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Fiscal Year 2018-2019

ADOPTED BUDGET

September 13, 2018

Yuba Community College District  
2018-2019

Governing Board

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Dr. G.H. Javaheripour, President Yuba College



## Chancellors Message

Yuba Community College District (YCCD) is pleased that the State budget continues to demonstrate Governor Brown's commitment to higher education and more specifically stabilizing funding to California Community Colleges.

The Governor's 2018-19 Budget Act included two signature proposals, 1) new Student-Centered Funding Formula and, 2) a new fully Online Community College focused on innovation in online learning. Of these two proposals, the new funding formula places the Yuba Community College District in a strategic position to plan out into the future and address some specific priorities around the Vision for Success, stabilize the District budget, and address long-term liabilities.

The new funding formula supports YCCD based on FTES, number of low income students served, and degrees and certificates completed. In addition, continued strong workforce and guided pathways funding complements student success and student equity.

Over the last several months, the Board Finance Committee and the administration has engaged in intensive ongoing dialogue to reaffirm budget principles and planning guidelines, establish goals for the Chancellor and the District and shape strategic recommendations for the adoption of the final 2018-19 budget. Because of this work, six focus areas, noted below, were identified as building blocks for the Districts final budget.

1. Balancing the Budget- Align current year revenues with current year expenditures. The goal is to alleviate deficit spending.
2. Investing in the Irrevocable Trust- Address a Long-Term Liability per Governmental Accounting Standards Board (GASB) Statement 74/75
3. Fund Balance - Establish a 15% ending fund balance and 8% reserve of unrestricted funds. The goal is to address revenue shortfalls and alleviate short-term borrowing
4. Investment in Innovation- Direct support for the Vision for Success Initiatives
5. Full Time Faculty Hiring Needs - Support two new (Woodland) and two replacement faculty positions (Yuba)
6. Other on-going Categorical Apportionment Sources-provides resources in alignment with the Student Equity and Achievement Program (SEA)

The 2018-19 final budget is balanced and in alignment with our mission and strategic plan. It allows the District to continue its commitment to support student access, success, completion and provides additional funding to address strategic priorities of the District while maintaining fiscal integrity.

The future looks very bright for our District with an investment in innovation funds over the next three years, and I look forward to working with the campuses and broader community to meet the educational needs of our students.

Dr. Douglas B. Houston

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Yuba Community College District (YCCD) spans eight counties and nearly 4,192 square miles of territory in rural, north-central California. Yuba College and Woodland Community College, offer degrees, certificates and transfer curricula at college campuses in Marysville and Woodland, educational centers in Clearlake and Yuba City, and through outreach operations in Williams and on Beale Air Force Base. The two colleges in Yolo County and Yuba County and the campuses in Clearlake, Colusa, and Sutter Counties, serve 13,000 students across the northern Sacramento Valley.

### ***MISSION STATEMENT***

The primary mission of the Yuba Community College District is to provide rigorous, high quality degree and certificate curricula in lower division arts and sciences and in vocational and occupational fields as well as business-focused training for economic development. An essential and important function of the District is to provide remedial instruction, English as a second language instruction, and support services which help students succeed at the postsecondary level. Additionally, an essential function of the District is to provide adult noncredit educational curricula in areas defined by the State.

### ***STRATEGIC GOALS***

- ❖ Increase student success and maximize the student experience through andragogy, curriculum and well-aligned student services programs designed to enhance student learning and completion
- ❖ Integrate planning and institutional effectiveness processes within a culture of evidence
- ❖ Strengthen our CORE\* as a 21st-century, learning-centered organization; employ, develop and sustain highly professional, qualified faculty and staff
- ❖ Complete multi-college district transition in structure, roles, responsibilities, and processes
- ❖ Assert regional educational, economic and workforce leadership; prioritize Economic and Workforce Development Programs based on regional, state and national imperatives

\*Communication, Organization, Responsibility, Evaluation

### ***VISION- ENSURE STUDENT SUCCESS BY:***

- ❖ Providing an innovative, world-class learning environment;
- ❖ Building and maintaining an atmosphere of trust within the college district and with our communities;
- ❖ Developing and maintaining programs and facilities that best meet the needs of our students and communities;

- ❖ Stewarding resources strategically to meet the diverse needs of our communities and region;
- ❖ Providing educational, economic, cultural, and civic leadership for our communities and region.

## **VALUES**

- ❖ Knowledge
- ❖ Stewardship
- ❖ Culture
- ❖ Honesty
- ❖ Respect/Mutual Trust
- ❖ Student Success
- ❖ Openness
- ❖ Courage

## OUR CAMPUSES

### Woodland Community College



Woodland Community College (WCC), accredited in 2008 as the second community college in the Yuba Community College District and the 110th in the State of California, has provided educational opportunities for students in Yolo and Colusa Counties since 1975. WCC is the only Hispanic Serving Institution (HSI) in the Sacramento region, with 44% of its student population being of Latino descent. In addition to transfer programs, WCC offers Distributive Education (DE), Basic Skills courses, Career Technical Education (CTE) and other life-long learning opportunities. Students have access to an array of support services, financial aid, dedicated staff and a Child Development Center (CDC).

### Colusa County Campus (CCC)



The Colusa County Campus opened its doors on January 18, 2011. The facility has four classrooms which accommodates up to 120 students and also has office space for student services, counseling, faculty, and administrative support. The CCC also has conference rooms, break areas and vending machines. CCC was designed with sustainability principles in mind which will ultimately lead to a minimum LEED silver certification. A wide array of classes are offered at CCOF, including Administration of Justice, Biology, Early Childhood Education, Emergency Medical Technician, English, English as a Second Language, Ethnic Studies, Health, History, Math and Psychology

### Lake County Campus



Courses have been offered in this area since the fall semester of 1972. The Campus is located on Highway 53 in the city of Clearlake. Lake County students can complete two years of pre-transfer work at the Campus or satisfy their own needs in General Education. The Campus is growing and offers a full range of community college courses. In addition to transfer programs, the Campus offers career education in Business, construction trades, Food Services Management, health fields, and Mass Communications, as well as courses in many other areas. The Campus also provides a wide range of student services and remedial courses, and a Child Development Center.

## Yuba College



The Yuba College campus is located in Marysville, California. Yuba College has been providing quality education to the residents of the Yuba-Sutter area for over 84 years. The 160-acre Yuba College Marysville campus first opened its doors in 1962 and offers classes in over 90 programs that prepare students for a certificate, associate's degree, or transfer to a four-year university. Yuba College also has an educational center, the Clear Lake Campus, and an outreach operation on Beale Air Force Base and in Sutter County.

## Sutter County Center



The Sutter County Center allows students to complete nearly all associate and transfer requirements on-site and offers courses leading to an Associate Degree and Certificates. The Sutter County Center of Yuba College is located just off Highway 99 between Pease Road and Eager Road on East Onstott Road.

## Beale A.F.B.

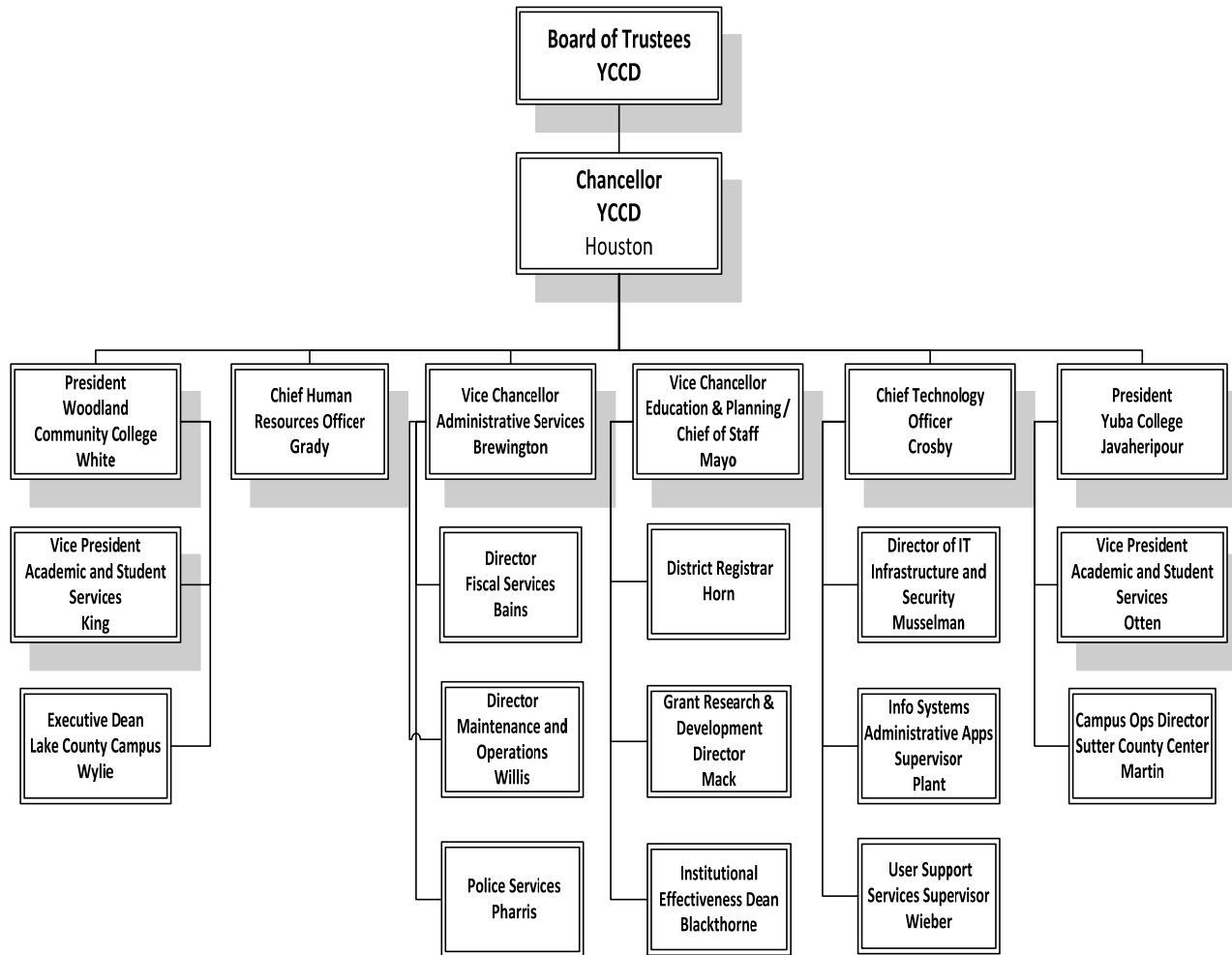


Classes have been offered on this site since the fall semester of 1960. The Base Education/Library Building is located at 17849 16th Street, Beale Air Force Base. A variety of general education and transfer courses are offered in late afternoon and evening, as well as some noon-hour classes. Two program formats are provided: Semester-length schedules and two nine-week terms each semester.





# District Organizational Chart



## **EXECUTIVE SUMMARY**

### **Annual Budget 2018-19**

This executive summary highlights significant components in the Governor's state adopted budget for fiscal year 2018-19, provides an overview of major budget decisions, addresses statewide challenges, identifies future opportunities for community colleges and specifically addressed the impact of these decisions for the Yuba Community College District.

#### **State Budget Overview**

On June 27, 2018, the Governor signed the 2018-19 final state budget. The budget is balanced and continues to set aside resources in the rainy day fund. While the economy continues to expand, even a moderate recession could have a significant impact on state revenues for several years. Early predictions show an economic downturn in 2020. The Governor has remained consistent, and has demonstrated his unwillingness to overcommit resources to on-going costs. As a result of this philosophy in fiscal year 2018-19, the rainy day fund is estimated to reach its constitutional maximum level of \$13.8 billion.

Major features of the Governor's budget with impacts to the California Community Colleges (CCC's) are summarized below:

- ❖ \$269.7 million new funding formula
- ❖ \$173 million for COLA (2.71%)
- ❖ \$120 million for new Online Education (\$100 million as one-time start up)
- ❖ \$59.6 million (1.0%) in enrollment growth
- ❖ \$50 million for full-time faculty
- ❖ \$46 million for College Promise Programs (AB 19)
- ❖ \$28.5 million in Deferred Maintenance & Instructional Equipment

A complete list of Appropriations for CCC's can be found at Table 2 on page 9.

The 2018-19 California State budget continues to demonstrate the Governor's Commitment to higher education. For community colleges, the Governor's 2018-19 budget provides approximately \$800 million in new proposition 98 resources-of which approximately \$300 million are in one-time funds. The budget also honors the statutory split under Proposition 98 of 10.93%.

With the signing of the Budget Act (2018-19) two signature proposals were funded, which include a new Student-Centered Funding Formula and a new fully Online Community College focused on innovation in online learning.

The previous funding for community colleges under SB 361 relied solely on an enrollment driven allocation. Significant budget cuts were anticipated for 2018-19 with 32 Districts in stability and 18 not fully restored to the pre- workforce reductions levels of fiscal years 2009-10 and 2010-11. The new funding formula is meant to capture the comprehensive mission of California Community Colleges.

The funding formula provides an increase to community college apportionments of \$378 million Proposition 98 funds in 2018-19. Of this funding, \$151 million is for the base allocation, \$24 million is for the hold harmless provision, and \$34 million in one-time discretionary funding for colleges. This allocation recognizes this significant transition will require resources to build institutional capacity.

The new funding formula offers a 3-year transition period as noted below, adopts a hold harmless provision that guarantees that all colleges will at a minimum receive a cost-of-living increase for three years and provides a much-needed measure of stability.

<i>3 year Transition</i>			
	<b>Base Allocation</b>	<b>Supplemental (Equity)</b>	<b>Student Success</b>
2018-2019	70%	20%	10%
2019-2020	65%	20%	15%
2020-2021	60%	20%	20%

Table 1

Basic Allocation- Current factors (primarily credit FTES)  
 Supplemental Allocation – Counts of Low Income Students  
 Student Success Allocation –Counts of outcomes related to the Vision for Success, with “premiums’ for outcomes of low-income students

**Online College:** Referred to as the 115<sup>th</sup> College, the fully Online College has authority under the Board of Governors with budgeted appropriations of \$100 million in one-time and \$20 million in ongoing funds. The purpose of the Online College is to support students who have faced barriers to success. Structurally, an existing California Community College District will be designated for the purposes of collective bargaining, program quality and accreditation. Also, all associated fees will be based on current statues. Details to establish the new Online College can be found in the related trailer bill.

**College Promise (AB19):** The 2018-19 budget retains a \$46 million allocation for college promise programs to support local efforts to build a college going culture with a focus on increasing first-time, full time students and confronting students' growing non-tuition costs.

**Consolidation of Certain Categorical Programs:** The 2018-19 budget consolidates the Student Success and Support Program (SSSP), the Student Success for Basic Skills Program, and the Student Equity Programs into the Student Equity and Achievement Program (SEA). The primary focus of this block grant allocation is student equity and provide some local control and flexibility for decision-making of resource allocation and program alignment.

**Financial Aid:** The California Community College League (CCLC) led the charged to address the increased responsibilities placed on financial aid offices for which they are unprepared to absorb. Available data showed enrollment delays are occurring for thousands of students throughout the California community college system and prompted the obligation to address technological needs. The budget act funded \$5 million ongoing and \$13.5 million one-time funds for technology advancement and innovation to modernize financial aid verification and processing systems. This investment will provide a level of customer service our students need to make timely educational choices.

**Open Educational Resources:** The 2018-19 Budget Act allocates \$6million in one-time funds in open education resources (OER) as an important step to combating the high costs of textbooks. It is noted that 40% of the cost to attend a community college comprise of textbooks.

## 2018-19 APPROPRIATIONS TO CALIFORNIA COMMUNITY COLLEGES

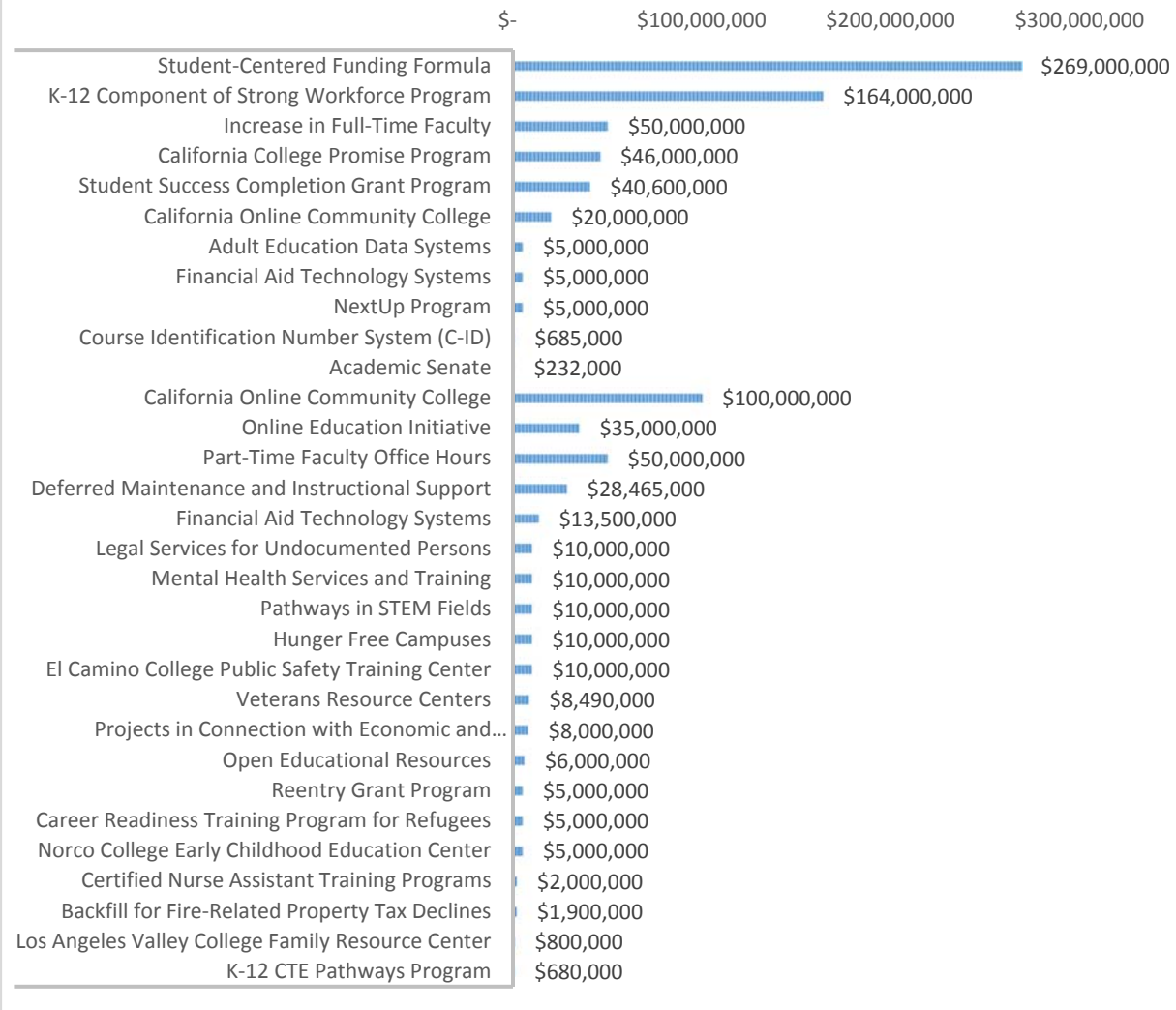


Table 2

The state budget continues not to address the increasing pension costs to employers. Base enhancements funds over the prior three fiscal years was provided to address the escalating costs, however most districts are now exhausting those resources. While the employer pension costs have increased about \$320 million between 2013-14 and 2017-18, the Legislative Analyst’s Office expects this amount to reach approximately \$900 million by 2024-25. It is important for the District properly plan now for how we will absorb the remaining rate increases between now and 2024-25.

## District Budget Overview

**Impact-Yuba Community College District:** The new funding formula, College Promise, consolidation of the categorical programs and financial aid technology upgrades provides a significant opportunity for the District to move forward with the necessary resources to support the Vision for Success initiatives and address essential student support services.

Of the significant budget highlights, the new funding formula has the greatest impact by providing an increased District Apportionment allocation of 13 percent over the prior fiscal year (2017-18). These additional resources offer a life line that requires strategic planning and foresight by the administration and Governing Board. Over the last several months the Board Finance Committee and the administration has engaged in intensive ongoing dialogue to reaffirm budget principles and planning guidelines, establish goals for the Chancellor and the District and shape strategic recommendations for the adoption of the final 2018-19 budget. Because of this work, six focus areas, noted below, were identified as building blocks for this fiscal year final budget development process.

1. **Balancing the Budget-** align current year revenues with current year expenditures. The goal is to alleviate deficit spending.
2. **Investing in the Irrevocable Trust-** Address a Long-Term Liability per Governmental Accounting Standards Board (GASB) Statement 74/75
3. **Fund Balance** - Establish a 15% ending fund balance and 8% reserve of Unrestricted funds. The goal is to address revenue shortfalls and alleviate short-term borrowing.
4. **Investment in Innovation-** Direct support for the Vision for Success Initiatives
5. **Full Time Faculty Hiring Needs** - Support two new (Woodland) and two replacement faculty positions (Yuba)
6. **Other on-going Categorical Apportionment Sources-**provides resources in alignment with the Student Equity and Achievement Program (SEA).

The Board has been conservative and forward thinking in its understanding to maintain access and support student success priorities while balancing economic stability for the District. The Board understands and accepts that the economics of the State are volatile and tremendous revenue fluctuations can occur between good and bad economic years, as seen most recently between 2008-09 and 2012-13.

The District is committed to the State Chancellor's Vision for Success, which requires adapting programs, policies and procedures to align with the goals, requirements, and regulations of the new program funding changes.

# FUNDING METHODOLOGY

## INTRODUCTION:

*Reference: Education Code Section 58870 - Financing of a Community College District*

Since the inception of the community college system in 1907, there have been numerous changes in the method of distributing state and local funds for the support of community colleges. In 1988 California voters approved proposition 98, an initiative that amended Article XVI of the state constitution and provided specific procedures to determine a minimum guarantee for annual K-14 funding. The constitutional provision links K-14 funding formulas (which include community colleges) to growth factors, including state revenues and student population. These various factors determine the percent of state's budget dedicated to K-14 education.

In 2006-07, legislation (SB 361) was passed and signed into law that provides a basic allocation for each college or center, plus a per credit FTES funding amount of at least \$4,367 to bring all districts in the system to 90<sup>th</sup> percentile in funding per FTES. The 2018-19 funding model has changed to focus on student success.

### **Previous Funding Model under SB 361 of 2006**

Under SB 361 a district receives a basic allocation for each College or Center of based on the size of their college(s) and center(s). The basic allocation amount is augmented by a per FTES funding level. The primary components of the apportionment funding calculation, the basic allocation and the per FTES funding level, are adjusted each year by 1) COLA (Cost-of-living-adjustment; and 2) Stability (for districts experiencing decline).

Growth funding in this model is the state-funded growth FTES for the District multiplied by the per FTES funding level for the year.

### **How It Works!**

#### **State General Apportionment**

District's Total Computation Revenue (TCR)

Minus (-) Local Property Tax Revenue and 98% of the Enrollment Fees collected

= General Apportionment (by the state of California)

This means the actual amount of revenue provided to a community college to operate is not impacted by the wealth of the local areas property tax base or the amount of enrollment fees collected since they are deducted from the state's calculated apportionment for each district.

### **New Funding Formula Model - Student Centered**

For 2018-19, the Governor provided a new Student-Centered Funding Formula for community colleges. The 2018-19 revenue budget for apportionment under the new funding formula uses

three calculations (1) a Base Allocation, which primarily factors Credit FTES; (2) a Supplemental Allocation, which counts low income students, and (3) a Student Success Allocation, which counts outcomes related to the Vision for Success, with premiums for outcomes of low-income students. In addition, Non-Credit and Special Admit FTES are funded at the current rates.

The sources used to support the new funding formula allocations remains the same and includes State General Apportionment with Full-Time Faculty Hiring dollars, Education Protection Act (EPA), Student Enrollment Fees (98%), and Property Taxes.

Yuba Community College District's 2017-18 Total Computational Revenue (TCR) for the Second Principal Apportionment (P2) was \$49,665,907. Under the new funding formula, the 2018-19 TCR is \$56,129,485. This represents an increase in total apportionment of \$6,463,578 or 13 percent. Of this increase, \$1,345,946 represents the state provided Cost of Living Adjustment (COLA) factored at 2.71% on the 2017-18 TCR of \$49,665,907. At this time estimates for growth are not included.

As noted in table 1 of the executive summary, the new funding formula offers a 3-year transition period, adopts a hold harmless provision that guarantees that all colleges will at a minimum receive a cost-of-living increase for three years and provides a much-needed measure of stability.

### **Three Components of the Funding Model:**

The **Basic Allocation** which is very similar to SB 361, now only represents 70% of the funding for this fiscal year. As with the prior model, FTES, College and Centers status are factors of this funding with COLA applied to each.

The **Supplemental Grant** is made up of the number of District students that are qualified recipients of the Pell Grant, AB 540 grant, and the California Promise Grant (formerly called the BOG fee waiver) at a rate of \$919.

Many factors are given specific dollar values per student to get to the combined total for the **Student Success Allocation**. The greatest value is placed on Associate Degrees for Transfer, which is a rate of \$666 per student. Additional funds are provided if the student is a Pell Student (38% additional funding) or a Promise Grant Student (25% additional funding). The summary of the values is included on table 3 on page 13.

Due to the new funding formula, the State Chancellor's Office has not been unable to provide timely budget projections. It is anticipated that the metrics will be updated using 2017-18 data and a recalculation of District entitlements will occur at P1. The FTES data from 2017-18 will be the actual final figures used in the calculation of the basic allocation.

As the new formula is providing significant new dollars in year one of funding, the 2018-19 final budget is prepared with six focus areas as outlined in the executive summary on page 6.

The funding bill requires District's to do the following:



1. Goals-Adopt by January 1,2019 goals that are aligned with the Vision for Success
2. Comprehensive Plans-Align comprehensive plans with those goals and align budgets with comprehensive plans
3. Capacity -If directed by the Chancellor (with approval of Board of Governors), use of funds for technical assistance or professional development.

An oversight body will be established to conduct an annual review of the new funding model and make recommendations to the Board of Governors.

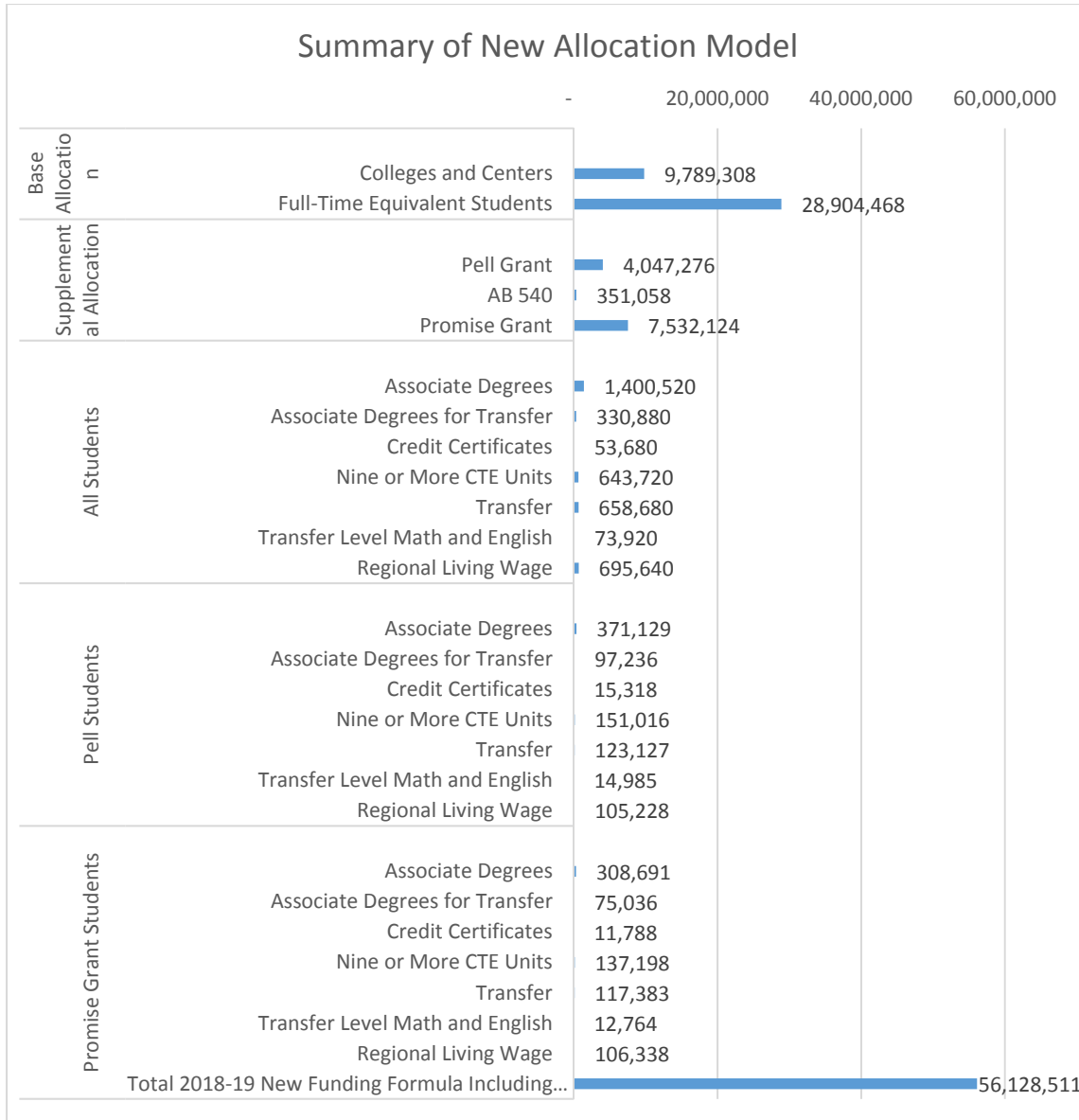


Table 3

## STUDENT ENROLLMENT TRENDS

The California Community college system consists of 72 Districts, comprised of 114 colleges and 76 educational centers, and currently serves approximately 2.1 million students per year.

The 2018-19 revenue budget for apportionment under the new funding formula uses three calculations (1) a Base Allocation, which primarily factors Credit FTES; (2) a Supplemental Allocation, which counts low income students, and (3) a Student Success Allocation, which counts outcomes related to the Vision for Success, with premiums for outcomes of low-income students. In addition, Non-Credit and Special Admit FTES are funded at the current rates.

With the adoption of the new funding formula, FTES is no longer the single driver of apportionment resources. In year one of the new formula the District will receive 70% funding for Credit FTES, and full funding for Non-credit and Special Admit FTES generated. In two subsequent fiscal years, the District will receive 65 percent and 60 percent respectively for Credit FTES funding. All other FTES generated will remain fully funded.

Over the last three fiscal years, the Districts total FTES funding level has been flat at 7,626. This was accomplished with some borrowing from summer. The new funding formula uses a 3-year average for Credit FTES of 7,134.92 starting with fiscal year 2016-17. Growth funding has been provided in the state budget, but YCCD has not included growth revenue in the 2018-19 budget.

Through Guided Pathways and the California Promise Initiative, the District will focus on successful completion of degrees and certificates, increasing job skills and/or transferring to a four-year institution.

The geographic area served by Yuba Community College District represents a diverse population. Following is a graphic display of the makeup of the District’s student population for fall 2018.

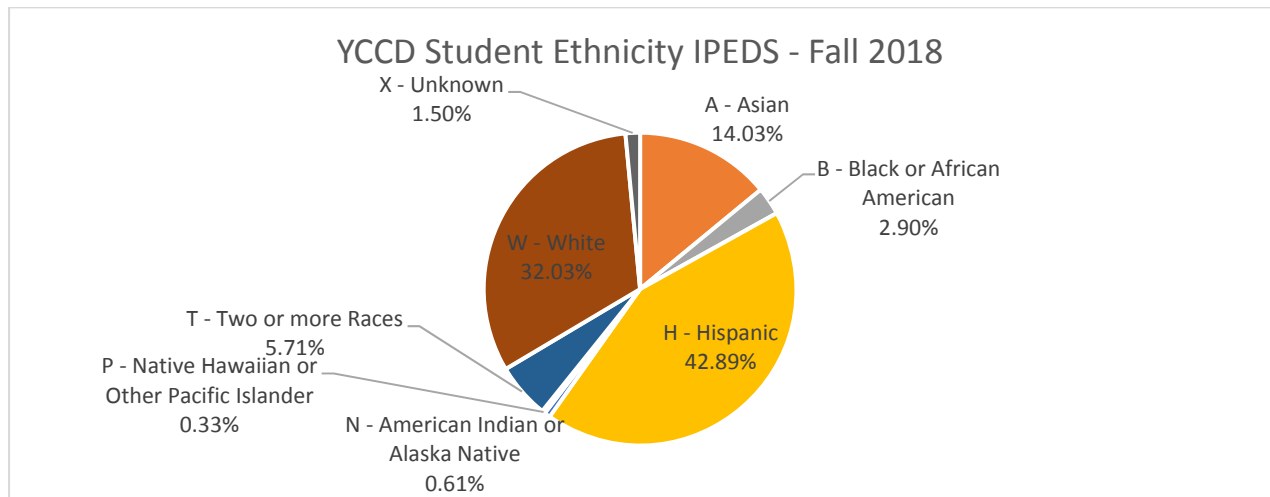


Table 4

## BUDGET ASSUMPTIONS

All California Community Colleges are in year one of a three-year transition to a new Student-Centered Funding Formula. The 2018-19 budget assumptions listed below include the new criteria used for the purposes of allocating and expending resources.

### REVENUES

#### UNRESTRICTED

- A. **Apportionment:** The 2018-19 revenue budget for apportionment under the new funding formula uses three calculations (1) a Base Allocation, which primarily factors Credit FTES; (2) a Supplemental Allocation, which counts low income students, and (3) a Student Success Allocation, which counts outcomes related to the Vision for Success, with premiums for outcomes of low-income students. In addition, Non-Credit and Special Admit FTES are funded at the current rates.

The sources used to support the new funding formula allocations remains the same and includes State General Apportionment with Full-Time Faculty Hiring dollars, Education Protection Act (EPA), Student Enrollment Fees (98%), and Property Taxes.

Yuba Community College District's 2017-18 Total Computational Revenue (TCR) for the Second Principal Apportionment (P2) was \$49,665,907. Under the new funding formula, the 2018-19 TCR is \$56,129,485. This represents an increase in total apportionment of \$6,463,578 or 13 percent. Of this increase, \$1,345,946 represents the state provided Cost of Living Adjustment (COLA) factored at 2.71% on the 2017-18 TCR of \$49,665,907.

- B. **Cost of Living Adjustment (COLA):** The 2018-19 state budget provides a 2.71% Cost of Living Adjustment (COLA). The District's allocation is \$1,345,946. This COLA, while helpful, does not fully cover the increases to salaries or increases to STRS and PERS rates. The district is taking a prudent approach when adding ongoing costs to the budget. Previously negotiated obligations, such as step and column increases to salary and STRS and PERS contribution rate increases, are outpacing increases to revenue.
- C. **Increased Operating Expenses:** The new Student-Centered Funding Formula while not specifically addressing base enhancement has done so through the new allocation process. The additional resources will be allocated to address the following:
- Current year deficit identified at the adoption of the Tentative Budget (\$1,044,668)
  - Long term liabilities (OPEB, STRS and PERS rate increases)
  - Required Board ending fund balance -15% and reserve of 8%
  - Invest in innovation and research-21<sup>st</sup> Century Academy
  - Support Full Time Faculty Hiring Needs (4.0 fte) 2 new WCC and 2 replacement YC
  - Contingencies for revenue shortfalls (property taxes, enrollment fee receipts)
  - Support comprehensive planning goals and Vision for Success Initiatives
  - Reserved for future use to address sustainable District wide priorities
  - Fund State Mandated Costs and legally required costs

- D. **Mandated Block Grant:** The Mandated Block Grant funding is being preserved by the Governor's budget. The funding formula will be the same as the past fiscal year (\$28 per FTES plus COLA at 2.71%). The per FTES is based on the prior year P2 (second principal apportionment-7,626 FTES). Based on this information, the District is expecting revenue of \$219,314.
- E. **Full Time Faculty Hiring (FTFH):** The 2018-19 state budget provides an ongoing unrestricted allocation of funds to the District of \$455,591. These resources will be allocated to Yuba College to fund two existing positions and Woodland College to fund two new positions. A total of 4 (1.0) full time equivalent employees will be funded. Based on the calculated average cost to hire a faculty position (\$122,543), the resources are short \$34,581. However, since these hires will more than likely occur later in the academic year, the District can support the cost this fiscal year.
- F. **Property Taxes, Enrollment Fees, and Deficit Coefficient:** Based on the 2018-19 budget building assumptions, no deficit coefficient has been applied for a possible decrease in income for property taxes or enrollment fee receipts. The new funding formula has applied a 5.53% increase over 2017-18 totals of property tax receipts. This does not mean the District's eight counties will achieve this growth target, but it is used merely as an average. The budget includes the increase based on the general ledger recorded property tax receipts for 2017-18.
- G. **Lottery:** The District will use a projected rate of \$151 per FTES unrestricted non-proposition 20 and \$53 restricted per FTES for Proposition 20. In FY 2018-19 the lottery proceeds are based on 7,645 FTES, which is a projection of resident plus nonresident FTES. Any reduction to funded FTES, or a reduction in the rate per FTES, will result in an adverse impact on lottery proceed for both unrestricted and restricted funds. Based on current information, the District is estimating total receipts of \$1,559,580 (\$1,197,590 unrestricted and \$405,185 restricted) in lottery funds for Fiscal Year 2018-19.
- H. **Part-Time Faculty Office Hours (One-time):** The 2018-19 state budget provides \$50 million in one-time funds for community colleges in support of Part-time Faculty Office Hours. The District has not received its allocation of this funding as the state has not released its methodology for awarding the funds. In the absence of this decision, we have based our estimates using past practices and included in the budget \$250,000. This is subject to change once the official distribution of funds is made.
- I. **Enrollment Growth:** The District has not identified any expected growth funds in the 2018-19 budget. The Colleges continue to work within their communities and market programs based on their Educational Master Plans. The area where some growth is anticipated is the Special Admits under the Dual Enrollment Program. The new Student-Centered Funding Formula per FTES for Credit is \$5,457 for Special Admits.

## RESTRICTED

- A. **Student Success Programs:** The 2018-19 budget consolidates Student Success and Support (SSSP), Student Equity Program, and Basic Skills Program into the Student Equity and

Achievement Program (SEA). The focus of this block grant funding is equity and a thoughtful integration of deliverables and State reporting requirements has been established. The District's allocation for this block grant is \$3,657,828.

- B. **Financial Aid Technology Systems (Ongoing & One-time):** The responsibilities for Financial Aid Offices is rapidly changing at community colleges and most are unprepared and unable to absorb the new requirements. Support and efficiencies are now at the forefront and resources are needed to address delays in enrollment for thousands of students. This is a California Community league priority that provides a statewide augmentation of \$5 million ongoing and \$13.5 million one-time for technology advancement and innovations to modernize our financial aid verification and processing systems. The District's portion of this allocation is One-time-\$173,577 (YC-\$90,102 & WCC-\$83,455) and Ongoing-\$64,278 (YC-\$33,370 & WCC-\$30,908)
  
- C. **California College Promise Program:** The California College Promise, established by AB 19 (Santiago, 2017) and funded in the 2018-19 Budget Act, provides our system another important opportunity to implement evidence-based strategies to improve college access and success. Allocations to the District will be released at the First Principal Apportionment (P1) in February 2019. The District has certified for funding as required by September 1, 2018 and expects to receive \$208,063 (YC-\$146,377 & WCC-\$61,686) in funding.
  
- D. **Deferred Maintenance and Instructional Support:** The 2018-19 Budget allocates approximately \$28,465,000 to community colleges, which can be appropriated for deferred maintenance and instructional equipment. The District's portion is \$192,916. This amount is substantially lower than the prior two fiscal years and the District will need to address the most essential priorities when determining how to allocate these funds. A state match is not required for utilization of these funds.
  
- E. **CalSTRS On-Behalf Payments:** Governmental Accounting Standards Board (GASB) Statement 68, Accounting and Financial Reporting for Pensions, introduced new requirements for state and local governments to recognize employer costs and obligations for pensions. Included in the budget is \$1,204,468 in pass-through revenue for STRS on-behalf payments made by the state per a change in accounting methods. Historically, the state has made a portion of the payments to STRS on behalf of local employers. Based on a new accounting advisory released by the California Community Colleges Chancellor's Office on July 29, 2016, YCCD is now required to show the revenue and expenditures on its books without ever receiving the revenue or making the payments.

## EXPENDITURES

### UNRESTRICTED

- A. **Step/Column Increase:** The District will fund step and column increases. Historically salaries increase approximately 1% year-over-year.

- B. **COLA:** The District received COLA from the state of \$1,345,946. Through negotiated settlements with FAYCCD and CSEA, a 100 percent of the state allocated COLA (2.71%) was applied based on negotiated settlement agreements. In the case of FAYCCD a 100 percent of COLA was passed through on the salary schedule. In the case of CSEA, 1.25% was passed through on the salary schedule and the balance of the funds (1.46%) was used to complete the negotiated agreement of squaring the salary schedules, more specifically the ranges. The Management Association and the Police Officer Association received 80% of the allotted COLA (2.168%). YC-AFT currently has an open contract and bargaining with the District is expected to begin in late September.
- C. **STRS/PERS:** The employer portion of STRS and PERS increases is included in the 2018-19 expenditure budget. These costs increases are \$424,822 and \$304,784 respectively.
- D. **Health Care Costs** - The 2018-19 budget is enjoying a second year of no cost increase through the Tri-County Schools Insurance group (TCSIG) Joint Powers Authority (JPA) for health benefits for active employees. Retiree health cost decreased by \$62,754 and appropriate adjustments are included in the adopted budget.
- E. **Full Time Faculty Hiring (FTFH) Ongoing:** The District received \$455, 591 in resources to support full-time faculty hiring. These funds support two new additional faculty at WCC and two at YC to backfill for positions reduced in the tentative budget. The College Presidents discipline focus will tie to Vision for Student Success goals.
- F. **Debt Service:** The District has included \$126,869 in the budget for debt service to support the funding of energy projects as the utility rebates are decreasing.
- G. **Accreditation:** The District has included \$40,000 in the budget in the final preparation for the Accreditation Comprehensive visit scheduled for October 8 through 11, 2018. Both Yuba and Woodland Community Colleges received an equal split of funding.
- H. **Board Elections:** In anticipation of the upcoming Board elections in November 2018, the District has allocated \$75,000 to support the requirements around this activity.
- I. **Management Association Salary Schedule:** The Yuba Community College District and the Educational Supervisors Association (ESA) reached an agreement on the decertification thereby integrated the former ESA Administrators salary schedule into the existing Management salary schedule with some modest economic enhancements primarily through the addition of longevity steps. The cost for this change was approximately \$47,730 and is included in the budget.
- J. **Vacation Liability:** The District has funded an estimated \$150,000 vacation payout for the current year (2018-19). Prior years, the liability was booked at the end of the fiscal year and not truly capturing the cost of operations of the District and possibly creating a revenue short

fall in the Unrestricted General Fund Budget. This approach is a Generally Accepted Accounting Practice (GAAP).

- K. Long Term Liabilities:** This is an area where the District has made progress by joining the California Public Employees' Retirement System (CALPERS)/California Employers' Retiree Benefit Trust (CERTB) establishing an irrevocable trust to address the unfunded liability for Other Post-Employment Benefits (OPEB). To begin addressing the requirements of the Governmental Accounting Standards Board (GASB) Statements 74/75, the District has invested 2 years of funding in the budget to support the liability for Other Post-Employment Benefits (OPEB). The current year funds account for \$2.9M in pay-as-you-go expenditures for current retirees and one additional year (\$3M) is to be placed in the irrevocable trust (CALPERS CERTB). All payments will be made from the trust and this approach would allow continual investments against the District's long-term liability. It is important to note that this investment amount does not fully fund what is considered the Annual Required Contribution as evidenced in the latest actuarial study (June 2017) and audited Financial Statement of Net Assets. A financial plan is scheduled to be completed during the fall semester that will inform future investment decisions to address the full liability. Additional funds are reserved to support the adopted investment strategy.
- L. CalSTRS On-Behalf Payments:** Governmental Accounting Standards Board (GASB) Statement 68, Accounting and Financial Reporting for Pensions, introduced new requirements for state and local governments to recognize employer costs and obligations for pensions. Included in the budget is \$1,204,468 in pass-through revenue for STRS on-behalf payments made by the state per a change in accounting methods. Historically, the state has made a portion of the payments to STRS on behalf of local employers. Based on a new accounting advisory released by the California Community Colleges Chancellor's Office on July 29, 2016, YCCD is now required to show the revenue and expenditures on its books without ever receiving the revenue or making the payments.

#### **RESTRICTED:**

Restricted expenditures are based on Federal, State and Local granting authority criteria. District Financial Analyst and College Program Managers oversee the use of this category of funding. In addition to the annual auditing of these funds, reporting requirements to granting agencies occur on a quarterly and annual basis and are certified by District Officials.

#### **RESERVES**

**Ending Fund Balance:** The Unrestricted ending fund balance is budgeted at \$8,865,509, which is 15.07% of budgeted appropriations in FY 2018-19. The ending fund balance includes:

- ❖ Per Board Policy, a minimum Ending Fund Balance of 15.07 % and reserves of 8% of expenditures \$4,705,632

- ❖ Contingency for Revenue Shortfall
  - Reserve for Contingency- \$400,000
  - STRS and PERS employer increases for fiscal years 2019-20 (\$524,360) and 2020-21 (\$380,808)
- ❖ Restricted Reserves
  - Innovation Fund-21<sup>st</sup> Century Academy - \$500,000
  - Other Post-Employment Benefits (OPEB) \$2,354,709.



# BOARD BUDGET PLANNING GUIDELINES

## Principles of Fiscal Planning

(Reviewed July 18, 2018-Board Finance Committee)

The Yuba Community College District Fiscal Plan incorporates the following principles of fiscal planning as reviewed and affirmed by the Board's Finance Committee on August 1, 2018: Principles are reviewed each year as part of the budget development process.

1. Responsible stewardship of available resources will serve as the foundation for sound management and sustainability
2. Resources are allocated to strategic priorities established by the Governing Board
3. Ongoing expenditures will be funded by ongoing revenues and one-time expenditures will be funded by one-time revenues
4. Total "cost of ownership" considered for new or continued commitments
5. Maintain adequate fund balance to avoid short-term borrowing
6. Revenue analysis is completed prior to making short or long-term commitments
7. Minimize or altogether avoid "structural deficits"
8. Develop college and District Services budgets through transparent and inclusive processes

## Chancellor/District Goals-Established July 2018

1. Enrollment Management (faculty staffing that anticipates developmental educational reform), potential for District Growth, and strategies to drive facilities and staffing plans
2. Invest in innovation and research-21<sup>st</sup> Century Academy
3. Develop fiscal stability & sustainability strategies for the District and its programs and services

## Annual Budgeting Planning Guidelines

(Reviewed July 18, 2018-Board Finance Committee)

1. Develop annual budgets through a Multi-year Budget Modeling/Philosophy
2. OPEB: Annual budget planning to retire debt liability and invest in trust
3. Plan and budget for other Long Term Debt Assumptions
4. Salary obligations for health and retirement benefits
5. Budget for increase in pension payments for PERS/STRS
6. Collective Bargaining: strive for employment costs to not exceed 80% of expenditures.
7. Minimum reserve level = 8%
8. Minimum total fund balance = 15%
9. Optimize instructional expenses for same level of enrollment
10. Plan for multi-year inflation and fixed costs increase
11. Forecast the economic impact of improving student success
12. Longitudinal study of the state budget and forecasted revenues multi-year

# CALIFORNIA PROMISE GRANT

Yuba Community College District promotes the Promise Grant

**CALIFORNIA COLLEGE**  
**Promise Grant** Formerly known as the Board of Governors Fee Waiver  
Helping Students Succeed

**What's New?**  
 The Board of Governors Fee Waiver program will be renamed the California College Promise Grant. The program, including the application process and eligibility requirements, will remain the same.

**What's Changed?**  
 Just the name! The fee waiver program, including the application process, and eligibility requirements, will remain the same. The California College Promise Grant, available to eligible students, will waive your per unit enrollment fee at any California community college throughout the state.

**Eligibility Requirements**  
 Once you've qualified, it's important to ensure you're meeting the academic and progress standards in order to avoid losing it.

- Sustain a GPA of 2.0 or higher
- Complete more than 50% of your coursework

**What to expect**

**Fall 2017**  
 California College Promise Grant is officially introduced to public

**Fall 2018**  
 Integration of California College Promise Grant begins


**Fall 2019**  
 'Board of Governors Fee Waiver' officially becomes a thing of the past

\*You will hear both names used interchangeably until Fall 2019.

For more information, visit [icanaffordcollege.com](http://icanaffordcollege.com) or contact the financial aid office or registrar at your college.

BROUGHT TO YOU BY THE  
 California Community Colleges

**Yuba College Promise**  
**FREE Tuition**  
 for First-time, Full-time Students!



- Enroll in Fall 2019 Classes at [yc.yccd.edu](http://yc.yccd.edu)!
- As a California Resident you receive FREE tuition!
- Your ladder to a successful job or transfer begins!

**Yuba College**  
 We Believe in Your Future!

"YC Promise" Program for First-Time Students

Woodland Campus ♦ Colusa County Campus

**Schedule of Classes**

**"WCC Promise" FREE TUITION FOR FIRST-TIME STUDENTS**

SUMMER/FALL 2018



"WCC Promise" Program for First-time Students



WCC First Year Experience "FYE" Program

## **YUBA COMMUNITY COLLEGE DISTRICT FUNDS**

### **GOVERNMENTAL FUND ACCOUNTING**

The primary purpose of fund accounting is to segregate financial information. This is accomplished by accounting for financial transactions related to specific activities or objectives within separate funds.

A fund is defined as a “fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equity or fund balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions and/or limitations.” (GASB Codification Section 1300, NCGA-1.)



WCC Students

## GENERAL FUND-UNRESTRICTED -FUND 11

The Unrestricted General Fund is used to account for resources available for the general purposes of the district's operations and support of its educational program. This fund is budgeted according to the designations imposed by the board of trustees.



**GENERAL FUND - UNRESTRICTED FUND 11**  
**Summary Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 7,813,019	\$ 7,657,025	\$ 7,703,099
<b>Revenues</b>			
Federal	9,700	3,880	4,000
State	20,188,829	23,180,703	28,088,469
State - STRS On Behalf	-	1,191,363	1,204,468
Local	32,335,654	29,167,227	30,685,881
<b>Total Revenue</b>	\$ 52,534,183	\$ 53,543,174	\$ 59,982,818
<b>Expenditures</b>			
Academic Salaries	21,243,425	22,150,163	21,923,620
Classified Salaries	9,101,605	8,941,137	9,473,054
Benefits	11,223,554	11,009,510	11,952,745
Benefits - STRS On Behalf	-	1,191,363	1,204,468
Supplies and Materials	453,186	370,280	453,082
Other Operating Expenses & Services	6,207,890	5,740,986	5,914,023
Capital Outlay	305,343	134,110	305,643
Other Outgo	4,929,168	3,959,551	7,593,773
<b>Total Expenditures</b>	\$ 53,464,171	\$ 53,497,100	\$ 58,820,408
<b>Net Increase (Decrease) in Fund Balance</b>	(929,988)	46,074	1,162,410
<b>Ending Fund Balance</b>	\$ 6,883,031	\$ 7,703,099	\$ 8,865,509
<b>Fund Balance %</b>	12.87%	14.40%	15.07%
<b>Less Designated Fund Balance</b>			
Minimum Reserve Balance (8%)	-	-	4,705,632
Contingency for Revenue Shortfall	-	-	1,305,168
Restricted	4,200,000	-	2,854,709
<b>Undesignated Fund Balance</b>	\$ 2,683,031	\$ 7,703,099	\$ 0
<b>Undesignated Fund Balance %</b>	5.02%	14.40%	0.00%

\* Unaudited actual revenue and expenses  
plus adjusted beginning balance.

**GENERAL FUND - BOARD DESIGNATED  
Detail**

**Designated Fund Balance**

**Minimum Reserve Balance**

Board Policy - 8%	<u>4,705,632</u>	\$ 4,705,632
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**Contingency for Revenue Shortfall**

Reserve for Contingency	400,000	
Strs and Pers FY19-20 rate increase	524,360	
Strs and Pers FY20-21 rate increase	<u>380,808</u>	
		\$ 1,305,168

**Restricted**

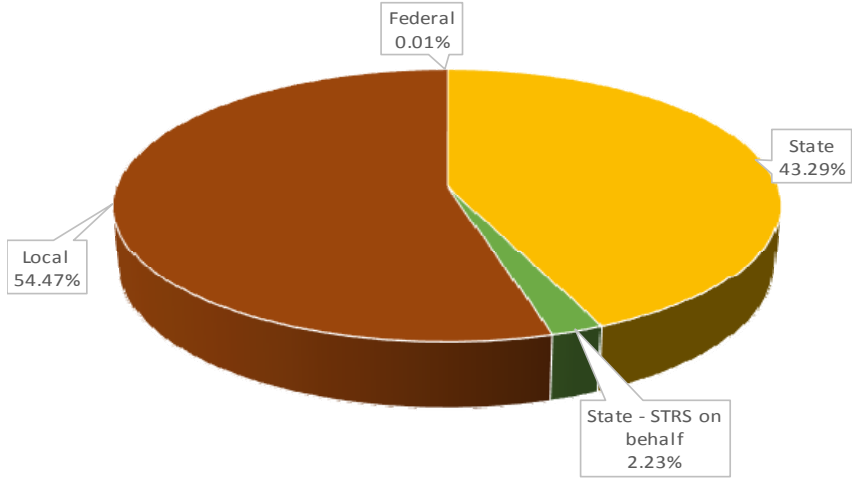
* Innovation Fund	500,000	
Other Post-Employment Benefits (OPEB)	<u>2,354,709</u>	
		<u>\$ 2,854,709</u>

<b>Total Designated Fund Balance</b>		<u>\$ 8,865,509</u>
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\* Spring 2019 = 100K  
 FY 2019-2020 = 200K  
 FY 2020-2021 = 200K

**GENERAL FUND - UNRESTRICTED REVENUES - FUND 11**  
**"Where the Money Comes From"**

Fiscal Year 2017-2018 Actuals



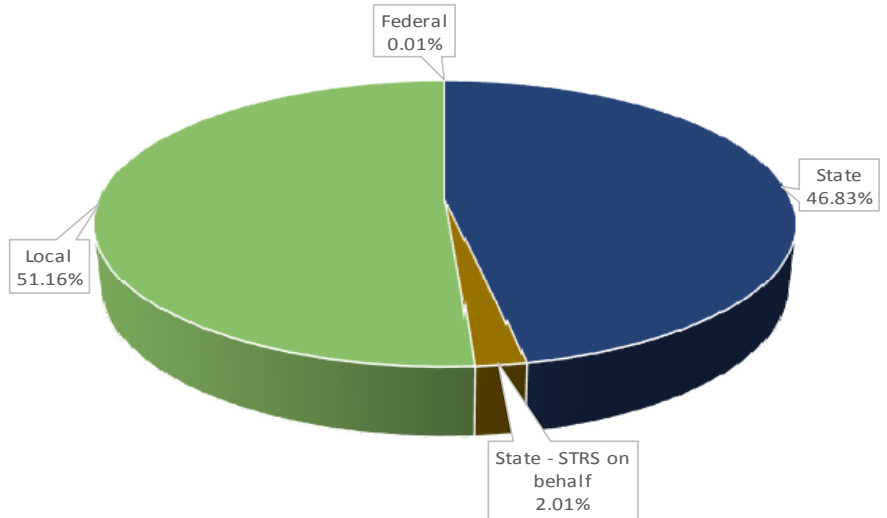
Total Revenues for Fiscal Year 2017-18 Actuals:

Federal	\$	3,880
State	\$	23,180,703
State - STRS on behalf	\$	1,191,363
Local	\$	29,167,227

Fiscal Year 2018-2019 Adopted Budget

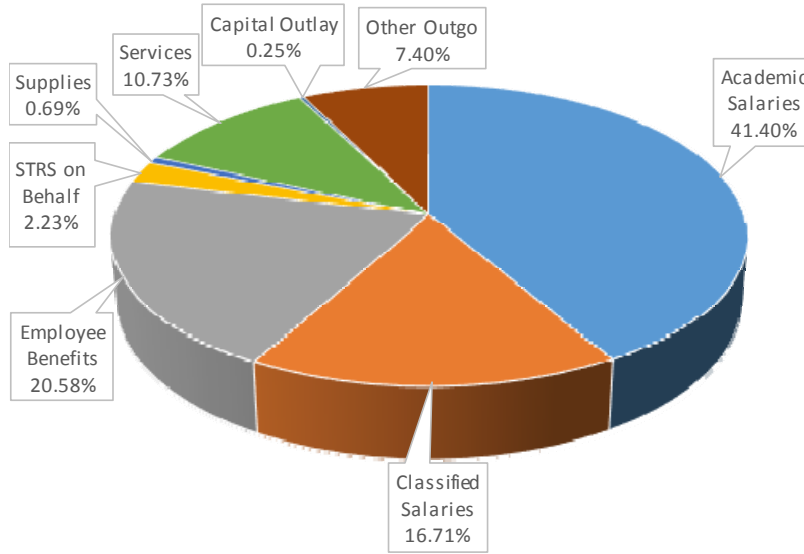
Total Revenues for Fiscal Year 2018-19 Adopted Budget:

Federal	\$	4,000
State	\$	28,088,469
State - STRS on behalf	\$	1,204,468
Local	\$	30,685,881



**GENERAL FUND - UNRESTRICTED EXPENDITURES - FUND 11  
"How the Money is Spent"**

Fiscal Year 2017-2018 Actuals



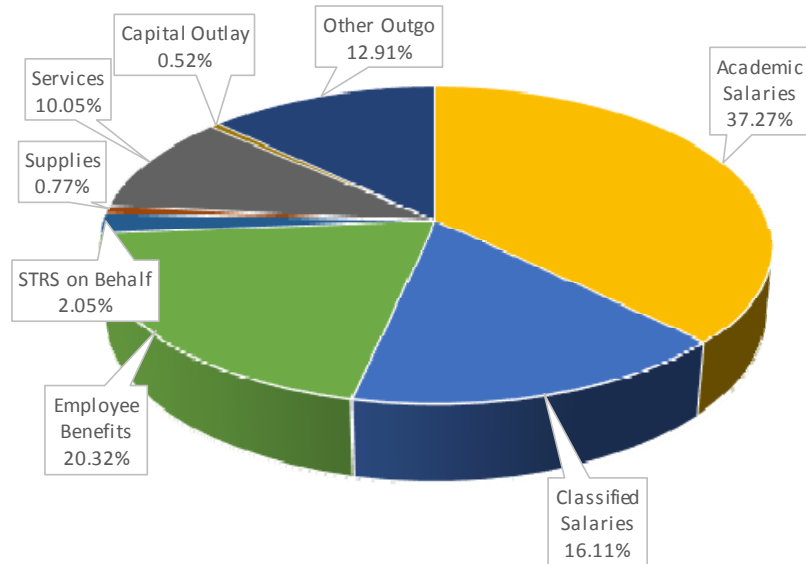
Major Object Summary for the Fiscal Year 2017-18 Actuals:

Academic Salaries	\$	22,150,163
Classified Salaries	\$	8,941,137
Employee Benefits	\$	11,009,510
STRS on Behalf	\$	1,191,363
Supplies	\$	370,280
Services	\$	5,740,986
Capital Outlay	\$	134,110
Other Outgo	\$	3,959,551

Fiscal Year 2018-2019 Adopted Budget

Major Object Summary for the Fiscal Year 2018-19 Adopted Budget:

Academic Salaries	\$	21,923,620
Classified Salaries	\$	9,473,054
Employee Benefits	\$	11,952,745
STRS on Behalf	\$	1,204,468
Supplies	\$	453,082
Services	\$	5,914,023
Capital Outlay	\$	305,643
Other Outgo	\$	7,593,773





**GENERAL FUND - UNRESTRICTED FUND 11**  
**Revenues Detail**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Federal Revenue:</b>			
8110 Forest Reserve	7,500	2,942	3,000
8160 Veterans	2,200	938	1,000
<b>Total Federal Revenue</b>	<b>\$ 9,700</b>	<b>\$ 3,880</b>	<b>\$ 4,000</b>
<b>State Revenue:</b>			
8611 General Apportionment	11,317,832	13,469,443	18,764,203
8613 2% Enroll Fee	125,126	125,126	125,126
8614 FT Faculty Hiring	443,570	443,570	455,591
8623 PT Faculty Compensation	207,969	209,437	215,112
8630 EPA	6,536,789	7,058,277	6,888,964
8671 HOPTER	200,000	197,568	200,000
8672 Timber Tax	15,000	25,585	25,000
8681 Lottery	1,125,660	1,197,590	1,197,590
8682 Mandated Costs	216,883	429,876	216,883
8694 STRS On-Behalf	-	1,191,363	1,204,468
8699 Other State	-	24,232	-
<b>Total State Revenue</b>	<b>\$ 20,188,829</b>	<b>\$ 24,372,067</b>	<b>\$ 29,292,937</b>
<b>Local/Other Revenue:</b>			
8810 Property Taxes	29,402,285	26,601,363	28,148,767
8832 Other Contract Services	200,600	149,161	150,000
8840 Sales and Commissions	107,500	90,869	86,000
8844 Publications	2,500	-	-
8851 Rentals and Leases	20,086	28,281	28,200
8852 Use of Facilities	5,500	5,218	5,200
8860 Interest and Investment Income	105,000	138,383	100,000
8872 Community Service Classes	220,379	23,874	66,179
8874 Enrollment	1,713,554	1,680,708	1,646,960
8877 Instructional Materials Fees	8,000	11,600	9,575
8879 Student Records	50,000	45,901	46,000
8880 Nonresident Tuition	375,000	282,330	280,000
8885 Other Student Fees	20,000	15,707	15,500
8897 Student Receivables Pass Thru	-	(276)	-
8898 Over/Short	-	330	-
8899 Other Local	105,250	93,778	103,500
<b>Total Local/Other Revenue</b>	<b>\$ 32,335,654</b>	<b>\$ 29,167,227</b>	<b>\$ 30,685,881</b>
<b>Total Unrestricted Revenue</b>	<b><u>\$ 52,534,183</u></b>	<b><u>\$ 53,543,174</u></b>	<b><u>\$ 59,982,818</u></b>

**GENERAL FUND - UNRESTRICTED FUND 11**  
**Expenditures Detail**

		Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Certificated Salaries:</b>				
1100	Instructional Salaries, Contract or Regular Status	9,210,849	8,728,040	9,133,674
1200	Noninstructional Salaries, Contract or Regular Status	4,385,192	4,621,710	4,784,255
1300	Instructional Salaries, Non-Regular	7,408,142	8,458,269	7,745,256
1400	Noninstructional Salaries, Non-Regular	<u>239,242</u>	<u>342,144</u>	<u>260,435</u>
<b>Total Certificated Salaries</b>		<b>\$ 21,243,425</b>	<b>\$ 22,150,163</b>	<b>\$ 21,923,620</b>
<b>Classified Salaries:</b>				
2100	Noninstructional Salaries, Regular Status	7,829,450	7,111,023	8,199,003
2200	Instructional Aides, Regular Status	617,250	574,744	631,061
2300	Noninstructional Salaries, Other	498,125	972,396	460,010
2400	Instructional Aides's Salaries, Other	<u>156,780</u>	<u>282,974</u>	<u>182,980</u>
<b>Total Classified Salaries</b>		<b>\$ 9,101,605</b>	<b>\$ 8,941,137</b>	<b>\$ 9,473,054</b>
<b>Benefits:</b>				
3100	STRS	2,221,325	2,455,595	2,669,344
3100	STRS - On Behalf	-	1,191,363	1,204,468
3200	PERS	1,469,493	1,345,735	1,767,734
3300	Social Security and Medicare	1,020,369	973,156	1,069,712
3400	Health and Welfare	5,880,312	5,421,105	5,681,819
3500	State Unemployment Insurance	49,857	46,940	56,410
3600	Workers Compensation	471,081	498,531	570,240
3700	Alternative Retirement	111,117	127,449	137,486
3900	Other Benefits	<u>-</u>	<u>141,000</u>	<u>-</u>
<b>Total Benefits</b>		<b>\$ 11,223,554</b>	<b>\$ 12,200,874</b>	<b>\$ 13,157,213</b>
<b>Supplies and Materials:</b>				
4100	Duplicating and Copy Machine Usage	4,500	2,209	4,500
4200	Operating Supplies - Duplicating	(66,044)	(70,448)	(66,044)
4300	Instructional Supplies	14,954	208	18,124
4400	Software (less than \$200)	19,589	5,282	13,600
4500	Non-instructional Supplies	446,550	413,256	449,368
4600	Fuel	21,200	19,117	21,200
4700	Books, Magazines, Subscriptions	<u>12,437</u>	<u>656</u>	<u>12,334</u>
<b>Total Supplies and Materials</b>		<b>\$ 453,186</b>	<b>\$ 370,280</b>	<b>\$ 453,082</b>
<b>Operating Expenses:</b>				
5100	Personal and Consultant Services	945,331	1,022,435	899,933
5200	Travel and conferences	504,820	371,296	431,836
5300	Due and Membership	137,043	107,994	131,222
5400	Insurance	563,391	561,835	579,325
5500	Utilities and Housekeeping Services	1,167,361	1,223,626	1,170,461
5600	Rents, Leases, and Repairs	1,971,516	1,707,934	1,949,464
5700	Postage	73,762	29,425	66,262
5800	Legal, Election, and Audit Expenses	436,800	457,248	346,700
5900	Advertising, Print, Other	<u>407,866</u>	<u>259,194</u>	<u>338,820</u>
<b>Total Operating Expenses</b>		<b>\$ 6,207,890</b>	<b>\$ 5,740,987</b>	<b>\$ 5,914,023</b>
<b>Capital Outlay:</b>				
6300	Library Books	154,225	527	157,525
6400	Equipment	<u>151,118</u>	<u>133,582</u>	<u>148,118</u>
<b>Total Capital Outlay</b>		<b>\$ 305,343</b>	<b>\$ 134,109</b>	<b>\$ 305,643</b>
<b>Other Outgo:</b>				
7300	Interfund Transfers	4,529,168	3,959,551	7,593,773
7900	Reserve for Contingencies	<u>400,000</u>	<u>-</u>	<u>-</u>
<b>Total Other Outgo</b>		<b>\$ 4,929,168</b>	<b>\$ 3,959,551</b>	<b>\$ 7,593,773</b>
<b>Total Unrestricted Expenditures</b>		<b>\$ 53,464,171</b>	<b>\$ 53,497,100</b>	<b>\$ 58,820,408</b>

**GENERAL FUND - UNRESTRICTED FUND 11**  
**Summary Revenues, Expenditures and Fund Balance**

	MULTI-YEAR PLANNING SCENARIOS				
	Unaudited Actuals 2017-18	Adopted Budget 2018-19	* Projected Budget 2019-20	* Projected Budget 2020-21	* Projected Budget 2021-22
<b>Base Allocation Assumptions</b>					
FTES		70%	65%	60%	60%
Supplemental		20%	20%	20%	20%
Student Success		10%	15%	20%	20%
<b>Beginning Fund Balance</b>	<u>\$ 7,657,025</u>	<u>\$ 7,703,099</u>	<u>\$ 8,765,509</u>	<u>\$ 9,168,682</u>	<u>\$ 6,283,512</u>
<b>Revenues</b>					
Federal	3,880	4,000	4,000	4,000	4,000
State	23,180,703	28,088,469	25,749,628	23,130,104	23,440,368
State - STRS On Behalf	1,191,363	1,204,468	1,217,717	1,231,112	1,244,654
Local	<u>29,167,227</u>	<u>30,685,881</u>	<u>32,263,391</u>	<u>33,008,202</u>	<u>33,771,633</u>
<b>Total Revenue</b>	<u>\$ 53,543,174</u>	<u>\$ 59,982,818</u>	<u>\$ 59,234,736</u>	<u>\$ 57,373,418</u>	<u>\$ 58,460,655</u>
<b>Expenditures</b>					
Academic Salaries	22,150,163	21,923,620	22,362,092	22,809,334	23,265,521
Classified Salaries	8,941,137	9,473,054	9,662,515	9,855,765	10,052,881
Benefits	11,009,510	11,952,745	12,430,855	12,928,089	13,315,932
Benefits - STRS On-Behalf	1,191,363	1,204,468	1,217,717	1,231,112	1,244,654
Supplies and Materials	370,280	453,082	457,613	462,189	466,811
Other Operating Expenses & Services	5,740,986	5,914,023	5,973,163	6,196,111	6,258,072
Capital Outlay	134,110	305,643	308,699	311,786	314,904
Other Outgo	<u>3,959,551</u>	<u>7,593,773</u>	<u>4,909,645</u>	<u>5,098,491</u>	<u>5,158,491</u>
<b>Total Expenditures</b>	<u>\$ 53,497,100</u>	<u>\$ 58,820,408</u>	<u>\$ 57,322,300</u>	<u>\$ 58,892,878</u>	<u>\$ 60,077,265</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ 46,074</u>	<u>\$ 1,162,410</u>	<u>\$ 1,912,436</u>	<u>\$ (1,519,460)</u>	<u>\$ (1,616,610)</u>
<b>Ending Fund Balance</b>	<u>\$ 7,703,099</u>	<u>\$ 8,865,509</u>	<u>\$ 10,677,945</u>	<u>\$ 7,649,223</u>	<u>\$ 4,666,901</u>
	14.40%	15.07%	18.63%	12.99%	7.77%
<b>Projected Fund Balance Activity</b>		(100,000)	(1,509,263)	(1,365,711)	(784,903)
<b>Net Ending Fund Balance</b>	<u>\$ -</u>	<u>\$ 8,765,509</u>	<u>\$ 9,168,682</u>	<u>\$ 6,283,512</u>	<u>\$ 3,881,998</u>
<b>Less Designated Fund Balance</b>					
Minimum Reserve Balance (8%)	-	4,705,632	4,585,784	4,711,430	4,806,181
Contingency for Revenue Shortfall	-	1,305,168	-	-	-
Restricted	-	2,854,709	-	-	-
<b>Undesignated Fund Balance</b>	<u>\$ 7,703,099</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Undesignated Fund Balance %</b>	14.40%	-	-	-	-
* Assumptions:					
2 % COLA on Total Computational Revenue					
2 % COLA on Salaries					
4% Increase on Benefits FY 19-20 and 20-21					
3% Increase on Benefits FY 21-22					
1% Increase on Supplies, Operating and Capital Outlay					
Other Outgo = OPEB and Debt Service Payments					
FTES Flat					

## GENERAL FUND-RESTRICTED – FUND 12

The Restricted General Fund is used to account for resources available for the operation and support of the educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure. Restricted monies are generally from an external source that requires the monies be used for specific purposes, such as grants and state categorical funding.

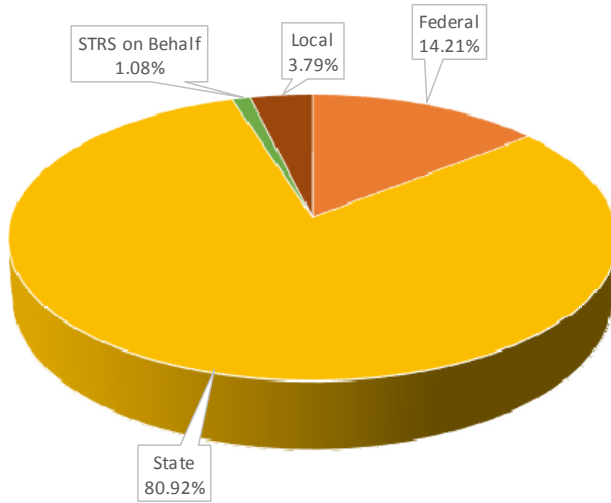


**GENERAL FUND - RESTRICTED FUND 12**  
**Summary Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	*Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -
<b>Revenues</b>			
Federal	2,531,392	2,669,242	3,225,181
State	15,129,306	15,197,959	18,755,041
STRS On-Behalf		202,188	232,516
Local	1,206,398	712,381	1,156,598
<b>Total Revenue</b>	\$ 18,867,096	\$ 18,781,770	\$ 23,369,336
<b>Expenditures</b>			
Academic Salaries	3,397,473	3,811,291	4,394,753
Classified Salaries	3,881,515	4,764,384	5,935,956
Benefits	1,994,103	2,723,154	3,636,484
STRS On-Behalf		202,188	232,516
Supplies and Materials	1,262,072	855,244	1,409,458
Other Operating Expenses & Services	4,323,406	2,064,758	5,170,756
Capital Outlay	1,223,725	1,630,027	2,000,341
Other Outgo	2,784,802	2,730,724	589,072
<b>Total Expenditures</b>	\$ 18,867,096	\$ 18,781,770	\$ 23,369,336
<b>Net Increase (Decrease) in Fund Balance</b>	\$ -	\$ -	\$ -
<b>Estimated Ending Fund Balance</b>	\$ -	\$ -	\$ -

**GENERAL FUND - RESTRICTED REVENUES - FUND 12**  
**"Where the Money Comes From"**

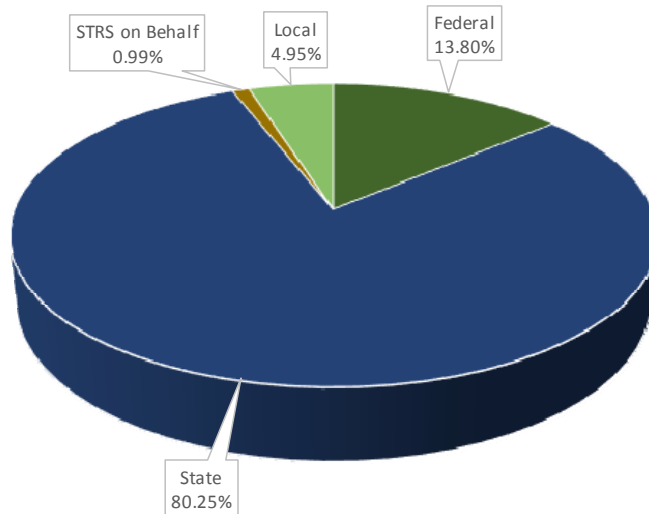
Fiscal Year 2017-2018 Actuals



Total Revenues for Fiscal Year 2017-18 Actuals:

Federal	\$ 2,669,242
State	\$ 15,197,959
STRS on Behalf	\$ 202,188
Local	\$ 712,381

Fiscal Year 2018-2019 Adopted Budget

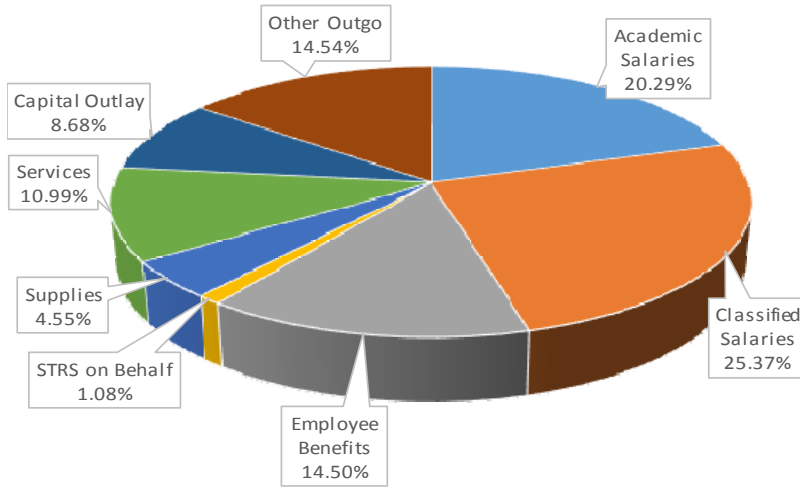


Total Revenues for Fiscal Year 2018-19 Adopted Budget:

Federal	\$ 3,225,181
State	\$ 18,755,041
STRS on Behalf	\$ 232,516
Local	\$ 1,156,598

**GENERAL FUND - RESTRICTED EXPENDITURES - FUND 12  
"How the Money is Spent"**

Fiscal Year 2017-2018 Actuals



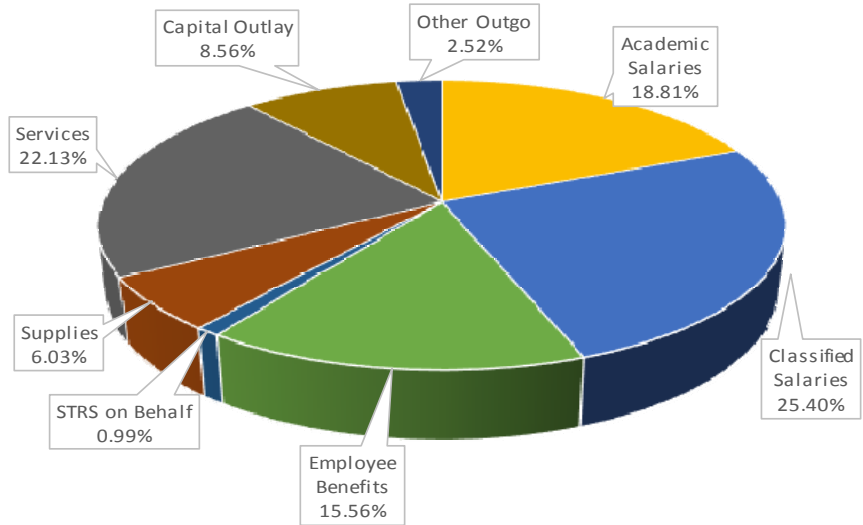
Major Object Summary for the Fiscal Year 2017-18 Actuals:

Academic Salaries	\$	3,811,291
Classified Salaries	\$	4,764,384
Employee Benefits	\$	2,723,154
STRS on Behalf	\$	202,188
Supplies	\$	855,244
Services	\$	2,064,758
Capital Outlay	\$	1,630,027
Other Outgo	\$	2,730,724

Fiscal Year 2018-2019 Adopted Budget

Major Object Summary for the Fiscal Year 2018-19 Adopted Budget:

Academic Salaries	\$	4,394,753
Classified Salaries	\$	5,935,956
Employee Benefits	\$	3,636,484
STRS on Behalf	\$	232,516
Supplies	\$	1,409,458
Services	\$	5,170,756
Capital Outlay	\$	2,000,341
Other Outgo	\$	589,072



**GENERAL FUND - RESTRICTED FUND 12**  
**Revenues Detail**

		Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Federal Revenue:</b>				
8120	Higher Ed Act	1,035,915	1,483,180	1,910,000
8120	Federal Work Study	310,920	347,039	385,328
8140	TANF	95,224	98,675	135,300
8170	VTEA	421,773	411,503	407,511
8190	WIOA	628,827	290,112	338,715
8190	MAA Medi-Cal	38,733	38,733	48,327
<b>Total Federal Revenue</b>		\$ 2,531,392	\$ 2,669,242	\$ 3,225,181
<b>State Revenue:</b>				
8615	Basic Skills	450,000	198,814	273,549
8621	EOPS/CARE	1,093,635	962,231	1,916,486
8622	DSPS	933,336	926,695	1,038,469
8625	CalWORKs	477,337	519,120	579,908
8623	College Completion Grant	213,000	192,248	20,752
8623	Dreamer Students Funding	42,411	41,949	-
8623	Hunger Free Campus	16,274	6,017	10,257
8623	CCC Broadband	71,190	71,485	75,000
8623	BFAP	385,641	435,641	499,470
8623	Full-Time Supplemental Grant	595,500	715,500	1,293,037
8623	Restricted Lottery	385,831	460,831	450,000
8623	SSSP	2,497,441	2,497,441	393,550
8623	SEP	1,003,965	1,003,965	633,890
8623	MESA	125,015	115,837	160,000
8623	Nursing Program	200,000	211,000	235,000
8623	Foster Youth	448,701	448,701	575,000
8623	Nor Cal STREAM	466,149	269,817	345,222
8623	Strong Workforce	993,508	1,422,386	1,968,500
8623	Student Equity and Achievement	-	-	3,657,828
8623	Instructional Equipment	924,431	474,233	450,198
8623	DSN Ag/Small Business	400,000	472,867	400,000
8623	Adult Education	2,293,765	2,791,577	1,307,865
8623	Guided Pathways	100,000	18,160	842,161
8623	Technical Apprenticeship	687,176	599,691	1,155,106
8623	Rad Technology	125,000	124,160	250,000
8623	Innovation and Effectiness	100,000	93,690	206,309
8623	Maker Space	100,000	123,903	250,000
8694	STRS On-Behalf	-	202,188	232,516
<b>Total State Revenue</b>		\$ 15,129,306	\$ 15,400,147	\$ 19,220,073
<b>Local/Other Revenue:</b>				
8831	Contract Instructional Services	106,242	8,516	115,000
8881	Parking Services	608,450	368,463	572,663
8876	Health Fees	119,896	53,266	100,000
8899	Brandman University Lease	44,763	17,595	55,000
8899	LCC MPIC Lease	14,039	-	23,639
8899	IEPI	50,000	45,000	5,000
8899	Yocha Dehe Nation	40,000	29,506	50,500
8899	Prometric Testing Funds	70,498	5,021	77,677
8899	Sutter/Yuba County Testing	70,891	38,603	73,000
8899	FRHG Nursing/Local Nursing	81,619	-	84,119
8981	Interfund Transfer (Parking/Health Fees)	-	146,413	-
<b>Total Local/Other Revenue</b>		\$ 1,206,398	\$ 712,382	\$ 1,156,598
<b>Total Restricted Revenue</b>		\$ 18,867,096	\$ 18,781,771	\$ 23,601,852

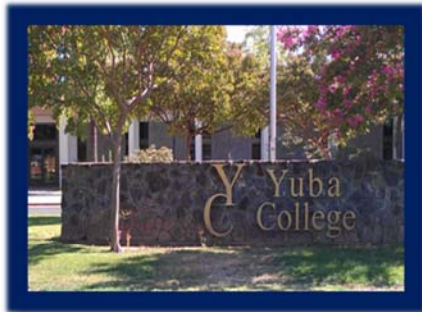


**GENERAL FUND - RESTRICTED FUND 12**  
**Expenditures Detail**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Certificated Salaries:</b>			
1100 Instructional Salaries, Contract or Regular Status	639,607	731,629	970,508
1200 Noninstructional Salaries, Contract or Regular Status	2,015,113	2,313,160	2,351,402
1300 Instructional Salaries, Non-Regular	94,144	58,621	287,286
1400 Noninstructional Salaries, Non-Regular	<u>648,609</u>	<u>707,881</u>	<u>785,557</u>
<b>Total Certificated Salaries</b>	<b>\$ 3,397,473</b>	<b>\$ 3,811,291</b>	<b>\$ 4,394,753</b>
<b>Classified Salaries:</b>			
2100 Noninstructional Salaries, Regular Status	2,046,694	2,464,250	3,244,342
2200 Instructional Aides, Regular Status	94,658	159,247	224,659
2300 Noninstructional Salaries, Other	1,304,605	1,581,492	1,796,240
2400 Instructional Aides's Salaries, Other	<u>435,558</u>	<u>559,395</u>	<u>670,715</u>
<b>Total Classified Salaries</b>	<b>\$ 3,881,515</b>	<b>\$ 4,764,384</b>	<b>\$ 5,935,956</b>
<b>Benefits:</b>			
3100 STRS	338,101	414,588	494,838
3100 STRS On-Behalf		202,188	232,516
3200 PERS	217,865	433,370	691,250
3300 Social Security and Medicare	166,132	294,204	389,014
3400 Health and Welfare	1,223,787	1,447,571	1,845,481
3500 State Unemployment Insurance	3,743	4,085	22,395
3600 Workers Compensation	39,255	126,772	186,936
3700 Alternative Retirement	5,220	2,564	6,570
3900 Other Benefits	-	-	-
<b>Total Benefits</b>	<b>\$ 1,994,103</b>	<b>\$ 2,925,342</b>	<b>\$ 3,869,000</b>
<b>Supplies and Materials:</b>			
4100 Duplicating and Copy Machine Usage	109,137	51,770	56,801
4200 Operating Supplies - Duplicating	-	-	-
4300 Instructional Supplies	410,010	410,151	608,914
4400 Software (less than \$200)	71,093	26,968	33,251
4500 Non-instructional Supplies	598,794	309,642	650,593
4600 Fuel	2,500	2,295	2,250
4700 Books, Magazines/Subscriptions	<u>70,538</u>	<u>54,419</u>	<u>57,649</u>
<b>Total Supplies and Materials</b>	<b>\$ 1,262,072</b>	<b>\$ 855,244</b>	<b>\$ 1,409,458</b>
<b>Operating Expenses:</b>			
5100 Personal and Consultant Services	1,920,042	1,091,194	2,042,421
5200 Travel and conferences	902,498	500,908	1,050,078
5300 Due and Membership	20,494	15,520	25,000
5400 Insurance	2,685	82	5,000
5500 Utilities and Housekeeping Services	500	262	500
5600 Rents, Leases, and Repairs	440,357	186,792	558,402
5700 Postage	15,000	8,049	20,000
5800 Legal, Election, and Audit Expenses	5,000	1,936	5,000
5900 Other Services and Expenses	<u>1,016,830</u>	<u>260,015</u>	<u>1,464,355</u>
<b>Total Operating Expenses</b>	<b>\$ 4,323,406</b>	<b>\$ 2,064,758</b>	<b>\$ 5,170,756</b>
<b>Capital Outlay:</b>			
6100 Sites and Improvement of Sites	22,945	9,759	25,000
6200 Buildings			
6300 Library Books	1,007	144,852	200,000
6400 Equipment	<u>1,199,773</u>	<u>1,475,416</u>	<u>1,775,341</u>
<b>Total Capital Outlay</b>	<b>\$ 1,223,725</b>	<b>\$ 1,630,027</b>	<b>\$ 2,000,341</b>
<b>Other Outgo:</b>			
7400 Other Payments	2,472,428	2,468,062	211,500
7600 Other Payments to Students	<u>312,374</u>	<u>262,661</u>	<u>377,572</u>
<b>Total Other Outgo</b>	<b>\$ 2,784,802</b>	<b>\$ 2,730,723</b>	<b>\$ 589,072</b>
<b>Total Unrestricted Expenditures</b>	<b>\$ 18,867,096</b>	<b>\$ 18,781,770</b>	<b>\$ 23,369,336</b>

## CAPITAL OUTLAY PROJECTS – FUND 41

The Capital Outlay Projects Fund is used to account for the accumulation and expenditure of monies for the construction of Scheduled Maintenance and Special Repairs (SMSR) projects, California Clean Energy Jobs Act of 2012 (Proposition 39) projects, and other significant capital outlay projects. Monies in this fund come from state categorical funding, redevelopment agency fees, utility rebates, parking fines, and interfund transfers, and can only be used for capital outlay expenses.



**CAPITAL OUTLAY - FUND 41**  
**Summary Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	*Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	<u>\$ 1,861,415</u>	<u>\$ 1,861,415</u>	<u>\$ 6,182,597</u>
<b>Revenues</b>			
Federal			
State	1,429,067	567,068	443,880
Local	316,904	53,072	114,937
Other		6,123,072	
<b>Total Revenue</b>	<u>\$ 1,745,971</u>	<u>\$ 6,743,212</u>	<u>\$ 558,817</u>
<b>Expenditures</b>			
Academic Salaries			
Classified Salaries			
Benefits			
Supplies and Materials		5,194	
Other Operating Expenses & Services		116,836	
Capital Outlay	1,745,971	2,300,000	4,879,999
Other Outgo			
<b>Total Expenditures</b>	<u>\$ 1,745,971</u>	<u>\$ 2,422,030</u>	<u>\$ 4,879,999</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ 4,321,182</u>	<u>\$ (4,321,182)</u>
<b>Estimated Ending Fund Balance</b>	<u>\$ 1,861,415</u>	<u>\$ 6,182,597</u>	<u>\$ 1,861,415</u>

**CAPITAL OUTLAY - FUND 41**  
**Detail Revenues, Expenditures, and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 1,861,415	\$ 1,861,415	\$ 6,182,597
<b>State Revenue:</b>			
8699 Prop 39	642,690	455,272	85,299
8652 Scheduled Maintenance	786,377	111,796	358,581
<b>Total State Revenue</b>	\$ 1,429,067	\$ 567,068	\$ 443,880
<b>Local/Other Revenue:</b>			
8860 Interest	-	53,073	-
8899 PGE Rebate	-	-	39,937
8899 Virginia School Project	78,832	-	-
8899 Portable Relocation	75,000	-	75,000
8899 Advanced Manufacturing	40,000	-	-
8941 Sale of Bonds	-	6,000,000	-
8981 Interfund Transfer	123,072	123,072	-
<b>Total Local/Other Revenue</b>	\$ 316,904	\$ 6,176,145	\$ 114,937
<b>Total Revenue</b>	\$ 1,745,971	\$ 6,743,212	\$ 558,817
<b>Supplies and Materials:</b>			
4500 Non-instructional Supplies		5,194	
4700 Books, magazines/subscriptions			
<b>Total Supplies and Materials</b>	\$ -	\$ 5,194	\$ -
<b>Operating Expenses:</b>			
5600 Rents, Leases, and Repairs		11,210	
5800 Legal, Election, and Audit Expenses		1,018	
5900 Other Services and Expenses		104,609	
<b>Total Operating Expenses</b>	\$ -	\$ 116,836	\$ -
<b>Capital Outlay:</b>			
6100 Sites and Improvement of Sites	1,745,971	1,734,824	4,879,999
6200 Buildings		565,176	
6300 Library Books			
6400 Equipment			
<b>Total Capital Outlay</b>	\$ 1,745,971	\$ 2,300,000	\$ 4,879,999
<b>Total Expenditures</b>	\$ 1,745,971	\$ 2,422,030	\$ 4,879,999
<b>Net Increase (Decrease) in Fund Balance</b>	\$ -	\$ 4,321,182	\$ (4,321,182)
<b>Estimated Ending Fund Balance</b>	<b>\$ 1,861,415</b>	<b>\$ 6,182,597</b>	<b>\$ 1,861,415</b>

## **GENERAL OBLIGATION BOND - FUND 42**

The General Obligation Bond Fund is designated to account for the proceeds from the sale of bonds under the Strict Accountability in Local School Construction Bonds Act of 2000 (Proposition 39), and the expenditures related to construction of projects voted and approved by local property owners. This district uses this fund to account for the Measure F bond revenue and expenditures.

## **DEBT SERVICE – FUND 29**

The Debt Service Fund is used to account for the accumulation of resources and the payment of general long-term debt principal and interest. Although Fund 21 and Fund 22 are both used for debt service payment, they differ in that the resources for Fund 22 are derived from interfund transfers.

## **BOND INTEREST AND REDEMPTION – FUND 21**

The Bond Interest and Redemption Fund is referred to in Education Code as the interest and sinking fund. This fund is only used to record transactions related to the receipt and expenditure of local revenues derived from the property tax levied for the payment of principal and interest on outstanding bonds of the district. The district currently uses this fund for the debt service payments on the Measure F General Obligation Bond, passed in November 2014. Revenues for this fund come from premiums paid on the bond sale and property tax levied specifically for the debt service payments.

## **CHILD DEVELOPMENT CENTER FUND – FUND 33**

The Child Development Center Fund is used to account for all revenues for, or from the operation of, the Child Development Center (CDC). This includes student fees for child development services. Costs incurred in the operation and maintenance of the CDC are paid from this fund.

**GENERAL OBLIGATION BOND - FUND 42, DEBT SERVICE - FUND 29,  
BOND INTEREST AND REDEMPTION - FUND 21, CHILD DEVELOPMENT CENTER - FUND 33  
Summary Revenues, Expenditures and Fund Balance  
Fiscal Year 2018-19**

	Governmental Funds			Special Revenue
	General Obligation Bond Fund	Debt Service Other Debt Service	Bond Interest and Redemption	Child Development
<b>*Beginning Fund Balance</b>	\$ 24,619,547	\$ 7,295	\$ 14,209,511	\$ 140,782
<b>Revenues</b>				
Federal		573,008		115,300
State				1,181,239
Local		1,718,773	5,986,544	30,611
<b>Total Revenue</b>	\$ -	\$ 2,291,781	\$ 5,986,544	\$ 1,327,150
<b>Expenditures</b>				
Classified Salaries				846,325
Benefits				265,404
Supplies and Materials				125,500
Other Operating Expenses & Services				62,000
Capital Outlay	1,562,667			20,000
Scholarships				
Debt Retirement		2,291,781	5,986,544	
Other Outgo				
<b>Total Expenditures</b>	\$ 1,562,667	\$ 2,291,781	\$ 5,986,544	\$ 1,319,229
<b>Net Increase (Decrease) in Fund Balance</b>	\$ (1,562,667)	\$ -	\$ -	\$ 7,921
<b>Estimated Ending Fund Balance</b>	\$ 23,056,880	\$ 7,295	\$ 14,209,511	\$ 148,703

**GENERAL OBLIGATION BOND - FUND 42**  
**Detail Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 26,290,000	\$ 26,541,726	\$ 24,619,547
<b>Local/Other Revenue:</b>			
8860 Interest	<u>                    </u>	<u>340,965</u>	<u>                    </u>
<b>Total Local/Other Revenue</b>	\$ -	\$ 340,965	\$ -
<b>Total Revenue</b>	<u>\$ -</u>	<u>\$ 340,965</u>	<u>\$ -</u>
<b>Supplies and Materials:</b>			
4500 Non-instructional Supplies			
4700 Books, magazines/subscriptions	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Supplies and Materials</b>	\$ -	\$ -	\$ -
<b>Operating Expenses:</b>			
5600 Rents, Leases, and Repairs			
5800 Legal, Election, and Audit Expenses			
5900 Other Services and Expenses	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Operating Expenses</b>	\$ -	\$ -	\$ -
<b>Capital Outlay:</b>			
6100 Sites and Improvement of Sites	26,290,000	2,263,144	1,562,667
6200 Buildings			
6300 Library Books			
6400 Equipment	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Capital Outlay</b>	\$ 26,290,000	\$ 2,263,144	\$ 1,562,667
<b>Total Expenditures</b>	<u>\$ 26,290,000</u>	<u>\$ 2,263,144</u>	<u>\$ 1,562,667</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ (26,290,000)</u>	<u>\$ (1,922,179)</u>	<u>\$ (1,562,667)</u>
<b>Estimated Ending Fund Balance</b>	<u>\$ -</u>	<u>\$ 24,619,547</u>	<u>\$ 23,056,880</u>

**DEBT SERVICE - FUND 29**  
**Detail Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 8,514	\$ 8,514	\$ 7,295
<b>Federal Revenue:</b>			
8190 Federal Subsidy	438,164	790,560	573,008
<b>Total Federal Revenue</b>	\$ 438,164	\$ 790,560	\$ 573,008
<b>Local/Other Revenue:</b>			
8899 PGE Rebates	-	229,412	-
8981 Interfund Transfer	1,554,533	973,942	1,718,773
<b>Total Local/Other Revenue</b>	\$ 1,554,533	\$ 1,203,354	\$ 1,718,773
<b>Total Revenue</b>	\$ 1,992,697	\$ 1,993,915	\$ 2,291,781
<b>Other Outgo:</b>			
7100 Debt Retirement	1,992,697	1,992,696	2,291,781
<b>Total Other Outgo</b>	\$ 1,992,697	\$ 1,992,696	\$ 2,291,781
<b>Total Expenditures</b>	\$ 1,992,697	\$ 1,992,696	\$ 2,291,781
<b>Net Increase (Decrease) in Fund Balance</b>	\$ -	\$ 1,219	\$ -
<b>Estimated Ending Fund Balance</b>	\$ 8,514	\$ 7,295	\$ 7,295



**BOND INTEREST AND REDEMPTION - FUND 21**  
**Detail Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	<u>\$ 14,276,081</u>	<u>\$ 14,276,081</u>	<u>\$ 14,209,511</u>
<b>Local/Other Revenue:</b>			
8814 Voted Indebtedness	7,424,165	7,801,815	5,986,544
8860 Interest		<u>132,913</u>	<u>-</u>
<b>Total Local/Other Revenue</b>	<u>\$ 7,424,165</u>	<u>\$ 7,934,728</u>	<u>\$ 5,986,544</u>
<b>Total Revenue</b>	<u>\$ 7,424,165</u>	<u>\$ 7,934,728</u>	<u>\$ 5,986,544</u>
<b>Other Outgo:</b>			
7100 Debt Retirement	<u>7,424,165</u>	<u>7,868,158</u>	<u>5,986,544</u>
<b>Total Other Outgo</b>	<u>\$ 7,424,165</u>	<u>\$ 7,868,158</u>	<u>\$ 5,986,544</u>
<b>Total Expenditures</b>	<u>\$ 7,424,165</u>	<u>\$ 7,868,158</u>	<u>\$ 5,986,544</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ 66,570</u>	<u>\$ -</u>
<b>Estimated Ending Fund Balance</b>	<u>\$ 14,276,081</u>	<u>\$ 14,209,511</u>	<u>\$ 14,209,511</u>

**CHILD DEVELOPMENT CENTER - FUND 33**  
**Detail Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 140,782	\$ 140,782	\$ 141,794
<b>Revenue</b>			
8190 Other Federal Revenue	135,000	287,915	115,300
8623 Other Categorical State Revenue	1,218,344	1,046,294	1,181,239
8871 Local - Child Development Services	<u>35,000</u>	<u>32,084</u>	<u>30,611</u>
<b>Total Revenue</b>	<u>\$ 1,388,344</u>	<u>\$ 1,366,293</u>	<u>\$ 1,327,150</u>
<b>Classified Salaries:</b>			
2100 Noninstructional Salaries, Regular Status	560,860	568,818	595,449
2300 Instructional Aides, Regular Status	<u>328,791</u>	<u>304,291</u>	<u>250,876</u>
<b>Total Classified Salaries</b>	<u>\$ 889,651</u>	<u>\$ 873,109</u>	<u>\$ 846,325</u>
<b>Benefits:</b>			
3200 PERS	71,666	99,885	87,467
3300 Social Security and Medicare	45,750	50,000	41,175
3400 Health and Welfare	129,500	139,997	119,662
3500 State Unemployment Insurance	1,500	752	1,350
3600 Workers Compensation	<u>17,500</u>	<u>13,469</u>	<u>15,750</u>
<b>Total Benefits</b>	<u>\$ 265,916</u>	<u>\$ 304,103</u>	<u>\$ 265,404</u>
<b>Supplies and Materials:</b>			
4100 Duplicating and Copy Machine Usage	5,000	2,528	4,500
4300 Instructional Supplies	-	218	500
4500 Non-instructional Supplies	<u>133,709</u>	<u>86,220</u>	<u>120,500</u>
<b>Total Supplies and Materials</b>	<u>\$ 138,709</u>	<u>\$ 88,966</u>	<u>\$ 125,500</u>
<b>Operating Expenses:</b>			
5100 Personal and Consultant Services	5,500	2,649	4,950
5200 Travel and conferences	8,130	5,560	7,317
5500 Utilities and Housekeeping Services	500	263	450
5600 Rents, Leases, and Repairs	17,630	5,349	15,866
5700 Postage	1,750	254	1,575
5800 Legal, Election, and Audit Expenses	3,700	1,936	3,300
5900 Other Services and Expenses	<u>25,000</u>	<u>59,042</u>	<u>28,542</u>
<b>Total Operating Expenses</b>	<u>\$ 62,210</u>	<u>\$ 75,053</u>	<u>\$ 62,000</u>
<b>Capital Outlay:</b>			
6400 Equipment	<u>28,572</u>	<u>24,050</u>	<u>20,000</u>
<b>Total Equipment</b>	<u>\$ 28,572</u>	<u>\$ 24,050</u>	<u>\$ 20,000</u>
<b>Total Expenditures</b>	<u>\$ 1,385,058</u>	<u>\$ 1,365,281</u>	<u>\$ 1,319,229</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ 3,286</u>	<u>\$ 1,012</u>	<u>\$ 7,921</u>
<b>Estimated Ending Fund Balance</b>	<u><u>\$ 144,068</u></u>	<u><u>\$ 141,794</u></u>	<u><u>\$ 149,715</u></u>

## MEASURE J – SERIES D

The Measure J projects were historically approved by the Board of Trustees in 2007 (Series A and B Issuance) and 2011 (Series C Issuance) and were all completed/closed-out by the end of the first quarter of 2014. Due to local economic conditions that precipitated a decrease in property values, future bond projects were postponed pending improved fiscal conditions. As the economy recovered from 2014 through 2016, the District considered options to renew the bond project work.

In March 2016, the District issued Series D, Measure J bond funds in the amount of \$26.5 million in order to leverage state dollars and meet matching funds requirements for the Woodland Community College Performing Arts project. In November 2016, local voters passed Measure Q, which re-authorized the District to issue the remaining balance of Measure J bond funds of \$33,565 million. To date, the District has not drawn down any Measure Q Bond Funds.

The 2006 Facilities Master Plan (FMP) was updated in 2014 to reflect the completed Measure J projects. The 2014 Facilities Master Plan is now being updated and will provide project information for the next 4 to 6 years. The 2018 FMP will focus on short-term project work. A second-phase of the 2018 FMP updates will follow and focus on longer-term capital projects strategies, initiatives, trending, resource leveraging, and community partnership opportunities that support and align with the Colleges and District Educational Master Plans, Accreditation ISERS, Board of Trustees Adopted Goals, and instructional mission of the District.

There are three projects funded by Measure J currently in process at this time:

1. On December 14, 2017, the Board of Trustees authorized the District to award an Energy Storage (Battery) project for both Yuba College and Woodland Community College. This project was awarded to Borrego Solar. The design was completed and submitted to the "Division of the State Architect" (DSA) for review in January 2017 and was approved April 12, 2017. Construction work began in May 2018 and will be completed in May 2019.
2. On February 8, 2018, the Board of Trustees authorized the District to award the Yuba College Veterinary Technician Relocation Project. This project was awarded to REM Construction in March 2018. On April 20, 2018 after an extended DSA review process, the design documents were approved with several revisions due to regulatory compliance codes. The revision designs are being priced up by multiple subcontractors to get the "best value" for the District. This project is scheduled to be reviewed and re-authorized by the Board of Trustees at the September 2018 Board meeting. Pending Board approval, construction will begin in late September 2018 and completed by December 2018.
3. On March 8, 2018, the Board of Trustees authorized the District to award a Roofing Project for Yuba College. In order to maximize the "best value" to the District, each building was considered a separate project and awarded to the lowest bidder. Brazos Urethane and Madsen Roofing & Waterproofing were each awarded multiple roof projects. The new roof systems provide a 25-year "leak free" warrantee with no cost

to the District for any leak repairs and are “cool white roof” systems, which will help to reduce utility costs. This project includes new roof systems for 11 buildings and significant maintenance repairs to 3 buildings. This work started in May 2018, is progressing on schedule, and will be completed by the end of October 2018.



Roof Project, Bld. 100A New Roof Coating: Yuba College



Roof Project, Bld. 500: Yuba College

## **OTHER CAPITAL IMPROVEMENT PROJECTS – NON MEASURE J OR Q**

### **Solar Photovoltaic Panel Carport Structure Project**

### **Woodland Community College and Yuba College**

The Board of Trustees authorized the District to award a Solar Photovoltaic System project for both Yuba College and Woodland Community College at the December 14, 2017 Board meeting. This project was awarded to Borrego Solar. The design was completed and submitted to the “Division of the State Architect” (DSA) for review in January 2017 and was approved April 12, 2017. Construction work began May 2018 and will be completed May 2019. The work is progressing on schedule and within budget. The concrete footings, steel structures, and most of the solar panels are now installed. The electrical wiring work is beginning and will continue for the next several months. Coordination work associated with the PG&E Supplemental Application for the Interconnections, Telemetry Study, and Distribution Systems Improvements are underway. This project is funded using Clean Renewable Energy Bond funding (CREBS).



Solar Photovoltaic System Project: Yuba College



Solar Photovoltaic System Project: Woodland CC

## **RETIREE BENEFITS – FUND 69**

The Retiree Benefits Fund is used to account for “pay as you go” retiree benefits. This includes health benefits for current retirees as well as retiree incentives.

## **ASSOCIATED STUDENTS TRUST – FUND 71**

The Student Representative Fee Trust Fund is a trust fund used to account for assets held on behalf of the student body. The district has some discretionary authority for decision-making or responsibility for approving expenditures from this fund. The fund is used to account for monies collected as student representation fees. The fee is to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of the state government.

## **STUDENT FINANCIAL AID TRUST FUND 74**

The Student Financial Aid Trust Fund is a trust fund used to account for the deposit and direct payment of government-funded student financial aid, including grants and loans.

## **STUDENT TRUST – FUND 79**

The Student Trust Fund is a trust fund used to account for the deposit and direct payment of private-funded student loans.



**RETIREE BENEFITS - FUND 69  
ASSOCIATED STUDENTS TRUST - FUND 71, STUDENT FINANCIAL  
AID TRUST - FUND 74, STUDENT TRUST - FUND 79  
Summary Revenues, Expenditures and Fund Balance**

	Fiscal Year 2018-19 Proprietary Funds	Fiscal Year 2018-19 Fiduciary Funds		
	Internal Service Retiree Benefits	Trust Fund Associated Students	Trust Fund Financial Aid	Trust Fund Student Trust
<b>*Beginning Fund Balance</b>	\$ 191,633	\$ 80,786	\$ -	\$ -
<b>Revenues</b>				
Federal			14,500,000	
State			3,000,000	-
Local	2,875,000	42,000	200,000	75,000
<b>Total Revenue</b>	<u>\$ 2,875,000</u>	<u>\$ 42,000</u>	<u>\$ 17,700,000</u>	<u>\$ 75,000</u>
<b>Expenditures</b>				
Classified Salaries				
Benefits	2,875,000	-		
Supplies and Materials		21,000		
Other Operating Expenses & Services		21,000		
Capital Outlay				
Scholarships			17,700,000	
Debt Retirement				
Other Outgo				75,000
<b>Total Expenditures</b>	<u>\$ 2,875,000</u>	<u>\$ 42,000</u>	<u>\$ 17,700,000</u>	<u>\$ 75,000</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Estimated Ending Fund Balance</b>	<u>\$ 191,633</u>	<u>\$ 80,786</u>	<u>\$ -</u>	<u>\$ -</u>

\* Unaudited beginning fund balance

**ASSOCIATED STUDENTS TRUST - FUND 71**  
**Detail Revenues, Expenditures and Fund Balance**

	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Beginning Fund Balance</b>	\$ 77,392	\$ 81,066	\$ 80,785
<b>Local/Other Revenue:</b>			
8821 Donations		20,284	21,000
8822 Commissions		864	
8823 Contributions and Gifts	40,000	27,950	21,000
8840 Sales and Commissions		903	
<b>Total Local/Other Revenue</b>	<u>\$ 40,000</u>	<u>\$ 50,001</u>	<u>\$ 42,000</u>
<b>Total Revenue</b>	<u>\$ 40,000</u>	<u>\$ 50,001</u>	<u>\$ 42,000</u>
<b>Supplies and Materials:</b>			
4500 Non-instructional Supplies	58,696	26,351	21,000
<b>Total Supplies and Materials</b>	<u>\$ 58,696</u>	<u>\$ 26,351</u>	<u>\$ 21,000</u>
<b>Operating Expenses:</b>			
5100 Rents, Leases, and Repairs		2,600	
5200 Legal, Election, and Audit Expenses		3,458	
5900 Other Services and Expenses	58,696	15,773	21,000
<b>Total Operating Expenses</b>	<u>\$ 58,696</u>	<u>\$ 21,831</u>	<u>\$ 21,000</u>
<b>Other Outgo:</b>			
7500 Student Financial Aid		2,100	
<b>Total Other Outgo</b>	<u>-</u>	<u>2,100</u>	<u>-</u>
<b>Total Expenditures</b>	<u>\$ 117,392</u>	<u>\$ 50,282</u>	<u>\$ 42,000</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>\$ (77,392)</u>	<u>\$ (281)</u>	<u>\$ -</u>
<b>Estimated Ending Fund Balance</b>	<u>\$ -</u>	<u>\$ 80,785</u>	<u>\$ 80,785</u>

**FUND 74 -STUDENT FINANCIAL AID TRUST**  
**Detail Revenues, Expenditures and Fund Balance**

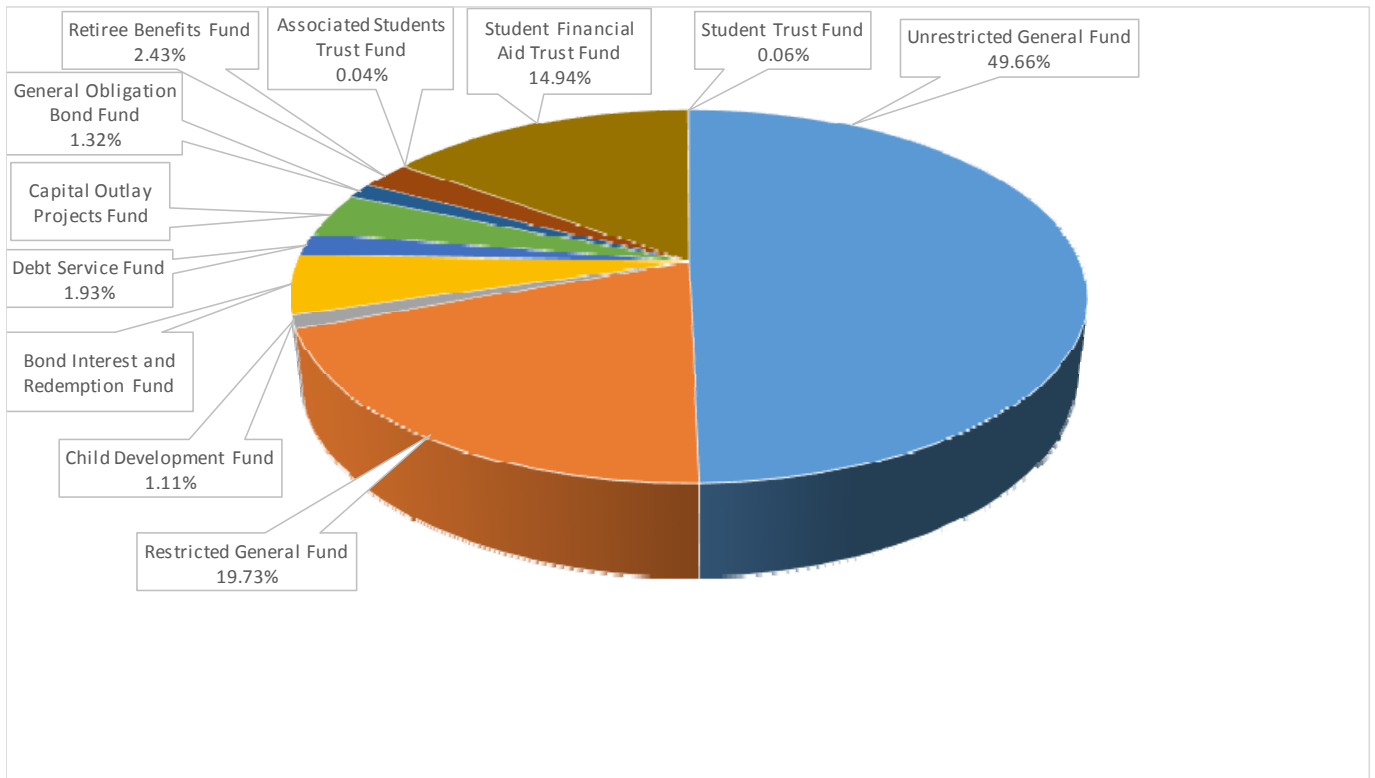
	Adopted Budget 2017-18	* Unaudited Actuals 2017-18	Adopted Budget 2018-19
<b>Federal Revenue:</b>			
8150 Pell Grant	15,000,000	14,397,538	14,500,000
<b>Total Federal Revenue</b>	\$ 15,000,000	\$ 14,397,538	\$ 14,500,000
<b>State Revenue:</b>			
8621 EOPS	785,000	720,701	780,000
8623 College Completion	135,000	191,498	-
8623 Dreamer Students	-	41,949	-
8623 CARE	-	83,264	220,000
8623 FTSSG	-	708,200	-
8699 COGB	1,080,000	1,507,389	2,000,000
<b>Total State Revenue</b>	\$ 2,000,000	\$ 3,253,001	\$ 3,000,000
<b>Local/Other Revenue:</b>			
8820 Transfer Scholar	15,000	10,600	15,000
8820 Financial Aid Foundation	45,000	83,056	45,000
8820 AmeriCorp	30,000	22,321	30,000
8820 Sawtell	25,000	27,317	25,000
8820 Hayter Scholarship	40,000	-	40,000
8820 Other Scholarships	45,000	82,298	45,000
<b>Total Local/Other Revenue</b>	\$ 200,000	\$ 225,591	\$ 200,000
<b>Total Revenue</b>	<b>\$ 17,200,000</b>	<b>\$ 17,876,130</b>	<b>\$ 17,700,000</b>
<b>Other Outgo:</b>			
7500 Student Financial Aid	17,200,000	17,876,130	17,700,000
<b>Total Other Outgo</b>	\$ 17,200,000	\$ 17,876,130	\$ 17,700,000
<b>Total Expenditures</b>	<b>\$ 17,200,000</b>	<b>\$ 17,876,130</b>	<b>\$ 17,700,000</b>



### ADOPTED BUDGET SUMMARY - ALL FUNDS

Fund	2018-19 Budget	% of Total
Unrestricted General Fund	\$ 58,820,408.00	49.66%
Restricted General Fund	\$ 23,369,336.00	19.73%
Child Development Fund	\$ 1,319,229.00	1.11%
Bond Interest and Redemption Fund	\$ 5,986,544.00	5.05%
Debt Service Fund	\$ 2,291,781.00	1.93%
Capital Outlay Projects Fund	\$ 4,403,547.00	3.72%
General Obligation Bond Fund	\$ 1,562,667.00	1.32%
Retiree Benefits Fund	\$ 2,875,000.00	2.43%
Associated Students Trust Fund	\$ 42,000.00	0.04%
Student Financial Aid Trust Fund	\$ 17,700,000.00	14.94%
Student Trust Fund	\$ 75,000.00	0.06%
<b>TOTAL</b>	<b>\$ 118,445,512.00</b>	<b>100.00%</b>

The 2018-19 budgets for each fund include, for the most part, expenditure budgets. For fund balance information, please refer to the summary page. The relationship of each fund to the total Adopted Budget is illustrated in the table above.



**CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
Fiscal Year 2018-19**

**DISTRICT NAME:** Yuba Community College District  
**DATE:** 09/06/2018

**I. 2018-19 Appropriations Limit:**

A. <b>2017-18</b> Appropriations Limit		<u>\$ 95,971,512</u>
B. <b>2018-19</b> Price Factor = <b>1.0367</b>		
C. Population factor:		
1. <b>2016-17</b> Second Period Actual FTES	7,626.0000	
2. <b>2017-18</b> Second Period Actual FTES	7,626.0000	
3. <b>2018-19</b> Population change factor (C.3 = C.2./C.1)	<u>1.0000</u>	
D. <b>2017-18</b> Limit adjusted by inflation and population factors (D = A x B x C.3)		<u>99,493,666</u>
E. Adjustments to increase limit:		
1. Transfers in of financial responsibility	<u>0</u>	
2. Temporary voter approved increases	<u>0</u>	
3. Total adjustments - increase		<u>0</u>
F. Adjustments to decrease limit:		
1. Transfers out of financial responsibility	<u>0</u>	
2. Temporary voter approved increases	<u>0</u>	
3. Less: Total adjustments - decrease		<u>0</u>
G. <b>2018-19</b> Appropriations Limit		<u>\$ 99,493,666</u>

**II. 2018-19 Appropriations Subject to Limit:**

A. State Aid <sup>1</sup>		<u>\$ 25,655,014</u>
B. State Subventions <sup>2</sup>		<u>225,000</u>
C. Local Property Taxes		<u>28,148,767</u>
D. Estimated excess Debt Service taxes		<u>0</u>
E. Estimated Parcel taxes, Square Foot taxes, etc.		<u>0</u>
F. Interest on proceeds of taxes		<u>100,000</u>
G. Less: Costs for Unreimbursed Mandates <sup>3</sup>		<u>( )</u>
H. <b>2018-19</b> Appropriations Subject to Limit		<u>\$ 54,128,781</u>

<sup>1</sup> General Apportionment, Apprenticeship Allowance, Education Protection Account tax revenue

<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...

<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates

## FIFTY PERCENT (50%) LAW TRENDS

	<b>FY15-16 Actuals</b>	<b>FY16-17 Actuals</b>	<b>FY17-18 Actuals*</b>
Total Instructional Costs	\$22,420,110	\$22,997,983	\$23,821,425
Total Current Expense of Education (CEE)	\$43,088,925	\$44,804,163	\$46,547,488
Percent of CEE	52.03%	51.33%	51.18%

*\*FY17-18 actuals are pending final CCFS-311 certification*

The contracted district audit manual contains the following definitions:

1. Education Code Section 84362, commonly known as the 50 percent law (50% Law), requires that a minimum of 50% of the district’s current expense of education (CEE) be expended during each fiscal year for “salaries of classroom instructors.”
  
2. Salaries of classroom instructors, as prescribed in California Code of Regulations (CCR), Title 5, Section 59204, means (1) “that portion of salaries paid for purposes of instruction of students by full-time and part-time instructors employed by a district; and (2) all salaries paid to classified district employees who are (a) assigned the basic title of “Instructional Aide” or other appropriate title designated by the governing board that denotes that the employees’ duties include instructional tasks, and (b) employed to assist instructors in the performance of their duties, in the supervision of students, and in the performance of instructional tasks.”

Yuba Community College District has remained compliant with the 50% law from FY15-16 through FY17-18. This is in part due to a consistent consideration of the 50% law during budgeting practices, expense allocation, and before making ongoing resource commitments. The FY18-19 budget is projected to maintain compliance with the 50% law.

## GLOSSARY

**ACADEMIC EMPLOYEE:** A district employee who is required to meet minimum academic standards as a condition of employment. Also referred to as Certificated employee.

**ACCOUNT CODE:** A sequence of numbers and/or letters assigned to ledger accounts for ease of reference (see section on Chart of Accounts).

**ACCOUNTING:** The process of identifying, measuring, and communicating financial information to permit informed judgments and decisions by users of the information.

**ACCOUNTS PAYABLE:** Amounts due and owed to private persons, business firms, governmental units, or others for goods received and services rendered prior to the end of the fiscal year. Includes amounts billed but not paid.

**ACCOUNTS RECEIVABLE:** Amounts due and owed to district from private persons, business firms, governmental units, or others for goods received and services provided by the district prior to the end of the fiscal year. Includes amounts invoiced but not received.

**ACCRUAL BASIS:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows. That is, income is recorded when earned, even though not collected, and expenses are recorded when a liability is incurred, even though not paid. This contrasts with the Cash Basis.

**ACTIVITY:** A set of institutional functions or operations related to an academic discipline or a grouping of services. Academic disciplines are classified by controlling accounts 0100 \_\_ through 4900 \_\_; Support Service, administrative, and other expense categories are classified by controlling accounts 6000 \_\_, 7000 \_\_. These are also known as **TOPS** numbers as they are determined by the Taxonomy of Programs manual. *Examples of TOPS codes are: 040110 = biology; 677000 = campus security. (See Chart of Accounts.)*

**ACTUALS:** *(See Unaudited Actuals)*

**ACTUARIAL BASIS:** The basis used in computing the amount of contributions to be made

periodically to a fund or account so that the total contributions, plus the compounded earnings, will equal the required payments to be made out of the fund. Factors include length of time over which contributions are held and rate of return on that contribution over its life. *Example— Pension trust funds (retirement system) would use actuarial data.*

**ADMINISTRATOR:** Any employee in a position having significant responsibilities for formulating district policies or administering district programs.

**ALLOCATION:** The distribution or division of resources according to a predetermined plan.

**APPORTIONMENT:** Allocation of state or federal aid, district taxes, or other moneys among community college districts or other governmental units.

**APPROPRIATION:** Funds set aside or budgeted by the state or local school districts for a specific time period and specific purpose.

**APPROPRIATION FOR CONTINGENCY:** An official budget category established by the state for schools to budget contingency funds. Expenditures are not be made from this category. Rather, transfers are made as required to the appropriate expenditure categories.

**ASSESSED VALUATION:** A value of land, residential or business property set by the county assessor for property tax purposes. The value is the cost of any newly built or purchased property, or the value on March 1, 1975 of continuously owned property plus an annual increase of 2% (see Proposition 13). The assessed value is not equivalent to the market value due to limitations of annual increase.

**ASSETS:** Anything owned that has value -- tangible or intangible *(see also Current Assets and Fixed Assets).*

**ASSOCIATED STUDENTS FUNDS:** These funds are designated to account for monies held in trust by the district for organized student body associations established pursuant to Chapter 1,

Division 7, Part 47, of the Education Code (commencing with section 76060).

**AUDIT:** An examination of records and accounts for the purpose of (1) determining the propriety of transactions; (2) ascertaining whether all transactions are recorded properly; and (3) determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status.

**BALANCE SHEET:** A basic financial statement that shows assets, liabilities, and fund balance by fund of an as of a specific date.

**BFAP / BOARD FINANCIAL ASSISTANCE PROGRAM:** A categorical allowance to assist with the administration of financial aid programs.

**BLOCK GRANT:** A state-funded "one-time" budget allocation with specific expenditure guidelines restricted for instructional equipment, technology, library materials, and scheduled maintenance. "One-time" means the funding level is determined annually and is not part of the budget funding base.

**BOND:** A written promise to pay a specified sum of money (called the face value) at a fixed time in the future (date of maturity) and specified interest at a fix rate (usually payable periodically).

**BUDGET:** A plan of financial operation consisting of an estimate of proposed revenue and expenditures for a given period and purpose. The term usually indicates a financial plan for a single fiscal year.

**BUDGET ASSUMPTIONS:** A summary of the major revenue and expenditure variables affecting the adopted budget.

**BUDGET DOCUMENT:** The instrument used by the budget-making authority to present a comprehensive financial program. It includes a balanced statement of revenues and expenditures, as well as other exhibits to report (1) the financial condition of the several funds of the district at the end of the preceding, completed fiscal period; (2) the estimated condition of the funds at the end of the fiscal period in progress; and (3) the estimated condition of the funds at the

close of the ensuing fiscal period based on the financial proposals contained in the budget document. *(For California community colleges this is the CCFS-311.)*

**BUDGETING:** The process of allocating the available resources of an organization among potential activities to achieve the objectives of the organization; planning for the use of re- sources.

**CAFETERIA PLAN:** Denotes an individual's choice in selecting among various health plans and options. Not currently available through Yuba College's TCSIG insurance.

**CalWORKS/ CALIFORNIA WORK OPPORTUNITIES AND RESPONSIBILITIES TO KIDS:** State funded program to meet federal welfare reform guidelines effective January 1998.

**CAPITAL OUTLAY:** The acquisition of fixed assets or additions to fixed assets, including land, buildings, improvements of grounds, construction of buildings, additions or remodeling of buildings, or equipment.

**CAPITAL PROJECT FUNDS:** Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of capital outlay items.

**C.A.R.E. / COOPERATIVE AGENCY RESOURCES FOR EDUCATION:** Grant program available for eligible students through financial aid package.

**CARRY-OVER:** Unspent budget allocations from one year that are reallocated to budgets in the subsequent year.

**CASH BASIS:** Method of accounting in which income and expenditures are recorded only when cash is actually received or disbursed.

**CASH IN COUNTY TREASURY:** Cash balances on deposit in the county treasury for the various funds of the college district.

**CATEGORICAL REVENUES AND EXPENDITURE:** A variety of funds are allocated at state, federal and local levels for particular categories of students and programs. These are restricted funds and must be used for the particular cate- gory or program for which they were apportioned. Federal and state

laws and regulations govern the methods of delivery of restricted programs and the general allocation of funds.

**CERTIFICATED PERSONNEL:** *(See Academic Employee)*

**CERTIFICATE OF PARTICIPATION (COP):** A lease-purchase agreement to finance public facilities. Debt is sold in the conventional municipal bond market, allowing a lower interest rate and longer-term borrowing. The leasing agency holds title to the project, the district/lessee makes annual payments and at the end of the lease term, the leasing company transfers title to the district/lessee.

**CHART OF ACCOUNTS:** A list of accounts, systematically arranged, applicable to a specific purpose. Components are funds, sub-funds, revenue sources, locations, programs, activity classifications, and objects/expenditure categories.

**CLASSIFIED PERSONNEL:** A district employee who is not required to meet minimum academic standards as a condition of employment; although some positions may have degree requirements established by the district. Some management personnel may be included.

**CLEARING ACCOUNTS:** Accounts used to accumulate total receipts or expenditures for later distribution among the accounts to which such receipts or expenditures are properly allocable or for recording the net differences under the proper account.

**CLOSED BOOKS:** A series of fiscal year-end financial accounting procedures resulting in the final unaudited actual revenue and expenditure account totals.

**COLLEAGUE:** An integrated administrative software system used by the district for Student Services, Instruction/Scheduling, Personnel/Payroll, and Accounting.

**COMMUNITY SERVICES/EDUCATION:** Educational, cultural, and recreational services that an educational institution may provide for its community in addition to regularly scheduled classes. Community college districts receive no direct state apportionment for community

services.

**CONSUMER PRICE INDEX (CPI):** A measure of the cost-of-living inflation index compiled by the United States Bureau of Labor Statistics.

**CONTRACT EDUCATION:** Contract Education is when a community college district contracts with a public or private entity for the purposes of providing instruction or services or both with no financial support from general apportionment funds.

**CONTRACTED SERVICES:** An expense of services rendered under contract/agreement by personnel who are not on the payroll system of the district, including all related expenses covered by the contract (e.g., travel, supplies).

**COP:** *(see Certificate of Participation)*

**COST OF LIVING ALLOWANCE (COLA):** An annual adjustment to the revenue limit and designated categorical programs. Current law ties COLAs to various economic indicators.

**CREDIT:** The right side of a double-entry accounting entry. A credit reduces assets or expenditures and increases liabilities, income, or fund balance.

**CURRENT ASSETS:** Assets that are available or can be made readily available to pay for the cost of operations or to pay current liabilities.

**CURRENT EXPENSE OF EDUCATION:** Usually regarded as expenses rather than capital outlay, community services, and selected categorical funds.

**CURRENT LIABILITIES:** Amounts due and payable for goods and services received prior to the end of the fiscal year.

**DEBIT:** The left side of a double-entry accounting entry. A debit increases assets or expenditures and reduces liabilities, income, or fund balance.

**DEBT SERVICE FUNDS:** Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt, principal and interest.

**DEFERRED REVENUE:** Revenue received in a given

period, but unearned, which is set up as a liability to be included as revenue in subsequent periods.

**DEFICIT:** Excess of liabilities over assets.

**DEFICIT SPENDING:** The excess of actual expenditures over actual revenues (also referred to as an operating deficit).

**DIRECT EXPENSES:** Expenses that can be separately identified and charged as a part of the cost of an activity, department, service or a product.

**DISBURSEMENTS:** Payments by currency, check, or warrant (not synonymous with expenditures).

**DSPS / DISABLED STUDENTS PROGRAMS AND SERVICES:** State funded program providing educational support services for disabled students.

**DUE FROM . . . FUND:** An asset account used to reflect amounts owed to a particular fund by another fund. This account is used by the lender fund to reflect short-term obligations due.

**DUE TO . . . FUND:** A liability account used by the borrowing fund to reflect short-term amounts owed to another fund.

**EDUCATION CODE:** The body of law that regulates education in California. Additional requirements are contained in the California Administrative Code, Titles 5 and 8, the Government Code, and general statutes.

**EDUCATION PROTECTION ACCOUNT (EPA):** The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Proposition 30, the Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012. The EPA funding is a component of an LEA's total revenue limit or charter school general purpose entitlement.

**EMPLOYEE BENEFITS:** Employers' contributions to retirement plans, statutory benefits, and health and welfare benefits (*see also Statutory Benefits*).

**ENCROACHMENT:** Occurs when a program costs more to operate than the income received.

**ENCUMBRANCES:** Obligations in the form of purchase orders, contracts, salaries, and other commitments chargeable to an appropriation for which part of the appropriation is reserved.

**ENTITLEMENT:** The amount of payment to which a state or local government is entitled as determined by the federal government according to an allocation formula contained in applicable statutes.

**EOPS / EXTENDED OPPORTUNITY PROGRAM AND SERVICES:** State funded program providing financial assistance and educational support services for eligible students.

**EQUALIZATION:** Funds allocated by the state legislature to raise districts with lower revenue limits toward the statewide average.

**EXPENDITURES:** Amounts paid or liabilities incurred for all purposes. Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis will include only actual cash disbursements.

**FIFTY PERCENT (50%) LAW:** Education Code Section 84362, commonly known as the 50% Law, requires that a minimum of 50 percent of the district's Current Expense of Education (CEE) be expended during each fiscal year for "Salaries of Classroom Instructors."

**FISCAL YEAR:** A period of one year, the beginning and ending dates of which are fixed by statute. In California, the period beginning on July 1 and ending on June 30 constitutes the fiscal year.

**FIXED ASSETS:** Assets of a permanent character having continuing value, such as land, buildings, machinery, furniture, and equipment; also known as capital assets.

**FTEF:** (*see Full-time Equivalent Faculty*)

**FTES TARGET:** The established goal on which apportionment revenue estimates are based. The district receives approximately \$4,564.83 for each credit FTES and \$2,744.96 for each non-credit FTES. (*see also Full-Time Equivalent Students*)

**FULL-TIME EQUIVALENT EMPLOYEES (FTE):** Ratio

of the hours worked based upon the standard work hours of one full-time employee. For example, classified employees may have a standard work load of 40 hours per week. If several classified employees worked 380 hours in one week, the FTE conversion is 380/40 or 9.5 FTE.

**FULL-TIME EQUIVALENT FACULTY (FTEF):** See definition for full-time employee above. An FTEF is based on a 15-unit load per semester.

**FULL-TIME EQUIVALENT STUDENTS (FTES):** An FTES represents 525 class (contact) hours of student instruction/activity in credit and non-credit courses. Full-time equivalent students (FTES) is one of the workload measures used in the computation of state support for California Community Colleges (*form CCF5-320, Apportionment Attendance Report*).

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts. These accounts record all assets and financial resources together with related encumbrances, reserves, and equities that are segregated for the purpose of carrying on specific activities or obtaining certain objectives in accordance with special regulations, restrictions or limitations. (See the section on Other Funds for a summary of the Yuba Community College District funds and Chart of Accounts.

**FUND BALANCE:** The fund equity of governmental funds and Trust Funds.

**GANN LIMITATION:** A ceiling on each year's appropriations supported by tax dollars. The limit applies to all governmental entities, including school districts. The base year was 1978/79. The amount is adjusted each year, based on a price index and the growth of the student population.

**GENERAL FUND:** The General Fund is the general operating fund of the district and accounts for all revenues and expenditures of the district not encompassed within other funds.

**GENERAL LEDGER:** A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal and, therefore, debit balances and credit balances are equal.

## **GOVERNMENTAL ACCOUNTING STANDARDS**

**BOARD (GASB):** The authoritative accounting and financial reporting standard-setting body for governmental entities.

**GOVERNMENTAL FUNDS:** Grouping of funds used to account for activities directly related to an institution's educational objectives.

**GRANTS:** Contributions or gifts of cash or other assets from another government agency/entity to be used or expended for a specified purpose, activity, or facility.

**INCOME:** Revenue and non-revenue receipts. Revenue receipts are additions to assets for which no obligations are incurred. Non-revenue receipts are receipts of money in exchange for property of the district or for which the district incurs an obligation.

**INDIRECT EXPENSES OR COSTS:** Those elements of cost necessary in the production of an article or the performance of a service which are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily (*e.g., utilities, supplies, management costs*).

**INTER-FUND TRANSFER:** Money that is taken from one fund under the control of the Governing Board and added to another fund under the Board's control. Such transfers are not receipts or expenditures.

**INTRABUDGET TRANSFERS:** Amounts transferred from one appropriation account to another within the same fund.

**INTRAFUND TRANSFER:** The transfer of monies within a fund of the district.

**INTERNAL CONTROL:** A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. For example, an employee handling cash would not also post the accounts receivable records. Under such a system, the procedures to be followed are defined and require proper authorizations by designated officials for all actions to be taken.



**JPA:** Joint powers agreement.

**LEDGER:** A group of accounts in which the financial transactions of an entity are recorded.

**LIABILITIES:** Legal obligations that are unpaid. Debt or other legal obligation (exclusive of encumbrances) arising out of transactions in the past that must be liquidated, renewed, or re-funded at some future date.

**MANDATED COSTS:** District expenditures that occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

**NON-RESIDENT TUTION:** A student who is not a resident of California is required, under the uniform student residency requirements, to pay a tuition fee as prescribed by ECS 76140.

**OBJECT (CODE):** An expenditure classification or category - - this term applies to the type of article purchased or the service obtained (*e.g., consultant services, materials, and supplies*). *Examples of Object codes are: librarian's salary expense = 1240; instructional supplies = 4300; telephone = 5530. See Chart of Accounts.*

**P1:** First principal apportionment.

**P2:** Second principal apportionment.

**PROCUREMENT CARD:** Credit card issued to use in lieu of a blanket/open purchase order for incidental purchases.

**PROGRAM:** A group of related activities consisting of a unique combination of objects which operate together for common outputs and objectives. Academic divisions, Maintenance and Operations, and specific Student Service functions (*e.g., Testing, Records, Job Placement*) are examples of programs.

**PROGRAM BUDGET:** A budget under which expenditures are based primarily on programs of work and secondarily on Object or character type.

**PROPERTY TAX DEFICIT:** Funding short falls which occur whenever the state appropriations are insufficient to fund local district and county

entitlements.

**PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS):** State law requires that classified employees, their district, and the state contribute to this retirement fund.

**PURCHASE ORDER:** A document issued to a vendor that authorizes the delivery of specified merchandise or the performance of certain services and authorizing the related cost/charge.

**REGISTERS:** A listing of transactions of like kind that may be totaled and summarized for convenience in posting (*e.g., payroll registers, warrant registers*).

**REQUISITION:** A document submitted initiating a purchase order to secure specified articles or services.

**RESERVE:** Funds set aside in a district budget to provide operating cash in the succeeding fiscal year until taxes and state funds become available; funds set aside to provide for future expenditures, to offset future losses of working capital; or other legally segregated or designated set-aside funds for specific future use.

**RESTRICTED FUNDS:** Funds to be spent for a specific purpose and cannot be expended for any general purpose.

**REVENUE:** Addition to assets not accompanied by an obligation to perform a service or deliver a product.

**REVENUE SOURCE CODES:** Assigned numbers in the Account Code string that represent whether monies are from federal, state, or local sources. *See Chart of Accounts*

**REVOLVING CASH ACCOUNT:** A stated amount of money authorized by the district governing board to be used primarily for emergency or small sundry disbursements. The fund is reimbursed periodically through properly documented expenditures, which are summarized and charged to proper account classifications.

**SALES AND USE TAX:** A tax imposed on the sale of goods and services. The use tax is paid in lieu of the sales tax on goods purchased outside the state,

but intended for use in the state. Sales tax applies to goods and services purchased within the state.

**SCHEDULED MAINTENANCE:** The scheduled maintenance program is used for major repairs of buildings and equipment within the district. Some matching state funds have historically been available to districts with an established scheduled maintenance program approved by the state.

**SECURED ROLL:** Assessed value of real property, such as land, buildings, secured personal property, or anything permanently attached to land as determined by each county assessor, plus the value of the property of public utilities as determined by the State Board of Equalization.

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

**STATE TEACHERS' RETIREMENT SYSTEM**

**(STRS):** State law requires certificated/academic employees, districts, and the state to contribute to this retirement fund.

**STATUTORY BENEFITS:** District-paid premiums for mandatory benefits which are part of an employee's total compensation, including unemployment insurance, workers compensation insurance, social security, retirement systems (STRS, PERS), and Medicare coverage. Benefits vary based upon employment status and start date

**SUPPLANTING:** To use one type of funds to provide goods or services previously paid with another type of fund. Generally, this practice is prohibited when state or federal funds are used to replace local funds.

**SUPPLY:** A material item of an expendable nature that is consumed, wears out, or deteriorates with use.

**TANF / TEMPORARY ASSISTANCE FOR NEEDY FAMILIES:** Block grant for state welfare-to-work program.

**TAX REVENUE ANTICIPATION NOTE (TRANS):** Notes issued in anticipation of collection of taxes, usually retireable only from tax collections, and frequently only from the proceeds of the tax levy whose collection they anticipate.

**TCSIG/TRI-COUNTY SCHOOLS INSURANCE**

**GROUP:** Approximately 40 school districts that joined together to form a non-profit, self-insured group for health coverage. Yuba College is one of the founding school districts.

**TOPS:** Taxonomy of Programs -- refers to account codes for specific instructional or other activities as specified in the Taxonomy of Programs manual (*see ACTIVITY*).

**TOTAL COMPUTATIONAL REVENUE (TCR):**

Describes the calculation of a district's total entitlement base on full-time equivalent students (FTES), infrastructure factors, and the number of colleges and centers a district operates. The TCR provides the basis for general apportionment funding to be distributed throughout the community college system. It is from this number that the California Community Colleges Chancellor's Office distributes apportionment as per the allocation process described in Title 5 Section 58770.

**TRANSFER:** Interdistrict or interfund payments or receipts not chargeable to expenditures or credited to income. Certain budget revisions are often referred to as transfers (e.g., moving allocated budget or expenditures from one line item budget account to another).

**TRUST FUND:** A fund consisting of resources received and held by an entity as trustee to be expended or invested in accordance with the conditions of the trust.

**UNAUDITED ACTUALS:** Revenue and expenditure totals by category for the prior fiscal year. These totals are final, subject to review of the financial statements by the district auditors.

**UNENCUMBERED BALANCE:** That portion of an appropriation or allotment not yet expended or obligated.

**UNRESTRICTED FUNDS:** Funds which may be expended for any general purpose within guidelines established for the fund.

**UNSECURED ROLL:** Assessed value of personal property other than secured property.

**WARRANT:** A written order drawn to pay a specified amount to a designated payee.

**WIA (WORKFORCE INVESTMENT ACT):** *(formerly JTPA)* Program offering assistance to eligible students for vocational training.



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