

# PROPOSED ADOPTED BUDGET

Governing Board Workshop  
August 27, 2015

FISCAL YEAR 2015-2016



# Table of Contents

<b>Message from the Superintendent/President.....</b>	<b>2</b>
<b>Governing Board &amp; Mission Statement .....</b>	<b>3</b>
<b>Introduction .....</b>	<b>4</b>
Budget Summary .....	4
State Budget Update .....	6
<b>General Information .....</b>	<b>7</b>
About the District .....	7
Organization Descriptions.....	7
Financial Policies .....	9
Budget Process .....	11
Integrated Planning Process .....	13
Fund Descriptions .....	14
<b>Budget .....</b>	<b>15</b>
FY 16 Revenue and Expense Comparison .....	16
General Fund Summary.....	17
Unrestricted General Fund Balance Roll-up .....	18
Unrestricted General Fund/FY 15 Adopted and FY 16 Adopted Budget Expense .....	19
Unrestricted General Fund Revenue .....	20
Unrestricted General Fund Expense.....	22
Restricted Revenue and Expense .....	24
Budgeted Revenues and Expenditures by Fund .....	26
Enterprise Funds Summary .....	26
Bookstore Fund.....	27
Food Services: Student Union Cafeteria Fund.....	28
Food Services: Tradewinds Fund .....	29
Food Services: Time Out Café Fund .....	30
Proposition R Bond Fund.....	31
Redevelopment, Clean Energy and Scheduled Maintenance Fund .....	32
Student Center Fund .....	33
Self-Insurance Fund .....	34
<b>Budget Calendar - Full .....</b>	<b>35</b>
<b>Appendix .....</b>	<b>37</b>
Glossary .....	37
Appendix A – Full-Time Contract Employees .....	40
Appendix B – Hourly Employees .....	55
Appendix C – Non-Payroll Discretionary by Cost Center .....	64
Appendix D – Non-Payroll Discretionary by Object Grouping .....	90

# Message *from the* President



Dear Southwestern College Community,

We enter the 2015-2016 academic year with budgetary optimism. Governor Jerry Brown's proposed budget creates rainy day funds for the state while also greatly supporting California's community colleges. Our mission is to provide academic and career/technical instruction to any adult who desires it, and this year's budget provides us additional resources to increase student support and ultimately increase student success.

This year's budget brings us additional funding for our state initiative known as the Student Success and Support Program. With these funds, we have been able to hire six new full-time, tenure track counselors. Braided with our Title V "Puertas al Futuro" grant funds we have piloted a First-Year Experience for our incoming freshmen—partnering them with a mentor and enhancing their personal development classes. We expect to expand the First-Year Experience in the upcoming academic year.

The additional funding also allows us to expand the number of classes this year and hire an additional 11 faculty. Not since the 2008 academic year have we been able to offer the breadth of classes to meet the needs of our students. With additional early morning, late afternoon, weekend and online classes, our students can reach their academic goals sooner.

This budget format continues to reflect the community's desire to be easy to read and offer more detail. The format will continue to evolve to be even more user friendly in years to come.

On behalf of the Business and Financial Affairs division and the College Planning and Budget Committee, I am pleased to present the 2015-2016 adopted budget.

Sincerely,

Melinda Nish, Ed.D.  
Superintendent/President

# Governing Board & Mission Statement

## GOVERNING BOARD

**Norma L. Hernandez**

*Board President*

**Humberto Peraza, Jr.**

*Board Member*

**Griselda A. Delgado**

*Board Member*

**Nora E. Vargas**

*Board Vice President*

**Tim Nader**

*Board Member*

**Melissa Rodriguez**

*Student Board Member*

## MISSION STATEMENT

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs; transfer; professional, technical, and career advancement; basic skills; personal enrichment and continuing education.

*Revised & Adopted by the Governing Board: January 14, 2015*

# Introduction

## BUDGET SUMMARY

### Strategic Priorities - Budget

- SWC will act in a responsible, accountable and transparent manner in budget and financial matters, and will actively and ethically seek outside sources of funding in order to preserve financial solvency.
- Establish and provide financial information systems that are transparent and easily accessible in support of the budget development process.

### Budget Assumptions

The 2015–16 adopted budget includes the following assumptions:

- COLA 1.02% or approximately \$1,000,000 is included in the adopted budget to partially offset current year negotiated benefits.
- No Growth Projections are included in this budget but up to 1.8 % may be realized earning \$1.2 million new funds.
- Increase of \$3.6M in ongoing apportionment to address ongoing operational costs.
- Approximately \$800,000 for additional Full Time Faculty in Fall of 2016.
- 7% fund balance projected for policy reserve based on a \$1.8 million FY15 deficit and \$1 million FY16 deficit which reflects a \$5.6M structural deficit.
- Block grant from prior year mandated costs reported as tentative to be \$5.5M increased to a total assumed to be \$8.5M. \$2.9M to be set aside for Program Review one-time expenses and nearly \$5.6M to assure a 7% fund balance.
- Scheduled Maintenance Block Grant \$1.3M to \$2M to be used toward the current year portion of the 3-year Scheduled Maintenance plan.
- Student Success: The Governor has proposed increased funding for Student Success and Support Program (SSSP) and Student Equity. As before, it will be necessary to provide local match for SSSP and the details of those requirements may change prior to adoption of the budget.

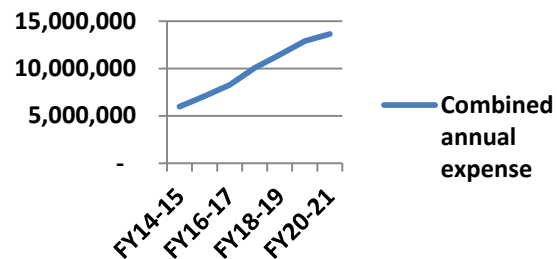
Expenses:

CalSTRS increased to 10.73%

CalPERS increased to 11.84%

Adopted Budget - Fiscal Year 2015-2016

### Combined Annual Expense - STRS/PERS



### Budget Priorities

- Provide instruction for approximately 15,410 full-time equivalent students in 4,500 class sections
- Invest in student success initiatives
- Provide competitive salaries and benefits for faculty, staff, and administrators

### New Positions

The following 11 faculty positions from FHP will be included in the FY15–16 budget:

- Accounting
- Architecture
- Associate Degree Nursing (2)
- Biology
- Business
- English (2)
- Landscape & Nursery Technology
- Math
- Surgical Technology

Six counselors were added midyear 2014-15 and will be included in the Adopted Budget.

The following positions from Program Review will be included in the FY15–16 budget:

- Accounts Payable Clerk
- Clerical Assistant III. St. Services Center
- Custodian
- Dean, School of Business and Technology
- Executive Director of Foundation\*
- Payroll Account Clerk
- Police Officer
- Police Sergeant
- System Security Administrator
- Title IX Director

The following Proposed Auxiliary Funded positions will be included in the FY15–16 budget:

- Advancement Accountant
- Advancement Clerical II
- Event Manager

## **General Fund, Unrestricted Fund Balance**

Fund balance is the difference between fund assets and fund liabilities of governmental and similar trust funds. It is the net assets, or available resources of a fund. The current board policy for the district is to maintain a minimum of 7% fund balance of the expenditure budget. These levels are set to accommodate any unforeseen economic changes that may have a significant impact on the districts operations.

At the end of fiscal year 2015, the unrestricted general fund balance is projected to be \$7.6M or 8.6% of the total unrestricted general fund expenditures. The fund balance is projected to have decreased approximately \$1.8M at the end of fiscal year 2015. The unrestricted general fund balance is expected to end the fiscal year 2016 at \$6.6M million with the inclusion of one-time funds of \$5.6M to maintain a 7% policy reserve. Governing Board Policy 6210 sets the reserve at 7% of the total unrestricted general fund expenditure budget.

## **Planning for the Future**

The use of one-time funds in this budget is expected to be addressed through planning and addressing any structural deficit that may result. The current SERP will generate savings and should be used to offset the use of one-time funds. Any and all savings should be used to offset the use of one-time funds. This budget projects a 7% reserve that is the entire fund balance. No room to deficit spend exists for future years which will require that without significant savings and increase to the fund balance, FY 16-17 will need to have a balanced budget to maintain a 7% fund balance. This will be difficult given projected increases in personnel costs. The projected increases in STRS and PERS retirement systems are shown here:



## State Budget Update

*The Governor's May Revision*

### **Update on the 2015–16 Budget proposed by the Governor**

The actual revenues that have accrued to the state treasury over the course of the current fiscal year have significantly outpaced estimates made at the time of the Governor's January proposal. The increased revenues have a strong upward effect on the Proposition 98 minimum guarantee – a cumulative increase of \$6.1 billion over the 2013-14, 2014-15, and 2015-16 fiscal years. Of this amount, \$2.7 billion is attributable to the budget year.

Key highlights of the Governor's revised budget relevant to the California Community Colleges are as follows:

- \$49.7 million to increase access from 2 percent to 3 percent (\$156.5M total for 2015-16).
- A decrease of \$31.3 million to reflect a downward adjustment in the COLA from 1.58% to 1.02%
- \$75 million to support an increase in full-time faculty hiring. Funding would be allocated per FTES, but districts with relatively low proportions of full-time faculty would be required to hire more than districts with relatively high proportions of full-time faculty.
- \$141.7 million in additional funds for support of district general operating expenses, bringing the proposed total to \$266.7 million for the 2015-16 fiscal year.
- \$274.7 million in additional one-time funds to pay down prior mandate obligations, bringing the proposed total to \$626 million. These funds would be distributed on a per-FTES basis.
- \$148 million for deferred maintenance and instructional equipment. Of this amount, \$48 million is attributable to the current fiscal year. No local match is required.
- \$60 million in one-time funds for the Basic Skills and Student Outcomes Transformation Program. These funds are intended to improve basic skills instruction through adoption and/or expansion of evidence-based models of placement, remediation, and student support that will aid the progress and success of basic skills students. More detail will be available in the forthcoming trailer bill.
- \$15 million increase for Student Equity Plan funding, bringing the total proposed increase to \$115 million for the 2015-16 fiscal year. Concurrently, provisional language will require the

implementation of SB 1023 (Liu, 2014), which authorizes a pilot program to provide additional support of foster youth who participate in EOPS.

- \$15 million increase for the Institutional Effectiveness Partnership Initiative. Of this amount, \$3 million will go toward technical assistance and the remaining \$12 million is for the development and dissemination of effective practices. Provisional language would prioritize development of curriculum and practices for members of the California Conservation Corps and for inmates pursuant to SB 1391 (Hancock, 2014). There will also be language included in the budget encouraging districts to offer up funding to enhance inmate education efforts.
- \$2.5 million to fund the COLA for the EOPS, DSS, CalWORKs, and the Childcare Tax Bailout programs.
- \$2 million in one-time funds for a pilot program to foster collaboration between colleges and CSU campuses relating to basic skills instruction for incoming CSU students.
- A decrease of \$825,000 in energy efficiency funding pursuant to the California Clean Energy Jobs Act (Proposition 39, 2012). This reduces the amount available in 2015-16 to \$38.7 million.
- \$25 million increase in Proposition 98 funds for the Awards in Innovation in Higher Education. This would bring the proposed total funding to \$50 million for the 2015-16 fiscal year (half Prop 98, half non-98). The May Revision would also reclassify \$23 million in current year awards as Proposition 98 funds, reflecting awards coordinated by community colleges.

# General Information

## ABOUT THE DISTRICT

### Description of the District

Established in 1961, Southwestern College is one of 112 public community colleges in the state of California and the only institute of higher education located in the southern portion of San Diego County.

Its location -- nestled between the City of San Diego and the U.S.-Mexico international border on a 156-acre plot -- positions it to play an important role in the intellectual growth of the more than 400,000 residents that call South County home.

Serving approximately 20,000 students every semester, Southwestern College offers more than 320 associate degree and certificate options.

A host of noncredit courses designed to enhance personal and professional development are also offered through the College's Continuing Education Department.

Whether pursuing an A.A. degree, preparing to transfer to a four-year college or university, or acquiring new occupational skills, students attending Southwestern College are given every opportunity to meet their educational goals.

## ORGANIZATION DESCRIPTIONS

### Divisional Descriptions

Southwestern College is divided into five divisions and three additional offices. Each of these is headed by either the college president or an administrator reporting directly to the president. The five divisions are:

- Superintendent/President
- Academic Affairs
- Business and Financial Affairs
- Employee Services
- Student Affairs

#### **Office of the Superintendent/President**

The Superintendent/President of Southwestern College serves as the chief executive officer and

provides district-wide leadership and direction to fulfill the institutional goals. The Office of the Superintendent/President contains the support staff for the president and Governing Board. This division oversees the following offices:

- **Office of Academic Affairs** - The Vice President for Academic Affairs is the chief academic officer of the college, overseeing in concert with staff and faculty, all academic programs research, personnel, resources, and support services. The VPAA provides this academic leadership through collaborative work that promotes the success of all students by advocating and sustaining a college culture and instructional programs conducive to student learning and staff professional growth.
- **Office of Business and Financial Affairs** - The Office of Business & Financial Affairs administers property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. It also is charged with making appropriate periodic reports to the Governing Board regarding the financial status of the district.
- **Office of Employee Services** - provides quality service in all human resource functions. Their goal is to support the district in the programs and services it provides to students and the campus communities by performing with integrity, responsiveness, and sensitivity. Among the services the Human Resources Office offers are coordinating and facilitating recruitment for classified and academic staff, performance evaluations, and classified and compensation matters. In addition, the Office offers assistance and resolution of employee relation matters; interprets and implements union contracts; provides orientations for new employees; maintains personnel records; and administers employee leave benefits and other applicable fringe benefits (except health and welfare benefits). The Office adheres to relevant state and federal regulations.
- **Office of Student Affairs** – Through the division, a wide array of student support services are offered at all college locations. The College embraces a “one stop” approach to student support services and the matriculation process.



The Cesar Chavez Student Services Center was intentionally organized to support the needs of the student along the educational pathway in one convenient location; this same philosophy extends to our higher education centers in providing support to students.

- ***Office of Communications, Community and Government Relations***— is a one-stop shop for the latest news on the College, its programs, activities, faculty, staff, and students. The goal of the office of Communications, Community and Government Relations is to enhance awareness, increase name recognition, and improve the image of the College – thereby generating enrollment and community goodwill for South San Diego County’s only public institution of higher learning.
- ***Office of Institutional Effectiveness*** – The mission of the Office of Institutional Effectiveness (OIE) is to guide an on-going college-wide process of planning and annual outcomes assessment for the purpose of documenting that the college is achieving its mission and strategic priorities and that it is continuously improving its programs and services. Beginning with the college's mission, vision, and strategic priorities, the OIE works collaboratively to develop unit/division purpose statements and annual objectives and/or learning outcomes to support SWC's mission and strategic priorities; further, OIE assists in developing procedures, assessment methods and criteria for measuring the success of the unit/division learning outcomes; also, OIE documents the results and use of results to show that the unit is continuously improving its programs and/or services, utilizing the continuous Planning-Implementing-Evaluating (PIE) integrated planning process.

- ***Office of Information Technology Services***— The Information Technology Services Office, under the supervision of the Chief Information Services Officer, oversees all instructional and other information support services to promote a supportive, student-centered learning environment.

## FINANCIAL POLICIES

---

### **Delegation of Authority, Fiscal**

(BOARD POLICY 6100)

The Governing Board delegates to the Superintendent/ President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Governing Board.

The Superintendent/President in consultation with the Vice President for Business and Financial Affairs shall make appropriate periodic reports to the Governing Board and shall keep the Governing Board fully advised regarding the financial status of the District.

### **Budget Preparation** (BOARD POLICY 6200)

Each year, the Superintendent/President shall present to the Governing Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state laws and regulations, and provide adequate time for board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's institutional planning in accordance with Policy 2510 Shared Planning and Decision Making;
- Assumptions upon which the budget is based are presented to the Governing Board review;
- A schedule is provided to the Governing Board by March 15 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Governing Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Governing Board regarding the proposed budget or any item in the proposed budget;
- Changes in the assumptions upon which the budget was based shall be reported to the Governing Board in a timely manner.
- Budget projections address long-term goals and commitments

### **Budget Management** (BOARD POLICY 6250)

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Governing Board approval is required for changes between major expenditure classifications as defined in Procedure 6250 AP. Transfers from the Governing Board reserve or unallocated funds beyond that reserve to any expenditure classification must be approved by a two-thirds vote of the members of the Governing Board.

Transfers between expenditure classifications must be approved by a majority vote of the members of the Governing Board.

## **Fiscal Management** (BOARD POLICY 6300)

The Superintendent/President shall establish procedures to assure that the College District's fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The maintenance of adequate management information systems that provide timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the district shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Governing Board shall be presented with a quarterly report showing the financial and budgetary conditions of the College District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

## **Investments** (BOARD POLICY 6320)

The Superintendent/President is responsible for ensuring that funds not required for the immediate needs of the District are properly invested. Investments shall be in accordance with law, including California Government Code Sections 53600, et seq.

This investments policy applies to all financial assets held by the District except those, if any, that are specifically exempted by statute or local policy. This policy applies to all transactions involving the financial assets and related activity of all funds of the District.

The primary investment objectives, in priority order, shall be:

- Safety;
- Liquidity;
- Return on investment.

Management responsibility for the District's investment plan is hereby delegated to the Superintendent/President, who may delegate to the Vice President for Business and Financial Affairs, the authority to establish written procedures for the operation of the investment plan consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the investment plan established by the Superintendent/President or designee.

## BUDGET PROCESS

---

### **Fund Accounting, Measurement Focus & Basis of Accounting**

The community college fund structure presented here is based largely on concepts and principles contained in Governmental Accounting and Financial Reporting. This structure allows districts to establish any number of funds for internal reporting but requires that all accounts be consolidated for external financial reporting purposes. Fund accounting, therefore, is used as a control device to separate financial resources and ensure that they are used for their intended purposes with the fund as the basic recording entity for reporting specified assets, liabilities and related transactional movements of its resources.

Generally accepted accounting principles further require that all accounts reported within a single fund group use the same “basis of accounting” for timing the recognition of revenues, expenditures and transfers. For financial reporting purposes, the district is considered a special purpose government engaged only in business-type activities. Accordingly, the district’s financial statements have been presented using the total economic resources measurement focus and the accrual basis of accounting. The district records revenues and expenses when they occur regardless of the timing of the related cash flow.

### **Basis of Budgeting**

The district budget is a plan of proposed expenditure for operations and estimated revenue for a given period of time called a fiscal year. The budget represents the operational plans of the district in terms of economic decisions. The budgetary accounts have been recorded and maintained in accordance with the Chancellor’s Office of the California Community College’s Budget and Accounting Manual.

### **Budget Preparation**

(ADMINISTRATIVE PROCEDURE 6200)

The annual budget shall support the district’s mission statement and educational master plan. Assumptions upon which the budget is based shall be presented to the board of trustees for review. Unrestricted general fund reserves are defined in Administrative Procedure 6305, District Reserves, but shall be not less than the prudent reserve defined by the California Community Colleges Chancellor’s Office as a general fund balance of not less than five percent of expenditures. Material changes in any assumptions upon which the budget was based shall be reported to the board in a timely manner.

Budget projections shall address long-term district goals and commitments. A budget calendar shall be established and approved by the Budget and Planning Committee, including information for the dates of the preliminary, tentative and final budget presentations.

The preliminary budget review shall be presented to the board in February of each year.

The tentative budget shall be presented to the board no later than July 1, and the final adoption budget no later than September 15. A public hearing on the final adoption budget shall be held on or before September 15. The September 15 deadline may be extended when adoption of the state budget is delayed. On or before September 30, the district shall complete the preparation of its adopted annual financial and budget report and submit a copy to the Chancellor’s Office on or before October 10.

The Budget and Planning Committee will involve the appropriate groups in defining a consultation process for budget development. The vice president, Business and Administrative Services, shall be responsible for the timely submission of all financial forms, including the 311 forms required by the Chancellor’s Office.

## **Budget Management**

(ADMINISTRATIVE PROCEDURE 6250)

Budget management shall conform to the following standards:

1. Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the fiscal year, except as specifically authorized by the board of trustees.
2. The term "major classification" shall refer to the major object code classifications from the Budget and Accounting Manual (1000, 2000, 3000...).
3. Transfers may be made from the available reserves to any expenditure classification by written resolution of the board and must be approved by a two-thirds vote of the members of the board.
4. Transfers may be made between expenditure classifications by written resolution of the board and may be approved by a majority of the members of the board. The board approval may be on a ratification basis.
5. The board may adopt an annual resolution to be filed with the county superintendent of schools permitting the county superintendent of schools to originate intrabudget transfers necessary for closing the district's records. Excess funds must be added to the general reserve of the district and are not available for appropriation except by resolution of the board setting forth the need according to major classification.
6. Transfers of money within the same major classification of accounts may be made without prior board approval.

The district's budget development and management process exhibits the following budgetary principles:

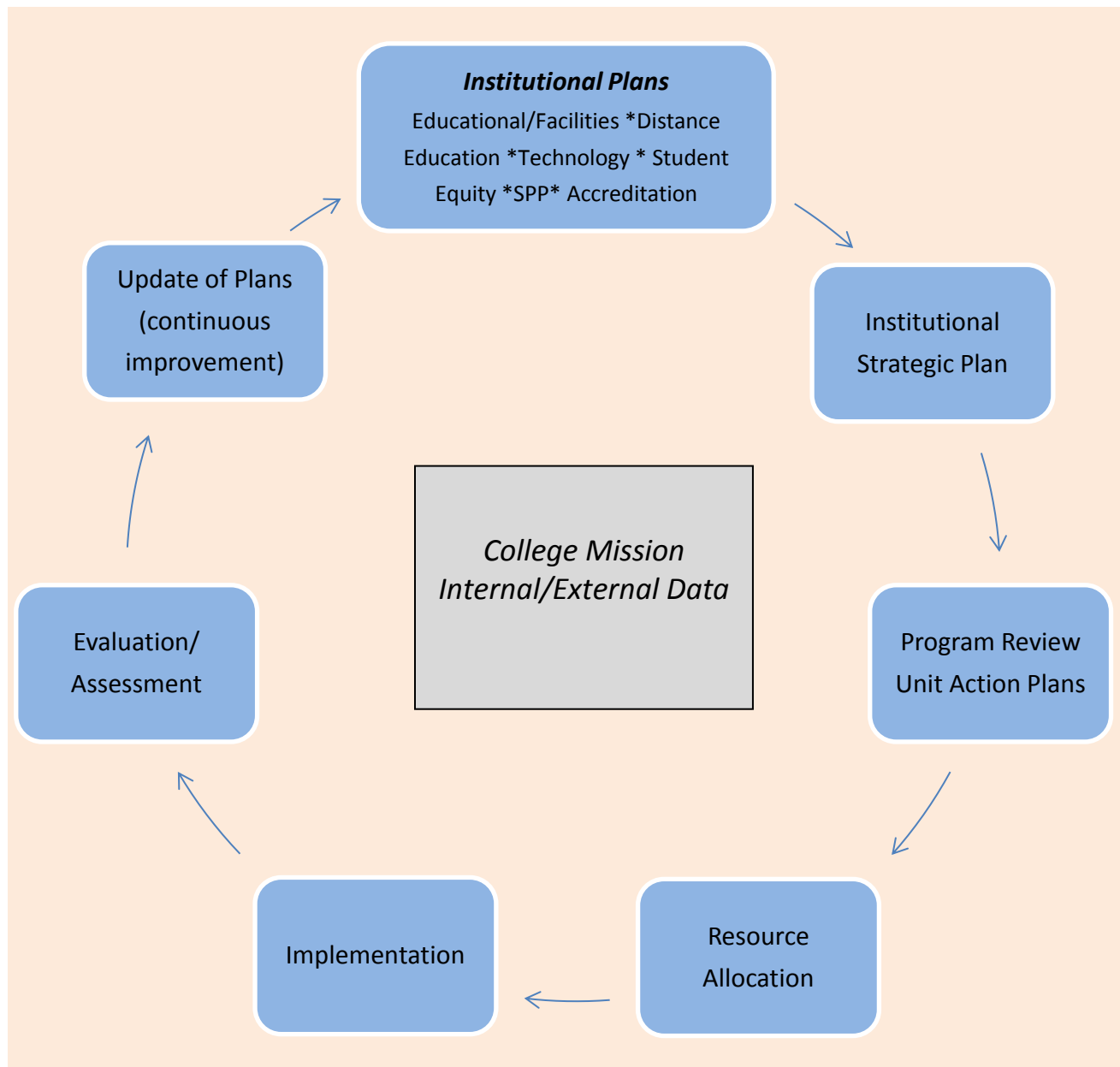
1. The board of trustees vests in the superintendent/president the authority and responsibility to implement the approved annual budget while exercising its appropriate oversight responsibilities.
2. The budgeting process is transparent in design and application to include the district's compliance with the 50% Law, the 75:25 ratio for full-time and adjunct faculty, and the other required standards established by the state.
3. All divisions and programs are the subject of a program review process.

## **Program Review**

Program review is the primary tool for budget development at Southwestern College, as well as being essential to institutional and departmental planning and accreditation compliance. SWC units (academic programs, administrative services, student services, etc) complete either a comprehensive program review or a "snapshot" annually in which each unit puts forward resource allocation requests needed to accomplish unit goals intended to support student success and the college mission and to support long-term strategic planning goals. Program review goals and resource allocation requests are supported by data including student learning outcome data.



# Southwestern College Integrated Planning Process



## Institutional Values

- Mutual respect
- Shared planning and decision making
- Integrity
- Accountability
- Life-long learning
- Cultural competence and commonality
- Scholarship and love of learning
- Critical inquiry and thinking
- Practical and responsive

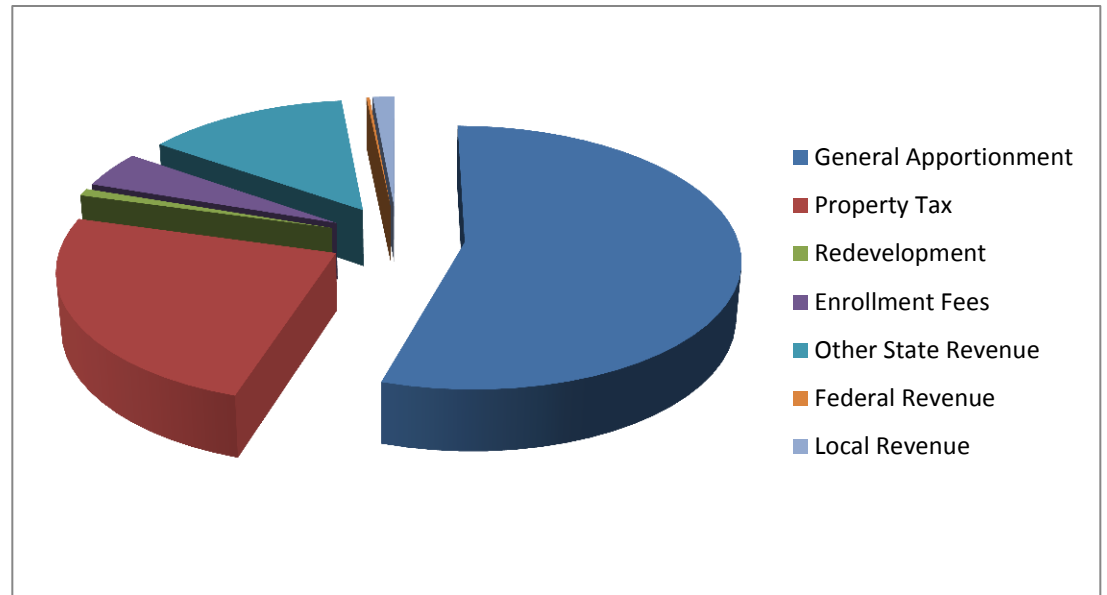
## FUND DESCRIPTIONS

GOVERNMENTAL	PROPRIETARY	FIDUCIARY
Governmental funds are used to track information on resources associated with the district's educational objectives.	Proprietary funds are for tracking district activities similar to those used in private sector accounting due to their income producing character.	Fiduciary funds account for assets held on behalf of another party for which the district has some discretionary authority.
FUND	PURPOSE	
GENERAL FUND, UNRESTRICTED	Used to account for resources available for the general district operations and support for educational programs.	
GENERAL FUND, RESTRICTED	Restricted monies are from an external source that requires the monies be used for a specific purpose or purposes.	
DEBT SERVICE	Used only for the accumulation of resources for, and the payment of, other types of general long-term debt principal and interest.	
CAPITAL OUTLAY PROJECTS	Used to account for the accumulation and expenditure of monies for the acquisition or construction of significant capital outlay items and scheduled maintenance and special repairs projects.	
BOOKSTORE	Receives the proceeds derived from the bookstore operations. All necessary expenses for the bookstore may be paid from generated revenue.	
FOOD SERVICE	Receives all monies from the sale of food or any other services performed by the cafeteria. Costs incurred from the operation and maintenance of the cafeteria are paid from this fund.	
SELF-INSURANCE	Used to account for income and expenditures of authorized self-insurance programs.	
ASSOCIATED STUDENT GOVERNMENT	These monies are held in trust by the district for its organized student body associations, excluding clubs.	
STUDENT FINANCIAL AID	Accounts for the deposit and direct payment of government-funded student financial aid.	
STUDENT CENTER FUND	Accounts for monies collected by the district for the purpose of establishing an annual building and operating fee to finance, construct, enlarge, remodel, refurbish, and operate a student center.	
TRUSTS AND SCHOLARSHIPS	Accounts for various funds held in trust for college related trust funds and scholarships.	

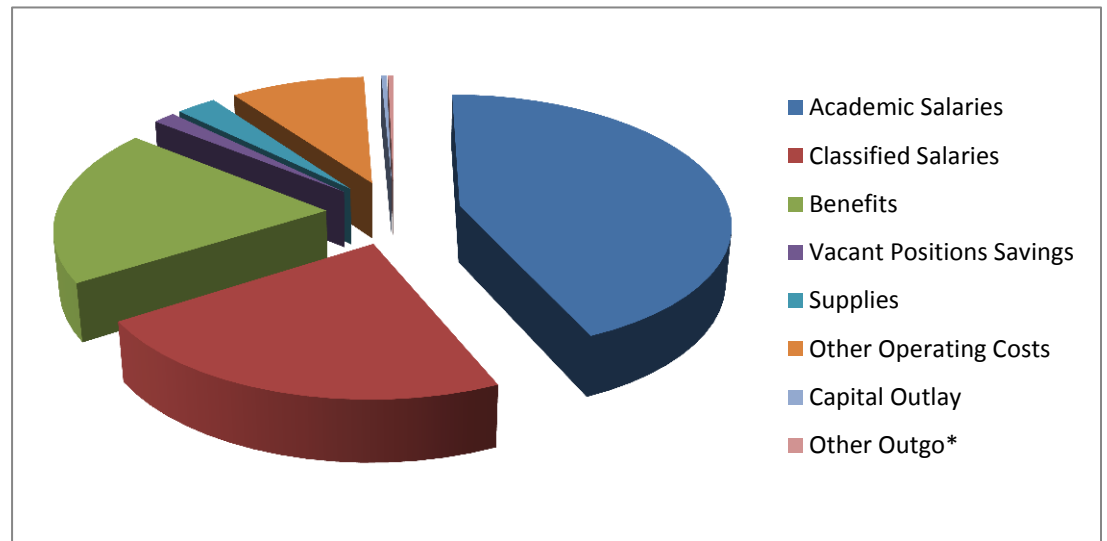
# 2015-2016 Adopted Budget

## FY 16 Revenue and Expense Comparison

General Apportionment	\$51,607,710
Property Tax	\$23,021,391
Redevelopment	\$840,000
Enrollment Fees	\$4,248,438
Other State Revenue	\$12,854,953
Federal Revenue	\$207,000
Local Revenue	<u>\$1,356,500</u>
	\$94,135,992



Academic Salaries	\$42,629,372
Classified Salaries	\$22,198,824
Benefits	\$19,281,671
Vacant Positions Savings	<b>(\$1,520,560)</b>
Supplies	\$2,724,035
Other Operating Costs	\$9,107,938
Capital Outlay	\$368,814
Other Outgo*	<u>\$347,265</u>
<b>TOTAL</b>	<b>\$95,137,359</b>



Southwestern Community College  
FY 2015-16 Adopted Budget  
General Fund Summary

	Unrestricted Funds		Restricted Funds		Total All General Funds
Revenue					
Federal	\$	207,000	\$	3,004,262	\$ 3,211,262
State		64,612,663		10,033,142	74,645,805
Local		29,316,329		4,699,409	34,015,738
Total Revenue	\$	94,135,992	\$	17,736,813	\$ 111,872,805
Expenses					
Academic Salaries	\$	42,629,372	\$	3,622,371	\$ 46,251,743
Classified Salaries		22,198,824		6,647,112	28,845,936
Employee Benefits		19,281,671		2,059,471	21,341,142
Vacant positions - savings		(1,520,560)		-	(1,520,560)
Total Personnel Expense	\$	82,589,307	\$	2,328,954	\$ 94,918,261
Supplies and Materials	\$	2,724,035	\$	2,031,942	\$ 4,755,977
Operating - Utilities and Services		9,107,938		2,293,196	11,401,134
Capital Outlay		368,814		208,659	577,473
Other Outgo and transfers		347,265		874,062	1,221,327
Total Other Expense	\$	12,548,052	\$	5,407,859	\$ 17,955,911
Total Expenses	\$	95,137,359	\$	17,736,813	\$ 112,874,172
Surplus (Deficit)	\$	(1,001,367)	\$	-	\$ (1,001,367)



Southwestern Community College  
FY 2015-16 Adopted Budget  
Unrestricted General Fund Balance Roll-up

Description	2012-13 Audited Actual	2013-14 Audited Actual	2014-15 Adopted	2014-15 Estimated June 30, 2015	2015-16 Adopted Budget
Federal	\$ 370,863	\$ 204,511	\$ 107,000	\$ 107,000	\$ 207,000
State	49,382,600	57,261,655	59,507,641	59,807,641	64,612,663
Local	25,779,458	25,107,188	26,487,720	26,487,720	29,316,329
Total Revenue	\$ 75,532,921	\$ 82,573,354	\$ 86,102,361	\$ 86,402,361	\$ 94,135,992
Expenses					
Academic Salaries	\$ 34,610,901	\$ 37,679,487	\$ 39,125,412	\$ 39,987,573	\$ 42,629,372
Classified Salaries	18,322,023	19,437,281	21,148,057	21,585,896	22,198,824
Employee Benefits	14,458,942	14,394,579	15,087,771	15,287,771	19,281,671
Vacant positions - savings	0	0	(1,015,000)	(1,015,000)	(1,520,560)
Total Personnel Expense	\$ 67,391,866	\$ 71,511,347	\$ 74,346,240	\$ 75,846,240	\$ 82,589,307
Supplies and Materials	1,462,127	1,309,489	2,361,265	2,361,265	2,724,035
Operating - Utilities and Services	6,670,689	6,687,081	8,921,429	8,921,429	9,107,938
Capital Outlay	127,735	93,269	258,673	258,673	368,814
Other Outgo	106,992	710,973	388,052	814,754	347,265
Total Other Expense	\$ 8,367,543	\$ 8,800,812	\$ 11,929,419	\$ 12,356,121	\$ 12,548,052
Total Expenses	\$ 75,759,409	\$ 80,312,159	\$ 86,275,659	\$ 88,202,361	\$ 95,137,359
Excess (Deficit)	\$ (226,488)	\$ 2,261,195	\$ (173,298)	\$ (1,800,000)	\$ (1,001,367)
Beginning Fund Balance	\$ 7,684,447	\$ 7,199,787	\$ 9,460,982	\$ 9,460,982	\$ 7,660,982
Excess (Deficit)	(226,488)	2,261,195	(173,298)	(1,800,000)	(1,001,367)
Adjustments	(258,172)	0	0	0	
Ending Fund Balance	\$ 7,199,787	\$ 9,460,982	\$ 9,287,684	\$ 7,660,982	\$ 6,659,615
Ending Fund Balance	\$ 7,199,787	\$ 9,460,982	\$ 9,287,684	\$ 7,660,982	\$ 6,659,615
Governing Board Reserve	(3,963,207)	(4,148,701)	(4,313,783)	(4,313,783)	(6,659,615)
Remaining Fund balance	3,236,580	5,312,281	4,973,901	3,347,199	(0)
Governing Board Reserve as %					
Total Expenses	5.2%	5.2%	5.0%	4.9%	7.0%

Southwestern Community College  
FY 2015-16 Adopted Budget - Unrestricted General Fund  
FY15 Adopted and FY16 Adopted Budget Expense Comparison

Expense	2014-2015		2015-2016		Difference
	\$	%	\$	%	
Academic Salaries	\$ 39,125,412	45.3%	\$ 42,629,372	44.8%	\$ 3,503,960
Classified Salaries	21,148,057	24.5%	22,198,824	23.3%	1,050,767
Employee Benefits	15,087,771	16.3%	19,281,671	18.7%	4,193,900
Vacant positions – savings	(1,015,000)	0.0%	(1,520,560)	0.0%	
Total Personnel Expense	\$ 74,346,240	86.2%	\$ 82,589,307	86.8%	\$ 8,243,067
Supplies	\$ 2,361,265	2.7%	\$ 2,724,035	2.9%	\$ 362,770
Other Operating Expenses	8,921,429	10.3%	9,107,938	9.6%	186,509
Capital Outlay	258,673	0.3%	368,814	0.4%	110,141
Other Outgo	388,052	0.4%	347,265	0.4%	(40,787)
Total Other Expense	\$ 11,929,419	13.8%	\$ 12,548,052	13.2%	\$ 618,633
Total Unrestricted Expenses	\$ 86,275,659	100.0%	\$ 95,137,359	100.0%	\$ 8,861,700

Southwestern Community College  
FY 2015-16 Adopted Budget  
Unrestricted General Fund Revenue

Description	2012-13 Audited Actual	2013-14 Audited Actual	2014-15 Adopted	2014-15 Estimated June 30, 2015	2015-16 Adopted Budget
Principal Apportionment and EPA	\$ 46,222,637	\$ 54,125,894	\$ 54,499,707	\$ 54,499,707	\$ 51,607,710
Tax Relief Subvention	188,181	183,201	150,000	150,000	150,000
Tax Allocation, Secured	16,979,372	17,318,883	18,974,327	18,974,327	22,121,391
Supplemental Tax	254,294	410,731	100,000	100,000	100,000
Tax Allocation, Unsecured	665,302	686,618	650,000	650,000	650,000
Enrollment Fees	4,399,521	4,297,425	4,336,893	4,336,893	4,248,438
Redevelopment and Residual	1,192,432	870,983	840,000	840,000	840,000
Total Base Revenue	\$ 69,901,739	\$ 77,893,735	\$ 79,550,927	\$ 79,550,927	\$ 79,717,539
Job Development	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Federal Work Study Admin Allowance	16,981	19,375	18,000	18,000	18,000
Pell Admin Allowance	28,890	32,090	28,000	28,000	28,000
SEOG Admin Allowance	16,052	16,309	16,000	16,000	16,000
Federal Other	283,940	111,737	20,000	20,000	120,000
Total Federal Revenue	\$ 370,863	\$ 204,511	\$ 107,000	\$ 107,000	\$ 207,000
BOGG (2%)	\$ 254,081	\$ 261,933	\$ 300,000	\$ 300,000	\$ 300,000
Part Time Faculty Allocation	336,650	336,650	336,000	336,000	336,000
Lottery Proceeds	1,719,803	1,931,059	1,800,000	1,800,000	1,800,000
Mandated Costs	413,670	413,289	400,000	400,000	400,000
Other (see note below)	247,578	9,629	2,021,934	2,321,934	10,018,953
Other State Revenue	\$ 2,971,782	\$ 2,952,560	\$ 4,857,934	\$ 5,157,934	\$ 12,854,953

Note: FY15-16 other state revenue includes \$5.6 million of one-time funding.

Southwestern Community College  
FY 2015-16 Adopted Budget  
Unrestricted General Fund Revenue (continued)

Description	2012-13 Audited Actual	2013-14 Audited Actual	2014-15 Adopted	2014-15 Estimated June 30, 2015	2015-16 Adopted Budget
Interest Income	42,912	82,724	50,000	50,000	50,000
Other Student Fees	76,746	155,177	80,500	80,500	81,500
Tuition Fees	653,636	595,278	900,000	900,000	900,000
Local - Child-Care and Other	505,243	439,369	556,000	556,000	325,000
Transfer from Parking	10,000	0			0
Transfer from Bookstore		250,000			0
Transfer from Capital Outlay/Insurance Funds	1,000,000		0	0	0
Other Local Revenue	\$ 2,288,537	\$ 1,522,548	\$ 1,586,500	\$ 1,586,500	\$ 1,356,500
Total Revenue	\$ 75,532,921	\$ 82,573,354	\$ 86,102,361	\$ 86,402,361	\$ 94,135,992

Southwestern Community College  
FY 2015-16 Adopted Budget  
Unrestricted General Fund Expense

Object	Description	2012-13 Audited Actual	2013-14 Audited Actual	2014-15 Adopted	2014-15 Estimated June 30, 2015	2015-16 Adopted Budget
511	Instructional Salaries	\$ 14,540,090	\$ 15,391,470	\$ 16,258,750	\$ 16,626,912	\$ 17,289,000
512	Non-inst Salaries, Contract	6,905,911	7,094,948	7,815,982	7,992,966	8,056,039
513	Instructional Salaries, Other	12,463,532	14,210,917	14,000,000	14,317,015	16,324,800
514	Non-Inst Salaries, Other	701,368	982,152	1,050,680	1,050,680	959,533
	Academic Salaries	\$ 34,610,901	\$ 37,679,487	\$ 39,125,412	\$ 39,987,573	\$ 42,629,372
521	Non-Inst Salaries, Full-time	\$ 15,391,958	\$ 15,848,669	\$ 17,648,742	\$ 18,048,378	\$ 18,113,723
522	Instructional Salaries	1,593,795	2,120,234	1,687,121	1,725,324	1,863,637
523	Non-inst Salaries, Other	791,595	906,635	1,232,555	1,232,555	1,559,776
524	Instructional Aides	544,675	561,743	579,639	579,639	661,688
	Non-academic salaries	\$ 18,322,023	\$ 19,437,281	\$ 21,148,057	\$ 21,585,896	\$ 22,198,824
531	State Teachers Retirement	\$ 2,801,456	\$ 2,772,408	\$ 3,474,337	\$ 3,520,392	\$ 4,485,631
532	PERS	2,005,320	2,054,124	2,489,338	2,522,336	2,629,895
533	Social Security	1,866,383	1,928,343	2,203,089	2,232,293	2,322,321
534	Health & Welfare Benefits	5,441,438	6,007,175	5,032,019	5,098,722	7,358,800
535	State Unemployment Insurance	721,737	120,882	30,317	30,719	321,822
536	Worker's Compensation Ins	1,162,622	1,085,249	1,497,671	1,517,524	1,802,202
539	Other Benefits	459,986	426,398	361,000	365,785	361,000
	Benefits	\$ 14,458,942	\$ 14,394,579	\$ 15,087,771	\$ 15,287,771	\$ 19,281,671
500	Vacant positions - savings	\$ -	\$ -	\$ (1,015,000)	\$ (1,015,000)	\$ (1,520,560)
	Total Personnel	\$ 67,391,866	\$ 71,511,347	\$ 74,346,240	\$ 75,846,240	\$ 82,589,307

Payroll Object Code Descriptions:

511	Instructors, Learning Disabilities Specialist
512	Superintendent/President, Vice President, Dean, Academic Director, Counselor, Librarian, Staff Development Coordinator, Re-assigned time
513	Hourly Instructor, Overload, Interdisciplinary Faculty, Instruction Substitute, Bank hours
514	Non-teach Hourly, Jury Abatement, HEC Librarians, Substitutes
521	Classified Professionals, CDC teacher, Supervisor, Non-academic Director, Confidential
522	Instructional Lab Technician
523	Overtime, Hourly Student Workers, Project Hourly, Notetakers, Governing Board Stipends
524	Instructional Aides, Laboratory Technician Hourly, Lecturers, Peer Tutors



Southwestern Community College  
FY 2015-16 Adopted Budget  
Unrestricted General Fund Expense (continued)

Object	Description	2012-13 Audited Actual	2013-14 Audited Actual	2014-15 Adopted	2014-15 Estimated June 30, 2015	2015-16 Adopted Budget
541	Text books, first-aid and software	\$ 15,225	\$ 42,539	\$ 102,534	\$ 102,534	\$ 87,261
543	Instructional supplies	484,157	225,724	513,612	513,612	592,778
544	Non-instructional supplies	525,141	885,255	1,590,498	1,590,498	1,878,022
545	Repair supplies and cash short	412,498	155,971	154,621	154,621	165,974
547	Other miscellaneous	25,106	0			0
	Total	\$ 1,462,127	\$ 1,309,489	\$ 2,361,265	\$ 2,361,265	\$ 2,724,035
551	Contract services	\$ 747,367	\$ 630,908	\$ 1,404,976	\$ 1,404,976	\$ 1,454,963
552	Travel and business related	253,858	312,750	415,160	415,160	492,214
553	Dues and memberships	132,618	130,209	126,188	126,188	171,538
554	Insurance	836,498	604,805	845,137	845,137	842,113
555	Utilities	2,184,592	2,444,068	2,472,836	2,472,836	2,315,638
556	Maintenance contracts	1,894,491	1,953,319	2,825,346	2,825,346	3,109,230
557	Audit, legal and election	499,075	398,465	600,595	600,595	474,000
558	Bank fees and postage	230,770	358,233	358,191	358,191	375,242
559	Indirect expenses (contra)	(108,580)	(145,676)	(127,000)	(127,000)	(127,000)
	Total	\$ 6,670,689	\$ 6,687,081	\$ 8,921,429	\$ 8,921,429	\$ 9,107,938
561	Sites and improvements	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 21,000
562	Buildings					
563	Library books	76,916	69,342	69,843	69,843	69,843
564	Equipment	50,819	23,927	168,830	168,830	277,971
	Total	\$ 127,735	\$ 93,269	\$ 258,673	\$ 258,673	\$ 368,814
575	Grants and waivers	\$ 4,624	\$ 1,825			\$ 5,000
576	Student aid	1,921	51,122	106,052	106,052	100,000
579-1	Other outgo/contingency	100,447	658,026	182,000	608,702	142,265
579-2	Prioritization			100,000	100,000	100,000
	Total	\$ 106,992	\$ 710,973	\$ 388,052	\$ 814,754	\$ 347,265
Total Other Expense		\$ 8,367,543	\$ 8,800,812	\$ 11,929,419	\$ 12,356,121	\$ 12,548,052
Total Expenses		\$ 75,759,409	\$ 80,312,159	\$ 86,275,659	\$ 88,202,361	\$ 95,137,359

Southwestern Community College  
FY 2015-16 Adopted Budget  
Restricted Revenue and Expense

Object	Description	2015-16 Budget
481	Federal Revenue	\$ 3,004,262
486	State Revenue	10,033,142
488	Local Revenue	4,699,409
	Total Revenue	<u>\$ 17,736,813</u>
511	Instructional Salaries	\$ 328,095
512	Non-Inst Salaries, Contract	2,282,936
513	Instructional Salaries, Other	106,224
514	Non-Inst Salaries, Other	905,116
	Academic Salaries	<u>\$ 3,622,371</u>
521	Non-Inst Salaries, Full-time	\$ 4,411,432
523	Non-inst Salaries, Other	1,632,237
524	Instructional Aides	603,443
	Non-Academic Salaries	<u>\$ 6,647,112</u>
531	Retirement	\$ 485,372
533	Social Security and Medicare	373,526
534	Health and Welfare	341,084
535	State Unemployment Insurance	35,046
536	Worker's Compensation Insurance	126,233
539	Other Benefits	698,210
		<u>\$ 2,059,471</u>

Southwestern Community College  
FY 2015-16 Adopted Budget  
Restricted Revenue and Expense (Continued)

Object	Description	2015-16 Budget
541	Text Books	\$ 52,621
542	Books or Manuals	10,187
543	Supplies	554,486
544	Subscriptions and Minor Equipment	1,404,648
545	Printing & Other Miscellaneous	10,000
	Total Supplies	<u>\$ 2,031,942</u>
551	Contract Services	\$ 1,495,792
552	Travel and Business Related	436,664
553	Dues and Memberships	8,465
554	Insurance	65,000
555	Utilities	54,507
556	Contracts - Maintenance & Software	144,871
558	Postage/Bond/Other	14,154
559	Indirect and Other Expenses	73,743
	Operating	<u>\$ 2,293,196</u>
563	Books	\$ 5,000
564	Equipment	203,659
	Capital Outgo	<u>\$ 208,659</u>
575	Student Financial Aid	\$ 5,949
576	Other Payments to Students	868,113
	Student Payments	<u>\$ 874,062</u>
	Total Expense	<u><u>\$ 17,736,813</u></u>
	Excess Revenue	<u><u>\$ -</u></u>

Southwestern Community College  
FY 2015-16 Adopted Budget

**ENTERPRISE FUNDS SUMMARY  
FY15-16 PROPOSED ADOPTED BUDGET**

	BOOKSTORE	CAFETERIA	TRADEWINDS	CAFÉ	COMBINED
Revenue					
Sales	\$ 3,089,115	\$ 650,000	\$ 224,000	\$ 695,000	\$ 4,658,115
Pepsi contribution and commissions		50,000			50,000
Vending machine revenue		18,000			18,000
Other income	19,952	30,300			50,252
Transfers-in	-	-	-	-	-
Total revenue	\$ 3,109,067	\$ 748,300	\$ 224,000	\$ 695,000	\$ 4,776,367
Expenses					
2000 Classified & student salaries	\$ 538,058	\$ 466,600	\$ 32,000	\$ 171,260	\$1,207,918
3000 Employee benefits	119,570	136,600	800	42,530	299,500
4000 Supplies	2,256,959	352,900	101,097	356,300	3,067,256
5000 Other operating	179,400	47,500	12,228	51,250	290,378
6000 Capital outlay	-	-	-	-	-
7000 Other outgo and transfers		30,000			30,000
Total Expenses	3,093,987	1,033,600	146,125	621,340	4,895,052
Surplus (Deficit)	\$ 15,080	\$ (285,300)	\$ 77,875	\$ 73,660	\$ (118,685)

Note: Tradewinds includes Concessions

Southwestern Community College  
FY 2015-16 Adopted Budget

**BOOKSTORE FUND**  
**FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$2,157,191	\$2,208,115	\$1,901,217	\$1,901,217	\$1,966,530
Revenue					
Sales	\$3,154,848	\$3,270,323	\$3,247,609	\$3,247,609	\$3,089,115
Other Income		-	-	-	19,952
Total Revenue	\$3,154,848	\$3,270,323	\$3,247,609	\$3,247,609	\$3,109,067
Expenses					
2000 Classified & Student Salaries	\$ 527,233	\$ 522,182	\$ 519,036	\$ 519,036	\$ 538,058
3000 Employee Benefits	140,694	137,161	116,607	116,607	119,570
4000 Supplies & Replacement	2,263,387	2,328,407	2,349,253	2,349,253	2,256,959
5000 Other Operating Costs	172,215	167,593	197,400	197,400	179,400
6000 Capital Outlay and transfers out	395	421,878	-	-	-
Total Expenses	\$3,103,924	\$3,577,221	\$3,182,296	\$3,182,296	\$3,093,987
9720 Ending Fund Balance	\$2,208,115	\$1,901,217	\$1,966,530	\$1,966,530	\$1,981,610



Southwestern Community College  
FY 2015-16 Adopted Budget

**FOOD SERVICES: STUDENT UNION CAFETERIA FUND  
FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 125,539	\$ 4,588	\$ 155,558	\$ 155,558	\$ (93,342)
Sales	\$ 721,644	\$ 725,436	\$ 700,000	\$ 700,000	\$ 650,000
Pepsi Annual Contribution	120,000	50,000	66,500	66,500	50,000
Vending Machine Income	18,000	18,000	18,000	18,000	18,000
Pepsi Commissions	21,095	21,809	13,800	13,800	30,300
Other Income	2,428	13,435	-	-	-
Transfers In		371,000	-	-	-
Total Revenue	\$ 883,167	\$ 1,199,680	\$ 798,300	\$ 798,300	\$ 748,300
2000 Classified & Student Salaries	\$ 430,204	\$ 458,824	\$ 440,600	\$ 440,600	\$ 466,600
3000 Employee Benefits	145,816	139,943	148,200	148,200	136,600
4000 Supplies & Replacement	378,084	398,653	384,000	384,000	352,900
5000 Other Operating Costs	44,683	46,959	44,400	44,400	47,500
7000 Transfers Out	5,331	4,331	30,000	30,000	30,000
Total Expenses	\$ 1,004,118	\$ 1,048,710	\$ 1,047,200	\$ 1,047,200	\$ 1,033,600
9720 Ending Fund Balance	\$ 4,588	\$ 155,558	\$ (93,342)	\$ (93,342)	\$ (378,642)

Southwestern Community College  
FY 2015-16 Adopted Budget

**FOOD SERVICES: TRADEWINDS FUND  
FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 86,527	\$ 89,153	\$ 105,785	\$ 105,785	\$ 133,241
Sales	\$ 39,992	\$ 140,421	\$ 127,000	\$ 127,000	\$ 224,000
Cash Long	56	177			
Transfers In	(3)	1,005			
Total Revenue	\$ 40,045	\$ 141,603	\$ 127,000	\$ 127,000	\$ 224,000
2000 Classified & Student Salaries	\$ 9,300	\$ 26,129	\$ 23,000	\$ 23,000	\$ 32,000
3000 Employee Benefits	197	780	750	750	800
4000 Supplies & Replacement	5,424	88,436	66,394	66,394	101,097
5000 Other Operating Costs	2,498	9,626	9,400	9,400	12,228
7000 Transfers Out	-				
Total Expenses	\$ 37,419	\$ 124,971	\$ 99,544	\$ 99,544	\$ 146,125
9720 Ending Fund Balance	\$ 89,153	\$ 105,785	\$ 133,241	\$ 133,241	\$ 211,116

Note: Tradewinds includes Concessions

Southwestern Community College  
FY 2015-16 Adopted Budget

**FOOD SERVICES: TIME OUT CAFÉ FUND  
FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 12,869	\$ 79,950	\$ 155,801	\$ 155,801	\$ 225,951
Sales	\$ 603,806	\$673,065	\$ 645,000	\$ 645,000	\$ 695,000
Cash Long	383	294			
Transfers	5,334	3,326			
Total Revenue	\$ 609,523	\$676,685	\$ 645,000	\$ 645,000	\$ 695,000
2000 Classified & Student Salaries	\$ 163,907	\$179,447	\$ 164,100	\$ 164,100	\$ 171,260
3000 Employee Benefits	38,601	44,833	40,100	40,100	42,530
4000 Supplies & Replacement	300,839	326,942	319,250	319,250	356,300
5000 Other Operating Costs	39,095	49,612	51,400	51,400	51,250
7000 Transfers Out	-	-	-	-	-
Total Expenses	\$ 542,442	\$600,834	\$ 574,850	\$ 574,850	\$ 621,340
9720 Ending Fund Balance	\$ 79,950	\$155,801	\$ 225,951	\$ 225,951	\$ 299,611

Southwestern Community College  
FY 2015-16 Adopted Budget

**PROPOSITION R BOND FUND  
FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 156,462,726	\$ 130,627,285	\$ 104,030,034	\$ 104,030,034	\$ 74,396,571
Income:					
Interest	\$ 484,435	\$ 434,237	\$ 560,000	\$ 560,000	\$ 400,000
Local Miscellaneous Income					
Sale of Bond Proceeds					
Settlements		232,000		160,000	100,000
Total Income	\$ 484,435	\$ 666,237	\$ 560,000	\$ 720,000	\$ 500,000
Expense:					
2000 Construction Hourly Salaries	\$ 23,230	\$ 54,562	\$ 84,000	\$ 69,749	\$ 75,000
3000 Construction Benefits	5,678	16,320	20,500	19,297	73,800
4000 Supplies	8,468	54,132	25,000	73,271	75,000
5000 Operations	3,351,301	5,570,699	12,653,000	7,632,746	11,078,000
6000 Capital Outlay/Renovation	22,931,199	21,567,775	33,545,000	22,558,400	50,010,000
7000 Transfers Out	-	-			
Total Expense	\$ 26,319,876	\$ 27,263,488	\$ 46,327,500	\$ 30,353,463	\$ 61,311,800
9720 Ending Balance	\$ 130,627,285	\$ 104,030,034	\$ 58,262,534	\$ 74,396,571	\$ 13,584,771

Southwestern Community College  
FY 2015-16 Adopted Budget

**REDEVELOPMENT, CLEAN ENERGY and SCHEDULED MAINTENANCE FUND  
FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
Beginning Fund Balance	\$2,525,058	\$ 2,634,409	\$3,095,547	\$ 3,095,547	\$ 3,095,547
Revenue	\$ 443,947	\$ 1,229,827	\$1,350,000	\$ 1,350,000	\$ 2,242,376
Expense:					
Equipment and Repairs	\$ 334,596	\$ 768,689	\$1,350,000	\$ 1,350,000	\$ 2,676,650
Transfer Out					
Total Expense	\$ 334,596	\$ 768,689	\$1,350,000	\$ 1,350,000	\$ 2,676,650
Ending Fund Balance	<u>\$2,634,409</u>	<u>\$ 3,095,547</u>	<u>\$3,095,547</u>	<u>\$ 3,095,547</u>	<u>\$ 2,661,273</u>

Southwestern Community College  
FY 2015-16 Adopted Budget

**STUDENT CENTER FUND**  
**FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2013-2014	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 348,794	\$ 328,009	\$ 357,023	\$ 357,023	\$ 329,179
Revenue					
Interest and Bond Proceeds	674	346	800	800	800
Student Fees	148,049	154,937	150,000	150,000	150,000
Revenue Bond	-				
Total Revenue	\$ 148,723	\$ 155,283	\$ 150,800	\$ 150,800	\$ 150,800
Expense:					
4000 Supplies	\$ 41,150	\$ -	\$ -	\$ -	\$ 40,000
5000 Other Expenses				-	
5890 Bond Payment	128,358	126,269	128,644	128,644	125,494
6000 Capital Outlay	-	-	50,000	50,000	-
Total Expense	\$ 169,508	\$ 126,269	\$ 178,644	\$ 178,644	\$ 165,494
9720 Ending Fund Balance	\$ 328,009	\$ 357,023	\$ 329,179	\$ 329,179	\$ 314,485

Southwestern Community College  
FY 2015-16 Adopted Budget

**SELF INSURANCE FUND**  
**FY15-16 PROPOSED ADOPTED BUDGET**

	AUDITED ACTUAL 2012-2013	AUDITED ACTUAL 2012-2013	ADOPTED BUDGET 2014-2015	UNAUDITED ESTIMATE 2014-2015	ADOPTED BUDGET 2015-2016
9720 Beginning Fund Balance	\$ 470,374	\$ 472,079	\$ 473,709	\$ 473,709	\$ 475,209
Income:					
Interest	\$ 1,705	\$ 1,630	\$ 1,500	\$ 1,500	\$ 1,500
Local Miscellaneous Income		-			
Total Income	1,705	1,630	1,500	1,500	1,500
Expense:					
5000 Other Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense	-	-	-	-	-
9720 Ending Fund Balance	<u>\$ 472,079</u>	<u>\$ 473,709</u>	<u>\$ 475,209</u>	<u>\$ 475,209</u>	<u>\$ 476,709</u>

## BUDGET CALENDAR - FULL

<b>Date</b>	<b>SWC 2015-2016 Budget Development Calendar</b>
Tuesday, January 20, 2015	VP BFA Provides Budget Outlook Update for CMT
Friday, January 23, 2015	Budget Committee Meeting / Committee Reviews GB Goals and Priorities / Reviews Master Plan and District Objectives of Strategic Plan / Reviews Statewide Budget Assumptions / Joint Meeting with Strategic Planning
Friday, February 06, 2015	Budget Committee Meeting - VPBFA Presents SWC's Budget Assumptions to Budget Committee
Tuesday, February 17, 2015	CMT meeting to discuss calendar and related items
Friday, March 06, 2015	Budget Committee Meeting and assumptions
Monday, March 09, 2015	Budget Development packets/instructions distributed / Schedule of Workshop Trainings is Provided to Budget Managers
Monday, March 09, 2015	Workshop Trainings Provided to Budget Managers (week)
Monday, March 16, 2015	Vice Presidents meet with Deans and Directors regarding area priorities (week)
Monday, March 16, 2015	Finance staff meetings with budget managers to review their respective budgets (week)
Monday, March 23, 2015	Finance staff meetings with budget managers to review their respective budgets (week)
Friday, March 27, 2015	Joint Meeting Budget Committee and Strategic Planning Committee to Review Prior year's budget compare to Tentative for Coming Year
Monday, April 06, 2015	APL - Personnel list to Finance Office from Employee Services
Wednesday, April 08, 2015	Electronic budgets submitted to Finance Office
Wednesday, April 08, 2015	SCC Meeting to Prioritize Funding requests in Program Review that have not been integrated into proposed budget



Friday, April 10, 2015	Budget Committee Meeting
Friday, April 10, 2015	Deadline for submitting purchase requisitions
Friday, May 01, 2015	Finance Office distributes draft budget to Budget Committee / VPBFA Holds Town Hall Meeting to Inform Campus of Tentative Budget
Friday, May 15, 2015	Budget Committee Meeting - Discussion of Draft 2015-2016 Tentative Budget
Friday, May 22, 2015	Joint Meeting Budget Committee and Strategic Planning Committee
Tuesday, May 26, 2015	Finance Office prepares final tentative budget
Wednesday, May 27, 2015	Governing Board Workshop - Tentative Budget (Proposed)
Wednesday, June 03, 2015	Tentative budget submitted to Governing Board members for June meeting
Wednesday, June 10, 2015	Governing Board meeting
Thursday, June 11, 2015	Finance staff loads tentative budgets
Friday, July 31, 2015	Send public hearing notice (newspaper)
Wednesday, August 19, 2015	Governing Board special meeting (Proposed)
Monday, August 24, 2015	Finance Office submits proposed adopted budget to Governing Board
Friday, September 04, 2015	Public viewing of budget - Finance Office
Wednesday, September 09, 2015	Governing Board approval of adopted budget
Thursday, September 10, 2015	Finance staff loads adopted budgets
Friday, October 09, 2015	Final State Form 311 due which includes approved (adopted) budget

# Appendix

## GLOSSARY

**Academic Salaries:** Salaries for district employees who are required to meet minimum academic standards as a condition of employment.

**Accrual Basis:** Method of accounting that calls for recognizing revenue/gains and expenses/losses in the accounting period in which the transactions occur regardless of the timing of the related cash flows.

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

**Appropriation:** A legal authorization granted by a legislative or governing body to make expenditures and incur obligations for a specified time and purpose.

**Apportionment:** Allocation of state or federal aid, district taxes, or other monies to community college districts or other governmental units.

**Assessed Property Values:** The assessed valuation is the value computed by the county assessor's office on each unit of property, which serves as the basis for calculating property taxes.

**Audit:** An official examination and verification of financial statements and related documents, records and accounts for the purpose of determining the propriety of transactions, whether transactions are recorded properly, and whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. Audit procedures may also include examination and verification of compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The general focus of the annual audit conducted on the district is usually a financial statement examination and compliance audit.

**Balanced Budget:** A budget in which revenues are equal to or greater than expenditures not including the use of reserves to fund one-time expenditures in a fiscal period.

**Basis Of Accounting:** A term used to refer to when revenues, expenditures, expenses and transfers, and the related assets and liabilities, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**Bond:** A bond is a written promise to pay a specific sum of money, called the face value or principle amount, at a specified date (or dates) in the future, called the maturity date, and with periodic interest at a rate specified in the bond. A bond is generally issued for a specific purpose or project, such as construction of a new facility.

**Budget:** A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

**Budget Calendar:** The schedule of key dates that the district follows in the preparation, adoption and administration of the budget.

**Board Of Trustees:** The body of elected officials that governs the Southwestern Community College District.

**Capital Expenditures:** Capital expenditures are incurred when money is spent to purchase a fixed asset, or add to the value of an existing fixed asset, which has a useful life that extends beyond the taxable year. Capital expenditures are used to acquire or upgrade physical assets such as equipment, property or industrial buildings.

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

**Cash:** Includes currency, coin, checks, money orders, and bank drafts on hand or deposit with a designated agent or official acting as custodian of deposited funds.

**Cash Flow:** Incomings and outgoings of cash, representing the operating activities of an organization.

**Classified Salaries:** Salaries for district employees not required to meet minimum academic standards as a condition of employment.

**Deferrals:** State withhold of apportionment funding due to cash flow shortages.

**Employee Benefits:** Amounts paid by an employer on behalf of employees. Examples are group health or life insurance payments, contributions to employee retirement, district share of taxes, and workers' compensation payments. These amounts are not included in the gross salary, but are over and above. While not paid directly to employees, they are a part of the total cost of employees.

**Expenditures:** Payment of cash or cash equivalent for payroll, goods or services, or a charge against available funds in settlement of an obligation.

**Fees:** Amounts collected from or paid to individuals or groups for services or for use purchase of goods or services.

**Fifty-Percent Law:** The "50 Percent Law," as defined in Education Code Section 84362 and California Code of Regulations Section 59200 et seq., requires California community college districts to spend each fiscal year 50% of the current expense of education for payment of salaries of classroom instructors. The intent of the statute is to limit class size and contain the relative growth of administrative and non-instructional costs.

**Fiscal:** Of or relating to government expenditures, revenues, and debts.

**Fiscal Year:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For governmental entities in the State of California, this period begins July 1 and ends June 30.

**Full-Time Equivalent Students (FTES):** FTES represent 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California community colleges.

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

**Fund Accounting:** Control device used to separate financial resources and ensure they are used for their intended purposes.

**Fund Balance:** The difference between fund assets and fund liabilities of governmental and similar trust funds; used to describe the net assets, or available resources, of funds.

**Fund Group:** Compilation of two or more individual funds used to report sources and uses of resources in providing some major service or group of services.

**Generally Accepted Accounting Principles (GAAP):** Guidelines to financial accounting and reporting which set uniform minimum standards for accepted accounting practices.

**Governmental Accounting Standards Board (GASB):** The authoritative accounting and financial reporting standard-setting body for governmental entities.

**Government Finance Officers Association (GFOA):** A professional association of state, provincial and local finance officer in the United States and Canada.

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

**Grant:** A contribution of assets from one organization to another to support a particular function or purpose.

**Operating Expenses:** Expenses related directly to the entity's primary activities.

**Property Taxes:** In general, property taxes are those taxes levied on real property for the purpose of providing services for the public good.

**Reserves:** An amount set aside to provide for estimated future expenditures or losses, for working capital, or for other specified purposes.

**Resource Allocation Model:** The overall process by which funds are best allocated to the campuses and district office operations in order to meet district goals and objectives.

**Resources:** All assets owned including land, buildings, cash, estimated income not realized, and, in certain funds, bonds authorized but unissued.

**Revenue:** Increase in net assets from other than expense or expenditure refunds or other financing sources (e.g., long-term debt proceeds, residual equity, operating transfers and capital contributions).

**Restricted Fund:** Cash or other assets that are limited as to use or disposition by their source. Their identity is therefore maintained and their expenditure or use is also recorded separately.

**Student Services:** Student services include those activities which provide assistance to students in the areas of financial aid, admissions and records, health, placement testing, counseling and student activities.

**Student Tuition And Fees:** The student tuition and fees category includes all student tuition and student fees assessed against students for educational and general purposes.

**Tax Revenue Anticipation Notes (TRAN):**  
Instruments issued to secure short-term monies borrowed in expectation of collection of taxes.

**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.