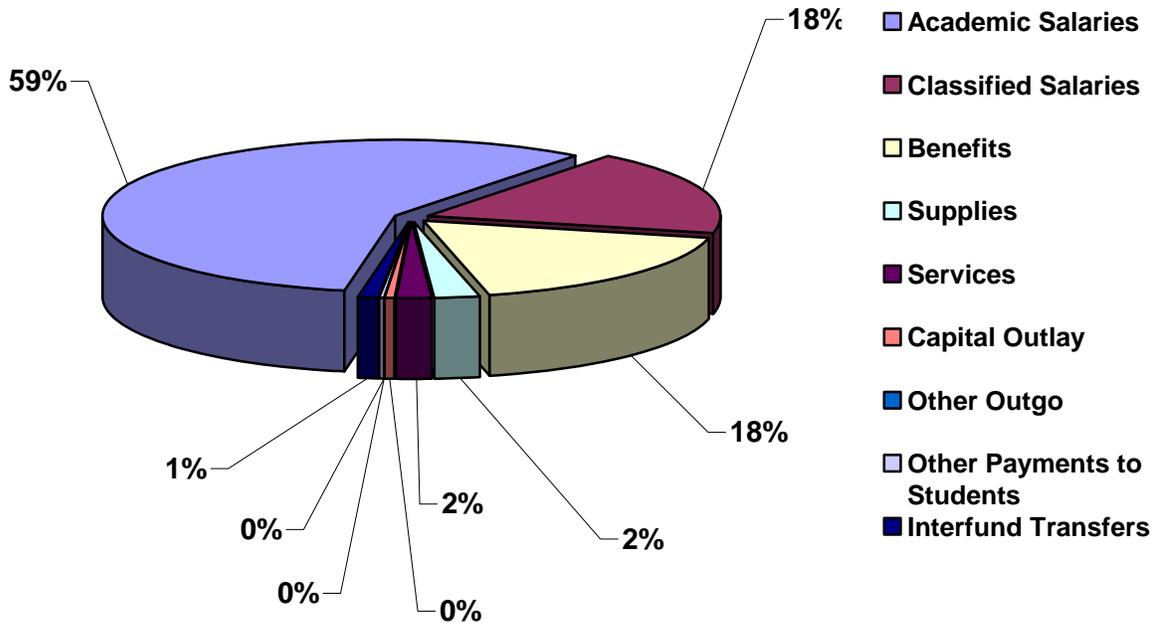
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08

<b>Chabot College - Unrestricted</b>	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -		\$ -
Other	673,008	696,730	544,403
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	2,279,854	2,243,783	2,193,834
Federal Revenues	<u>3,351</u>	<u>2,497</u>	<u>1,200</u>
Total Estimated Revenues	\$ 2,956,213	\$ 2,943,010	\$ 2,739,437
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	38,156,950	38,156,950	40,352,268
Other	<u>352,264</u>	<u>352,264</u>	<u>170,805</u>
Total Intrafund Transfers In	\$ <u>38,719,214</u>	\$ <u>38,719,214</u>	\$ <u>40,733,073</u>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 41,675,427</b>	<b>\$ 41,662,224</b>	<b>\$ 43,472,510</b>
Expenditures			
Academic Salaries	\$ 25,282,087	\$ 25,285,311	\$ 27,079,393
Classified Salaries	6,469,321	6,362,880	6,988,615
Benefits	7,442,616	7,442,617	7,829,067
Supplies	483,877	467,716	467,720
Services	1,439,979	1,297,711	511,188
Capital Outlay	81,525	41,131	15,310
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	<u>563,914</u>	<u>563,914</u>	<u>563,914</u>
Total Expenditures	\$ 41,763,319	\$ 41,461,280	\$ 43,455,206
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 203,381	\$ 203,381	\$ 223,109
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	\$ <u>203,381</u>	\$ <u>203,381</u>	\$ <u>223,109</u>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 41,966,700</b>	<b>\$ 41,664,661</b>	<b>\$ 43,678,315</b>
Increase/(Decrease) in Fund Balance	\$ (291,273)	\$ (2,437)	\$ (205,805)
Beginning Balance	<u>\$ 208,242</u>	<u>\$ 208,242</u>	<u>\$ 205,805</u>
Ending Balance	<u>\$ (83,031)</u>	<u>\$ 205,805</u>	<u>\$ (0)</u>

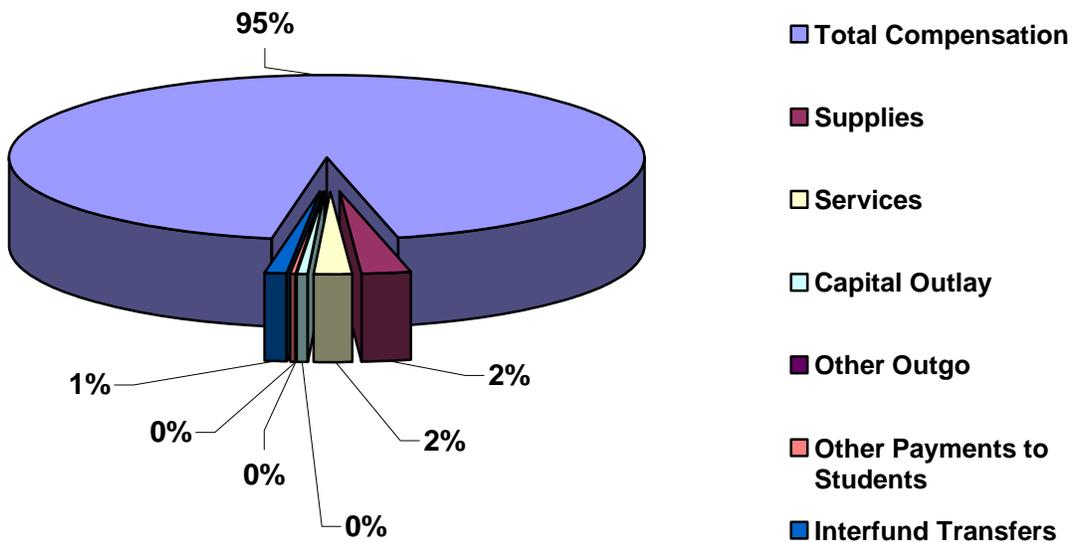
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08

<b>Chabot College - Restricted</b>	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
<b>Estimated Revenues</b>			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	4,093,284	3,960,863	2,936,599
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	872,616	715,333	687,256
Federal Revenues	<u>1,423,836</u>	<u>1,011,633</u>	<u>1,125,710</u>
<b>Total Estimated Revenues</b>	<b>\$ 6,389,736</b>	<b>\$ 5,687,829</b>	<b>\$ 4,749,565</b>
<b>Intrafund Transfers In</b>			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Revenue Allocations	405,355	232,347	255,483
Other	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Intrafund Transfers In</b>	<b>\$ 405,355</b>	<b>\$ 232,347</b>	<b>\$ 255,483</b>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 6,795,091</b>	<b>\$ 5,920,176</b>	<b>\$ 5,005,048</b>
<b>Expenditures</b>			
Academic Salaries	\$ 842,896	\$ 826,396	\$ 859,682
Classified Salaries	1,944,645	2,084,601	1,855,654
Benefits	593,076	624,299	705,245
Supplies	1,059,984	634,530	741,683
Services	1,517,721	465,739	503,941
Capital Outlay	592,172	406,364	175,963
Other Outgo	-	-	-
Other Payments to Students	184,523	174,571	162,880
Interfund Transfers	<u>40,000</u>	<u>18,398</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ 6,775,017</b>	<b>\$ 5,234,898</b>	<b>\$ 5,005,048</b>
<b>Intrafund Transfers Out</b>			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Intrafund Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 6,775,017</b>	<b>\$ 5,234,898</b>	<b>\$ 5,005,048</b>
Increase/(Decrease) in Fund Balance	\$ 20,074	\$ 685,278	\$ -
Beginning Balance	<u>\$ 317,624</u>	<u>\$ 317,624</u>	<u>\$ 1,002,902</u>
Ending Balance	<u>\$ 337,698</u>	<u>\$ 1,002,902</u>	<u>\$ 1,002,902</u>

### Chabot College Expenditures Percentage Comparison for 2007-2008



### Chabot College Expenditures Compensation vs. All Other 2007-2008



***LAS POSITAS COLLEGE***

**3033 Collier Canyon Road  
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[www.laspositas.cc.ca.us](http://www.laspositas.cc.ca.us)**

## **Las Positas College Vision, Mission, and Value Statements**

The Mission of Las Positas College is to foster growth and success, both in its students and in its community. The College strives to fulfill this Mission by offering high-quality, comprehensive educational programs and services. It augments and strengthens its Mission by partnering with local businesses and organizations to promote the welfare of its students and the economic and social health of its service area.

Las Positas College:

- Enables students to transfer to baccalaureate-granting institutions;
- Prepares students for career entry and advancement;
- Provides basic skills and English as a Second Language instruction;
- Delivers quality, substantive student support services; and
- Fosters student success through committed, exceptional faculty and staff.

Las Positas College provides a strong instructional foundation for its students and aims to cultivate in them:

- The ability to think critically;
- An understanding and respect for difference and diversity;
- The ability to make humane, informed, and ethical decisions;
- The willingness to adapt to change in the workplace; and
- The desire to participate in society as responsible citizens.

### **Values**

Las Positas College thrives as a teaching and learning community committed to integrity and excellence. To nourish this environment and the communities served, we:

- promote and celebrate lifelong learning;
- anticipate and meet the needs of the ever-changing workplace;
- demonstrate social and environmental responsibility;
- promote tolerance and mutual respect in a diverse community;
- foster a climate of discovery and creativity; and
- hold firm to the belief that each of us makes an astonishing difference.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08  
**Las Positas College**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	\$ 2,884,640	\$ 2,788,519	\$ 2,243,805
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	1,753,457	1,541,214	1,615,833
Federal Revenues	<u>709,271</u>	<u>656,850</u>	<u>654,801</u>
Total Estimated Revenues	\$ 5,347,368	\$ 4,986,583	\$ 4,514,439
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	22,386,931	22,512,664	25,331,282
Other	<u>174,687</u>	<u>174,687</u>	<u>87,954</u>
Total Intrafund Transfers In	<u>\$ 22,771,618</u>	<u>\$ 22,897,351</u>	<u>\$ 25,629,236</u>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 28,118,986</b>	<b>\$ 27,883,934</b>	<b>\$ 30,143,675</b>
Expenditures			
Academic Salaries	\$ 15,902,929	\$ 15,796,795	\$ 16,521,360
Classified Salaries	5,988,333	5,933,380	6,205,203
Benefits	4,893,696	4,883,241	5,281,759
Supplies	810,532	736,505	736,180
Services	1,599,782	1,309,136	1,048,189
Capital Outlay	234,757	161,118	79,136
Other Outgo	-	-	-
Other Payments to Students	180,507	171,552	119,500
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 29,610,536	\$ 28,991,727	\$ 29,991,327
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 108,870	\$ 108,870	\$ 121,871
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	<u>\$ 108,870</u>	<u>\$ 108,870</u>	<u>\$ 121,871</u>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 29,719,406</b>	<b>\$ 29,100,597</b>	<b>\$ 30,113,198</b>
Increase/(Decrease) in Fund Balance	\$ (1,600,420)	\$ (1,216,663)	\$ 30,477
Beginning Balance	<u>\$ 1,554,290</u>	<u>\$ 1,554,290</u>	<u>\$ 337,627</u>
Ending Balance	<u>\$ (46,130)</u>	<u>\$ 337,627</u>	<u>\$ 368,104</u>

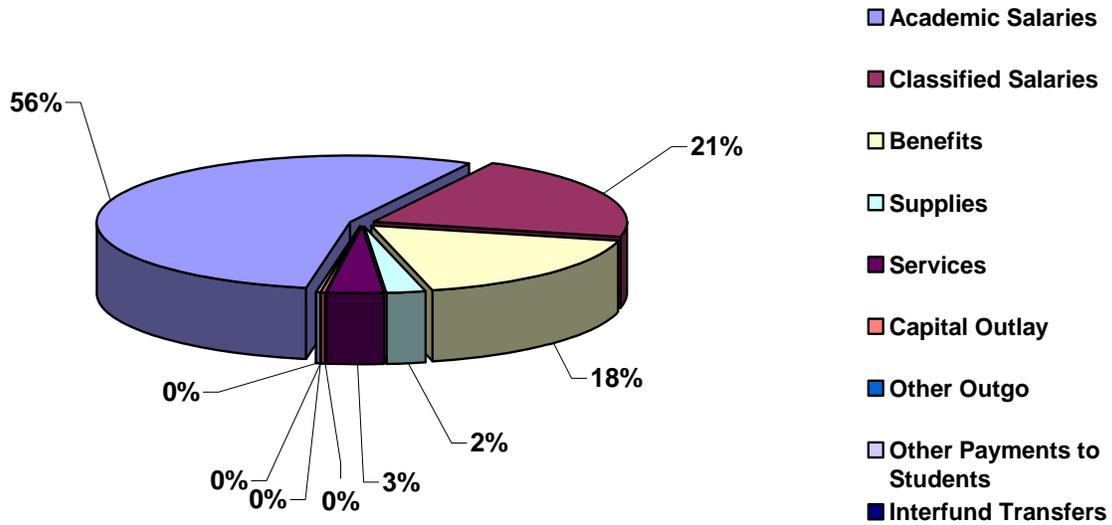
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08

<b>Las Positas College - Unrestricted</b>	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	311,688	316,188	284,409
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	1,307,286	1,272,220	1,215,633
Federal Revenues	<u>1,757</u>	<u>882</u>	<u>-</u>
Total Estimated Revenues	\$ 1,620,731	\$ 1,589,290	\$ 1,500,042
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 210,000	\$ 210,000	\$ 210,000
Revenue Allocations	22,156,388	22,156,388	25,164,975
Other	<u>174,687</u>	<u>174,687</u>	<u>87,954</u>
Total Intrafund Transfers In	\$ <u>22,541,075</u>	\$ <u>22,541,075</u>	\$ <u>25,462,929</u>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 24,161,806</b>	<b>\$ 24,130,365</b>	<b>\$ 26,962,971</b>
Expenditures			
Academic Salaries	\$ 15,155,171	\$ 15,159,011	\$ 16,119,799
Classified Salaries	4,539,598	4,539,597	4,941,083
Benefits	4,481,317	4,481,316	4,854,256
Supplies	321,966	275,771	168,187
Services	1,038,892	931,666	710,712
Capital Outlay	147,638	76,318	16,586
Other Outgo	-	-	-
Other Payments to Students	600	600	-
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 25,685,182	\$ 25,464,279	\$ 26,810,623
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 108,870	\$ 108,870	\$ 121,871
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers Out	\$ <u>108,870</u>	\$ <u>108,870</u>	\$ <u>121,871</u>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ <u>25,794,052</u></b>	<b>\$ <u>25,573,149</u></b>	<b>\$ <u>26,932,494</u></b>
Increase/(Decrease) in Fund Balance	\$ (1,632,246)	\$ (1,442,784)	\$ 30,477
Beginning Balance	<u>\$ 1,412,307</u>	<u>\$ 1,412,307</u>	<u>\$ (30,477)</u>
Ending Balance	<u>\$ (219,939)</u>	<u>\$ (30,477)</u>	<u>\$ (0)</u>

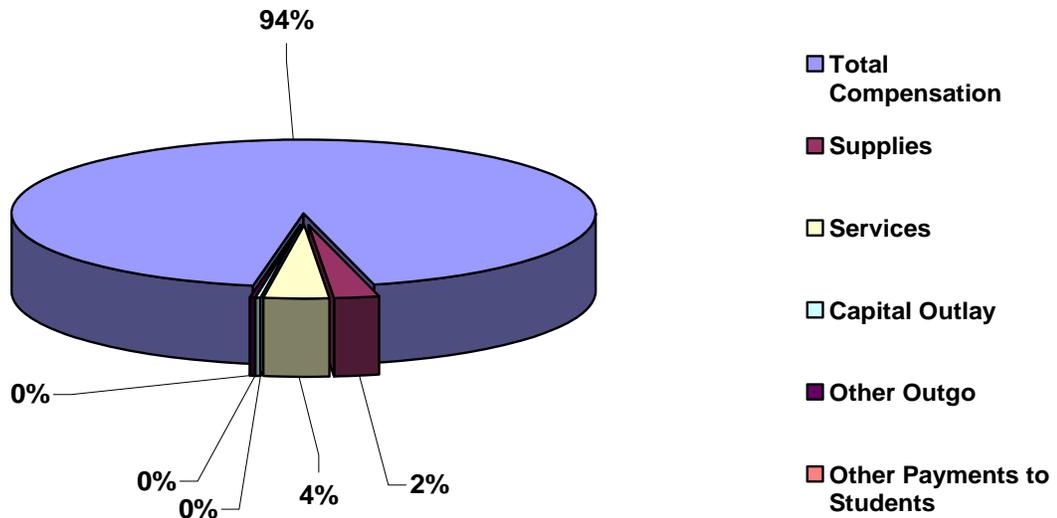
CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08

<b>Las Positas College - Restricted</b>	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	2,572,952	2,472,331	1,959,396
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	446,171	268,994	400,200
Federal Revenues	<u>707,514</u>	<u>655,968</u>	<u>654,801</u>
Total Estimated Revenues	\$ 3,726,637	\$ 3,397,293	\$ 3,014,397
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Revenue Allocations	230,543	356,276	166,307
Other	<u>-</u>	<u>-</u>	<u>-</u>
Total Intrafund Transfers In	\$ 230,543	\$ 356,276	\$ 166,307
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 3,957,180</b>	<b>\$ 3,753,569</b>	<b>\$ 3,180,704</b>
Expenditures			
Academic Salaries	\$ 747,758	\$ 637,784	\$ 401,561
Classified Salaries	1,448,735	1,393,783	1,264,120
Benefits	412,379	401,925	427,503
Supplies	488,566	460,734	567,993
Services	560,890	377,470	337,477
Capital Outlay	87,119	84,800	62,550
Other Outgo	-	-	-
Other Payments to Students	179,907	170,952	119,500
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	\$ 3,925,354	\$ 3,527,448	\$ 3,180,704
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>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,925,354</b>	<b>\$ 3,527,448</b>	<b>\$ 3,180,704</b>
Increase/(Decrease) in Fund Balance	\$ 31,826	\$ 226,121	\$ -
Beginning Balance	<u>\$ 141,984</u>	<u>\$ 141,984</u>	<u>\$ 368,105</u>
Ending Balance	<u>\$ 173,810</u>	<u>\$ 368,105</u>	<u>\$ 368,105</u>

## Las Positas College Expenditures Percentage Comparison for 2007-2008



## Las Positas College Expenditures Compensation vs. All Other 2007-2008



***DISTRICT SERVICES  
MAINTENANCE & OPERATIONS  
CONTRACT EDUCATION/  
ECONOMIC DEVELOPMENT***

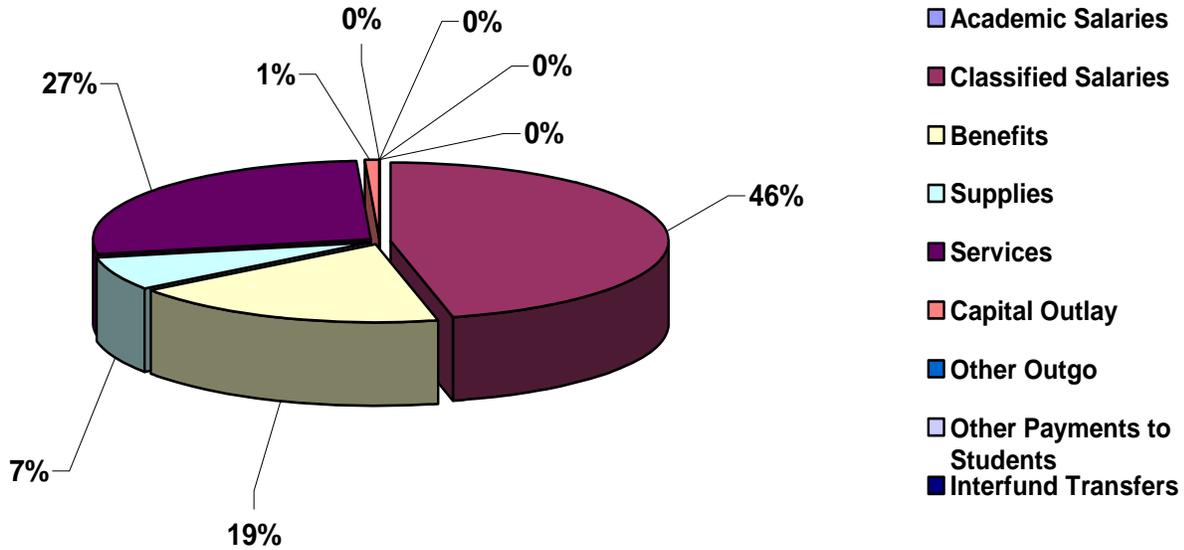
**5020 Franklin Drive  
Pleasanton, CA 94588  
(925) 485-5208  
[www.clpccd.cc.ca.us](http://www.clpccd.cc.ca.us)**

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

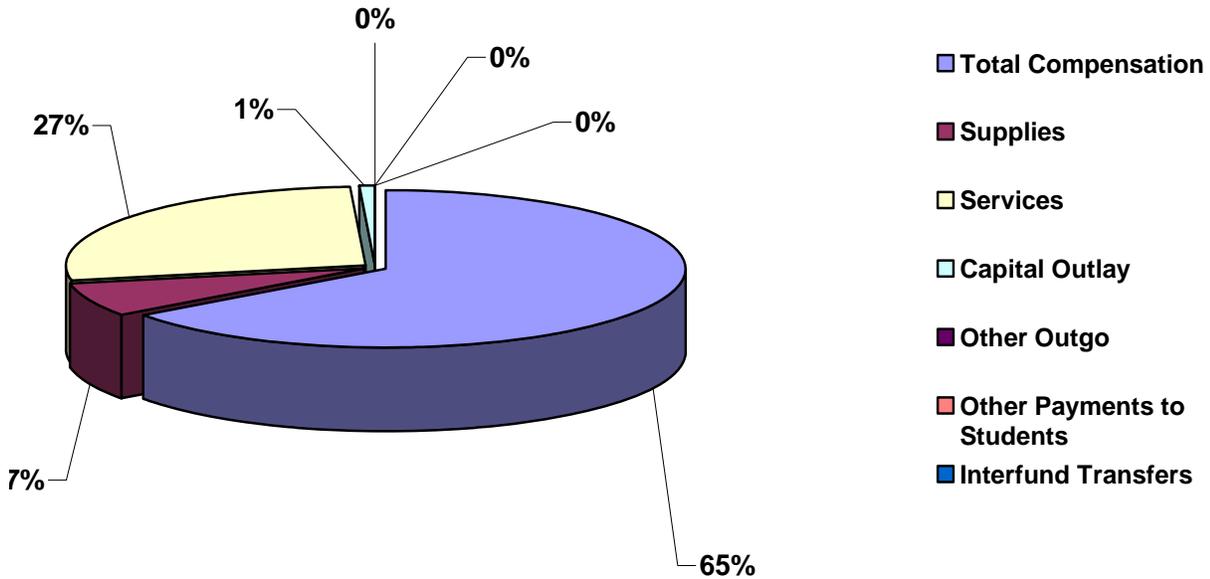
**Maintenance and Operations**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	-	-	-
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	10,191	12,213	1,500
Federal Revenues	-	-	-
<b>Total Estimated Revenues</b>	<b>\$ 10,191</b>	<b>\$ 12,213</b>	<b>\$ 1,500</b>
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ 1,354,283	\$ -
Revenue Allocations	6,976,729	6,976,729	6,871,194
Other	794,314	794,314	400,000
<b>Total Intrafund Transfers In</b>	<b>\$ 7,771,043</b>	<b>\$ 9,125,326</b>	<b>\$ 7,271,194</b>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 7,781,234</b>	<b>\$ 9,137,539</b>	<b>\$ 7,272,694</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	3,972,358	3,567,089	4,180,687
Benefits	1,601,822	1,512,146	1,682,371
Supplies	639,649	573,639	626,438
Services	2,529,300	2,252,276	2,456,900
Capital Outlay	67,015	57,636	85,262
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
<b>Total Expenditures</b>	<b>\$ 8,810,144</b>	<b>\$ 7,962,786</b>	<b>\$ 9,031,658</b>
Intrafund Transfers Out			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
<b>Total Intrafund Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 8,810,144</b>	<b>\$ 7,962,786</b>	<b>\$ 9,031,658</b>
Increase/(Decrease) in Fund Balance	\$ (1,028,910)	\$ 1,174,753	\$ (1,758,964)
Beginning Balance	\$ (1,174,753)	\$ (1,174,753)	\$ (0)
Ending Balance	<u>\$ (2,203,664)</u>	<u>\$ (0)</u>	<u>\$ (1,758,964)</u>

## Maintenance and Operations Expenditures Percentage Comparison for 2007-2008



## Maintenance and Operations Expenditures Compensation vs. All Other 2007-2008

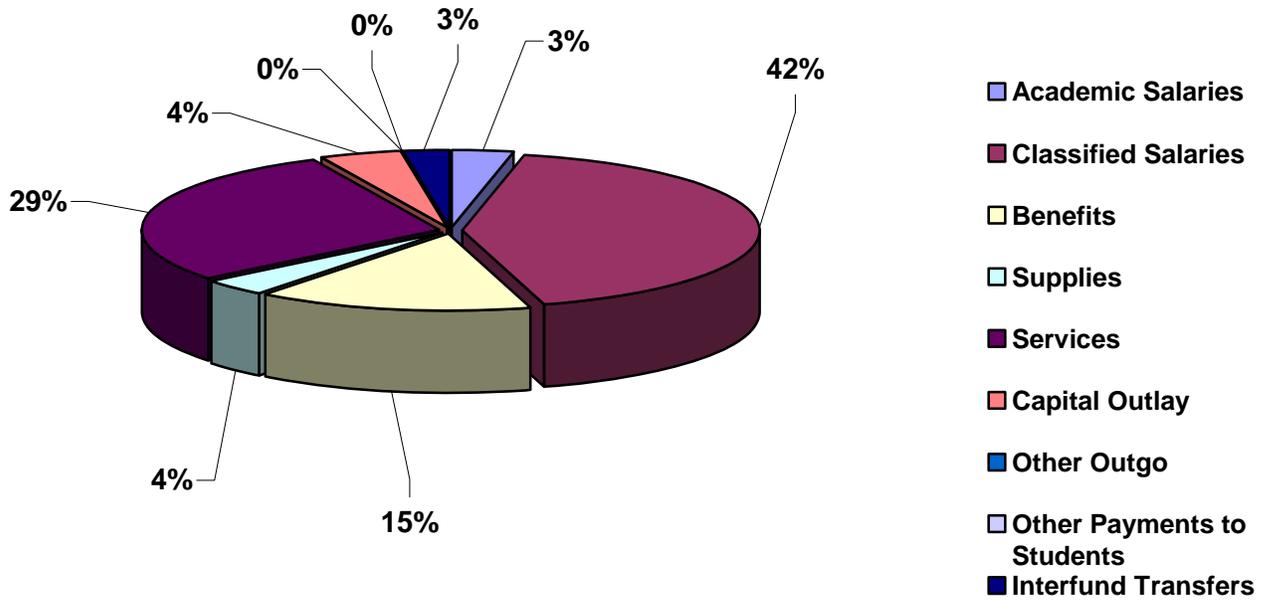


CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08

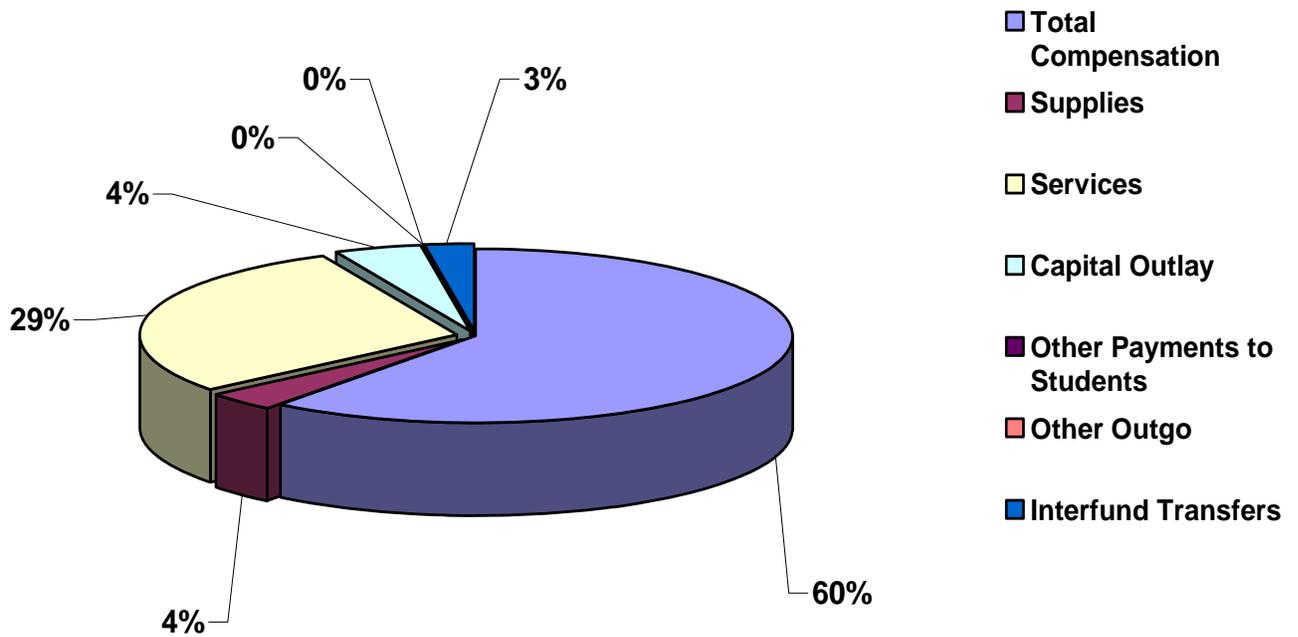
**District Services/Contract Education**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues			
General Apportionment	\$ -	\$ -	\$ -
Other	3,651,137	3,229,966	1,391,218
Local Revenues			
Property Taxes	-	-	-
Enrollment Fees	-	-	-
Other	4,308,463	4,587,119	5,582,931
Federal Revenues	-	-	-
<b>Total Estimated Revenues</b>	<b>\$ 7,959,600</b>	<b>\$ 7,817,085</b>	<b>\$ 6,974,149</b>
Intrafund Transfers In			
Admin & Fiscal/Athletic Ins/Sab Leave	\$ 106,221	\$ 106,221	\$ 106,221
Revenue Allocations	7,637,699	7,637,699	8,142,858
Other	-	-	-
<b>Total Intrafund Transfers In</b>	<b>\$ 7,743,920</b>	<b>\$ 7,743,920</b>	<b>\$ 8,249,079</b>
<b>Total Estimated Revenues, Transfers</b>	<b>\$ 15,703,520</b>	<b>\$ 15,561,005</b>	<b>\$ 15,223,228</b>
Expenditures			
Academic Salaries	\$ 720,447	\$ 526,028	\$ 515,225
Classified Salaries	6,056,581	5,238,766	6,435,957
Benefits	2,136,938	1,845,584	2,250,047
Supplies	1,220,448	371,403	547,482
Services	5,380,544	4,127,385	4,405,570
Capital Outlay	2,807,053	371,746	672,616
Other Outgo	-	-	-
Other Payments to Students	3,800	-	-
Interfund Transfers	399,238	399,237	390,048
<b>Total Expenditures</b>	<b>\$ 18,725,049</b>	<b>\$ 12,880,149</b>	<b>\$ 15,216,945</b>
Intrafund Transfers Out	\$ 1		
Admin & Fiscal/Athletic Ins/Sab Leave	\$ -	\$ -	\$ -
Other	-	-	-
<b>Total Intrafund Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 18,725,049</b>	<b>\$ 12,880,149</b>	<b>\$ 15,216,945</b>
Increase/(Decrease) in Fund Balance	\$ (3,021,529)	\$ 2,680,856	\$ 6,283
Beginning Balance	\$ 4,287,721	\$ 4,287,721	\$ 6,968,577
Ending Balance	<u>\$ 1,266,192</u>	<u>\$ 6,968,577</u>	<u>\$ 6,974,860</u>

### District Services Combined Expenditures Percentage Comparison for 2007-2008



### District Services Combined Expenditures Compensation vs. All Other 2007-2008



## **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  
ADOPTION BUDGET  
2007-08  
**Self Insurance**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
Contract Services	\$ 3,098,189	\$ 3,098,189	\$ 3,305,878
Interest	53,000	-	20,000
<b>Total Estimated Revenues</b>	<b>\$ 3,151,189</b>	<b>\$ 3,098,189</b>	<b>\$ 3,325,878</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	-	-	-
Benefits	-	-	-
Supplies	-	-	-
Services	2,935,434	2,745,659	3,142,427
Capital Outlay	-	-	-
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,935,434</b>	<b>\$ 2,745,659</b>	<b>\$ 3,142,427</b>
Increase/(Decrease) in Fund Balance	\$ 215,755	\$ 352,530	\$ 183,451
Beginning Balance	<u>\$ 2,829,913</u>	<u>\$ 2,829,913</u>	<u>\$ 3,182,443</u>
Ending Balance	<u>\$ 3,045,668</u>	<u>\$ 3,182,443</u>	<u>\$ 3,365,894</u>

## **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.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08  
**Cafeteria Fund**

	2006-07 <u>Adj Budget</u>	2006-07 <u>Unaudited Actual</u>	2007-08 <u>Budget</u>
Estimated Revenues			
Cafeteria Operations	\$ 39,000	\$ 34,887	\$ 35,000
Vending Commissions	6,000	4,830	6,000
Catering Truck	-	-	-
Interest	200	171	200
Reserves & Special Allocations	-	-	-
<b>Total Estimated Revenues</b>	<b>\$ 45,200</b>	<b>\$ 39,888</b>	<b>\$ 41,200</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	28,608	31,726	34,372
Benefits	13,741	16,331	17,884
Supplies	-	-	-
Services	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
<b>Total Expenditures</b>	<b>\$ 42,349</b>	<b>\$ 48,057</b>	<b>\$ 52,255</b>
Increase/(Decrease) in Fund Balance	\$ 2,851	\$ (8,169)	\$ (11,055)
Beginning Balance	<u>\$ 24,267</u>	<u>\$ 24,267</u>	<u>\$ 16,098</u>
Ending Balance	<u><u>\$ 27,118</u></u>	<u><u>\$ 16,098</u></u>	<u><u>\$ 5,043</u></u>

## **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.

There is an Interfund Transfer in amount of \$563,914 from the General Fund to maintain a balanced budget

#### **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  
ADOPTION BUDGET  
2007-08

**Child Development Fund**

	<u>2006-07</u> <u>Adj Budget</u>	<u>2006-07</u> <u>Unaudited Actual</u>	<u>2007-08</u> <u>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	745,342	616,000
Local Revenues	-	-	-
Interest	-	-	-
Interfund Transfers In	<u>563,914</u>	<u>563,914</u>	<u>563,914</u>
<b>Total Estimated Revenues</b>	<b>\$ 2,254,448</b>	<b>\$ 2,276,063</b>	<b>\$ 2,145,928</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	1,365,194	1,648,082	1,528,344
Benefits	564,015	568,316	561,811
Supplies	107,059	121,567	43,082
Services	118,405	4,174	6,850
Capital Outlay	157,651	88,350	-
Other Outgo	-	2,601	-
Other Payments to Students	-	-	-
Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures</b>	<b>\$ 2,312,325</b>	<b>\$ 2,433,090</b>	<b>\$ 2,140,087</b>
Increase/(Decrease) in Fund Balance	\$ (57,877)	\$ (157,027)	\$ 5,841
Beginning Balance	<u>\$ 236,192</u>	<u>\$ 236,192</u>	<u>\$ 79,165</u>
Ending Balance	<u><u>\$ 178,315</u></u>	<u><u>\$ 79,165</u></u>	<u><u>\$ 85,006</u></u>

## **Capital Project 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 sub-funds associated with this fund: State funded Capital Projects which accounts for all construction or improvement of grounds or buildings, including scheduled maintenance projects 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. Interest income will increase as the fund balance increases.

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

**Capital Outlay Projects Fund**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues	\$ 3,963,843	\$ 3,928,807	\$ 5,287,036
Local Revenues	-		-
Interest	-	79,774	25,000
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	-		-
<b>Total Estimated Revenues</b>	<b>\$ 4,353,746</b>	<b>\$ 4,380,828</b>	<b>\$ 5,713,084</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	-	-	-
Benefits	-	-	-
Supplies	-	-	-
Services	248,062	1,650	246,433
Capital Outlay	3,963,843	4,789,396	5,287,036
Other Outgo	388,903	388,903	390,048
Other Payments to Students	-		-
Interfund Transfers	-		-
<b>Total Expenditures</b>	<b>\$ 4,600,808</b>	<b>\$ 5,179,949</b>	<b>\$ 5,923,517</b>
Increase/(Decrease) in Fund Balance	\$ (247,062)	\$ (799,120)	\$ (210,433)
Beginning Balance	<u>\$ 1,483,581</u>	<u>\$ 1,483,581</u>	<u>\$ 684,461</u>
Ending Balance	<u><u>\$ 1,236,519</u></u>	<u><u>\$ 684,461</u></u>	<u><u>\$ 474,028</u></u>

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08  
**Property Sale Fund**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues	\$ -	\$ -	
Local Revenues			
Interest	54,340	80,106	80,000
Interfund Transfers			
Trustee Asset Proceed			
Loan Proceed			
Measure B Proceed			
Reserves & Special Allocations			
<b>Total Estimated Revenues</b>	<b>\$ 54,340</b>	<b>\$ 80,106</b>	<b>\$ 80,000</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries			
Benefits			
Supplies			
Services			
Capital Outlay			
Other Outgo			
Other Payments to Students			
Interfund Transfers			
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Increase/(Decrease) in Fund Balance	\$ 54,340	\$ 80,106	\$ 80,000
Beginning Balance	<u>\$ 1,957,338</u>	<u>\$ 1,957,338</u>	<u>\$ 2,037,444</u>
Ending Balance	<u><u>\$ 2,011,678</u></u>	<u><u>\$ 2,037,444</u></u>	<u><u>\$ 2,117,444</u></u>

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

**Measure B Funds**

On March 2, 2004, Alameda County voters and those Contra Costa County voters within the District's boundaries approved Measure B, the \$498 million dollar Chabot-Las Positas Community College District capital improvement (construction) bond. The measure passed with a 59% yes vote.

The first bond issuance, Series A Bonds in the amount of \$100 million was issued in July of 2004.

Series A Bonds were refunded (2006 General Obligations Refunding Bonds) in March 2006 with an issuance premium of about \$14 million.

On October 17, 2006, the balance of \$398 million was issued as Series B and C. The bonds proceeds are invested in a Guaranteed Investment Contract earning 5.007% in interest.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
ADOPTION BUDGET  
2007-08  
**Construction Fund**

	2006-07 Adj Budget	2006-07 Unaudited Actual	2007-08 Budget
<b>Estimated Revenues</b>			
State Revenues	\$ -	\$ -	\$ -
Local Revenues	-	-	-
Property Tax	-	-	-
Interest	-	899,000	17,486,000
Interfund Transfers	-	-	-
Loan Proceed	-	-	-
Measure B Proceed	-	402,578,845	-
Reserves & Special Allocations	-	-	-
<b>Total Estimated Revenues</b>	<b>\$ -</b>	<b>\$ 403,477,845</b>	<b>\$ 17,486,000</b>
<b>Expenditures</b>			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	683,464	364,024	1,293,536
Benefits	244,262	149,313	348,724
Supplies	60,000	15,379	336,014
Services	3,157,413	155,382	4,962,381
Capital Outlay	73,355,628	26,128,727	404,644,430
Other Outgo	-	-	-
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
<b>Total Expenditures</b>	<b>\$ 77,500,767</b>	<b>\$ 26,812,826</b>	<b>\$ 411,585,085</b>
Increase/(Decrease) in Fund Balance	\$ (77,500,767)	\$ 376,665,019	\$ (394,099,085)
Beginning Balance	<u>\$ 99,698,406</u>	<u>\$ 99,698,406</u>	<u>\$ 476,363,425</u>
Ending Balance	<u><u>\$ 22,197,639</u></u>	<u><u>\$ 476,363,425</u></u>	<u><u>\$ 82,264,341</u></u>

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

**Measure B Interest and Redemption Fund**

	<u>2006-07 Adj Budget</u>	<u>2006-07 Unaudited Actual</u>	<u>2007-08 Budget</u>
Estimated Revenues			
State Revenues	\$ -	\$ -	\$ -
Local Revenues	-	-	-
Property Tax	-	13,647,675	6,305,000
Interest	-	54,774	-
Interfund Transfers	-	-	-
Loan Proceed	-	5,421,673	-
Measure B Proceed	-	-	-
Reserves & Special Allocations	-	-	-
<b>Total Estimated Revenues</b>	<b>\$ -</b>	<b>\$ 19,124,122</b>	<b>\$ 6,305,000</b>
Expenditures			
Academic Salaries	\$ -	\$ -	\$ -
Classified Salaries	-	-	-
Benefits	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	13,037,748	11,940,000
Other Payments to Students	-	-	-
Interfund Transfers	-	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 13,037,748</b>	<b>\$ 11,940,000</b>
Increase/(Decrease) in Fund Balance	\$ -	\$ 6,086,375	\$ (5,635,000)
Beginning Balance	<u>\$ 12,636,888</u>	<u>\$ 12,636,888</u>	<u>\$ 18,723,263</u>
Ending Balance	<u><u>\$ 12,636,888</u></u>	<u><u>\$ 18,723,263</u></u>	<u><u>\$ 13,088,263</u></u>

## Budget Calendar 2007 – 2008

### Preliminary Budget

January 10	Report on Governor's 2006/07 budget proposal
January 12	Attend ACCCA Annual workshop on Governor's proposed budget
January 30	Develop and distribute initial Position Budget Worksheets, Budget Worksheets, Instructions and District budget assumptions to Colleges and District Cost Center Managers
February 8	Submit final budget assumptions from Colleges and District (including M & O)
February 14	Submit Position Budget Worksheets with any adjustments to District Business Office
February 21	Submit Budget Worksheets with any adjustments to District Business Office
February 28	Final adjustments entered and all budgets loaded in Banner, Site revenue projections to District Budget Office; Preliminary revenue allocations to Colleges
March 12	Prepare Preliminary Budget

### Tentative Budget

March 26	Send out Tentative Budget Position Control Worksheets and Budget Worksheets
April 13	Submit Position Budget Worksheets with any adjustments to District Budget Office; District Cost Center Managers submit Budget Worksheets to District Budget Office; Sites load final budget entries in Banner; Submit any adjustments to site revenue projections
April 27	Prepare Draft Tentative Budget
May 3	Review Draft Tentative Budget*
May 18	Enter final adjustments in Banner, budget balanced
May 25	Prepare Tentative Budget for submission to Board of Trustees
June 5	Conduct Board of Trustees Budget Workshop
June 8	Load Budget into Operation Accounts
June 15	Prepare Tentative Budget for Board of Trustees approval
June 26 (Board Meeting)	Recommend adoption of Tentative Budget to Board of Trustees; Tentative Budget adopted

### Adoption Budget

June 12	Send out final Position Budget Worksheets.
July 2	Submit final corrections for Position Budget Worksheets to District Budget Office.
July 10	Send out final Budget Worksheets.
August 1	Enter final adjustments in Banner. Budget balanced. Adjust site revenue projections to District Office.
August 17	Prepare Adoption Budget for submission to the Board of Trustees
September 4 (Board Workshop)	Recommend adoption to Board of Trustees; Adoption Budget adopted
September 7 45 Days After Signing/Board Meeting	Load Budget adjustments into Operation Accounts  Present major revisions to the Adoption Budget based on State Budget Bill being signed into law.

## Glossary of Finance Terms

**Accounting** - The process of identifying, measuring, and communicating financial information to permit informed judgments and decisions by users.

**Base Revenue** - The districts' total prior year revenue from state general apportionments, local property tax revenue, and student enrollment fees, adjusted when applicable for projected deficits.

**Allocation** - Division or distribution of resources according to a predetermined plan.

**Apportionment** - Federal or state taxes distributed to college districts or other governmental units according to certain formulas.

**Appropriation** - An allocation of funds made by a legislative or governing body for a specified time and purpose.

**Assessed Value** - The value of land, homes or businesses set by the county assessor for property tax purposes. Assessed value is either the appraised value of any newly built or purchased property or the value on March 1, 1975, of continuously owned property, plus an annual increase. This increase is tied to the California Consumer Price Index but may not exceed 2%.

**Auxiliary Operations** - Supportive services and/or specialized programs for the general benefit of the college(s). Food service and dormitories are examples of auxiliary operations.

**Base Year** - A year to which reference is made when projecting a current condition.

**Block Grant** - A fixed sum of money not linked to enrollment/FTES measures.

**Board of Governors** - The statewide governing board of the community colleges. The members are appointed by the Governor. The Board hires the Chancellor of the California Community Colleges and makes policy decisions that affect all districts. The Board may be directed by the Legislature to regulate certain matters and it may choose to regulate others.

**Board of Trustees** - The local governing board of each community college district. Its members are elected from the service area. The board hires the chief administrator of the district and directs the operations of the district. It makes policy decisions that are permitted or mandated at the local level.

**Budget** - A plan of financial operation for a given period of a specified purpose consisting of an estimate of revenue and expenditures. (Ideally, an educational plan expressed in dollars.)

**Budget Act** - The legislative vehicle for the state's budget appropriations. The Constitution requires that it be passed by a two-thirds vote of each house and sent to the Governor by June 15 each year. The Governor may reduce or delete, but not increase, individual items.

**Budgeting** - The process of allocation available resources among potential activities to achieve the objectives of an organization.

**Categorical Funds** - Funds received by a district for a certain purpose, which can only be spent for that purpose. Examples: Funding for the disabled, EOPS, deferred maintenance, and matriculation.

**Chart of Accounts** - A systematic list of accounts applicable to a specific entity.

**Consumer Price Index (CPI)** - A measure of the cost of living compiled by the United States Bureau of Labor Statistics. These indices of inflation are calculated regularly for the United States, California, some regions within California, and selected cities. The CPI is one of several measures of economic change.

**Cost of Living Adjustments (COLA)** - an increase in funding for revenue limits or categorical programs. Current law ties COLAs to indices of inflation, although different amounts are appropriated in some years.

**Course Classification** - All courses offered by a college are classified by are (Examples: Letters and Science, Vocational, Community Services, etc.), by credit given, and by transferability, and this information is submitted to the State Chancellor's Office.

**Current Expense of Education (CEE)** - ECS 84362 - The current General Fund operation expenditures of a community college district excluding expenditures for food services, community services, object classifications 6000 (except equipment replacement) and 7000, and other costs specified in law and regulations.

**Scheduled Maintenance** - Major repairs of buildings and equipment. Some matching state funds are available to districts, which establish a scheduled maintenance program.

**Education Code** - The primary body of law, which regulates education in California. Additional laws are contained in the California Code of Regulations, Title 5, the Government Code, and general statutes.

**Encumbrances** - Obligations in the form of purchase orders, contracts, salaries, and other commitments for which part of an appropriation is reserved.

**Enrollment/FTES Cap** - A limit on the number of students (FTES) for which the state will provide funding.

**Equalization** - Funds allocated by the Legislature to raise districts with lower revenue limits toward the statewide average.

**Expenditures** - Amounts disbursed for all purposes. Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.

**Fifty Percent Law** - Requires that fifty percent of district expenditures in certain categories must be spent for salaries and benefits of classroom instructors and some instructional aides. Salaries of counselors and librarians are not included in this classification.

**Full-time Equivalent Student** - An FTES is a student workload measure that represents 525 class (contact) hours of student instruction/activity in credit and non-credit courses. Full-time equivalent student (FTES) is one of the workload measures used in the computation of state support for California community colleges.

**Fund** - An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein.

**Fund Balance** - The difference between assets and liabilities.

**General Fund** - The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

**Inflation Factor** - An increase in apportionment provided by the state to reflect the increased cost of operation due to inflation.

**Lottery** - Approved by voters in November 1984, lottery games began in October 1985. Of the total lottery revenues generated, a minimum of 34% must be distributed to public schools and colleges for "education of pupils." Lottery income has added about 3% - 4% to community college funding.

**Mandated Costs** - College district expenditures, which occur as a result of federal or state law, court decisions, demonstrative regulations, or initiative measures.

**Marginal Funding** - A procedure whereby the gain or loss in funds for growth or decline in FTES is computed at a rate, which is less than the average revenue per FTES.

**Noncredit FTES** - FTES earned in non-credit courses, generally adult education.

**Object** - Expenditure classification category of an item or a service purchased.

**Per Capita Personal Income** - Income before taxes as estimated by the U.S. Department of Commerce.

**Program-Based Funding** - A system whereby a program or activity generates revenue based on a formula or allocation without specifying where and how the funds must be spent.

**Proposition 13** - An initiative amendment passed in June 1978, adding Article XIII A to the California Constitution. Tax rates on secured property are restricted to no more than 1% of full cash value. Proposition 13 also defined assessed value and required a two-thirds vote to change existing or levy other new taxes.

**Proposition 98** – An amendment to the California Constitution in 1988, that guaranteed K–14 education (kindergarten through community college) a minimum amount of state and property tax revenue each year.

**Reserve** - Funds set aside in a college district budget to provide for future expenditures or to offset future losses, for working capital, or for other purposes.

**Restricted Funds** - Money, which must be spent for a specific purpose either by law or by local board action.

**Revenue** - Income from all sources.

**Revenue Limit** - The specific amount of student enrollment fees, state and local taxes a college district may receive per pupil for its general education program. Annual increases are determined by Proposition 98 formula or the Legislature.

**SB -361** - A comprehensive reform to the program based funding formula that allocate general-purpose apportionments to the 72 districts; the revised formula allocates funding based on attendance of full-time equivalent students.

**Shortfall** - An insufficient allocation of money, requiring an additional appropriation or resulting in deficits.

**Split Roll** - A system for taxing business and industrial property at a different rate from individual homeowners.

**State Apportionment** - An allocation of state money to a district based on total available general revenues less property taxes and enrollment fees.

**Subventions** - Provision of assistance or financial support, usually from higher governmental units to local governments or college districts, for example, to compensate for loss of funds due to tax exemptions.

**Sunset** - The termination of the regulations for a categorical program or regulation.

**Tidelands Oil Revenues** - Money from oil on state-owned lands. When available, some of the revenues are appropriated for community college capital outlay needs.

**TOP Code** - Taxonomy of Programs code number used in budget.

**Unencumbered Balance** - That portion of an appropriation or allotment not yet expended or obligated.

**Unfunded FTES** - FTES which are generated in excess of the enrollment/FTES cap.

# 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?