

# **REDWOODS COMMUNITY COLLEGE DISTRICT**

## **FINAL BUDGET**



**2018-2019**

# REDWOODS COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

**Area 1:** Dr. Bonnie Deister  
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Term of Office expires: December 2022



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Term of Office expires: December 2022



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Term of Office expires: December 2018



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Term of Office expires: December 2020



# REDWOODS COMMUNITY COLLEGE DISTRICT

## BOARD OF TRUSTEES

**Area 5:** Mr. Bruce Emad  
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Term of Office expires: December 2020



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Term of Office expires: December 2020



**Area 7:** Mrs. Sally Biggin  
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Term of Office expires: December 2020



# **REDWOODS COMMUNITY COLLEGE DISTRICT**

## **FINAL BUDGET 2018-2019**

### **COLLEGE OVERVIEW**

Located on northern California's picturesque Redwood Coast, College of the Redwoods is a community college that delivers excellent academic and career technical education. Established in 1964, CR serves a diverse population of communities in Del Norte and Humboldt counties as well as the northwest section of Mendocino and western edge of Trinity counties. CR's main campus is located just south of Eureka in Humboldt County, and an Education center is in Crescent City. Instructional sites can be found in Hoopa and Garberville. CR's Community Education office is located in downtown Eureka.

CR offers a wide variety of accessible learning opportunities, including online classes and other distance education options. CR awards Associate of Arts and Associate of Science Degrees as well as a wide variety of career technical certificates for vocational and professional development. It is an accredited, two-year institution that has articulation agreements with major four-year universities. CR is committed to the success of each student.

### **CR MISSION**

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education.

The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area.

The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.

# **REDWOODS COMMUNITY COLLEGE DISTRICT**

## **FINAL BUDGET 2018-2019**

### **CR STRATEGIC VISION**

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education.

- We provide accessible, affordable, high quality, higher education in our region.

- We are leaders in the effective use of all learning modalities (e.g., classroom, distance learning, internships, fieldwork) to provide students the knowledge and skills they need to succeed.

- We promote and encourage a learning community among students, faculty, and staff.

- We deliver strong individual support and mentoring for students.

- We achieve equity in all areas of student success.

The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area.

- Our workforce training responds to regional workforce needs.

- Our graduates can find opportunities in the local region that allow them to become valued, contributing members of the community.

- We have vibrant partnerships with all community stakeholders (e.g., employers, high schools, HSU) so that we can respond to the existing and emerging needs of students and the community.

- The communities we serve see CR as a “hub” of cultural, social, and economic activities.

- We have established partnerships that enhance success by supporting the safety, health, and wellness of our students.

The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning.

- We are a flexible and nimble organization, able to assess and respond effectively to the changing needs of our students and our community.

- We employ state-of-the-art technology, equipment, and facilities throughout the District to support learning, communication, and institutional performance.

- We understand the unique nature of each campus center and allow them the autonomy to meet campus and community needs, and ensure that decision-making is inclusive and services are equitable.

- We have clear and transparent processes for core operations and decision-making.

- We have excellent communication, coordination, and collaboration across campuses.

- Our students, faculty, staff, Board, and curricula reflect the diversity of the communities we serve and are culturally sensitive, respectful, and proficient.

- We value and nourish student engagement and empowerment, and we are inclusive of underrepresented student communities.

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**REDWOODS COMMUNITY COLLEGE DISTRICT  
FINAL BUDGET 2018-2019**

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# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### PRESIDENT'S MESSAGE

Our 2018-19 budget is a demonstrable representation of the College of Redwoods mission, an adherence to accreditation standards and eligibility requirements, and our commitment to providing the highest quality education within a realistic and balanced budget.

The Legislature passed, and the Governor signed, a 2018-19 budget that changes how community colleges are funded. Our current funding model allocates funding based solely on the number of full-time equivalent students (FTES) we enroll. The new funding model represents a significant and long reaching solution to how rural community colleges like College of the Redwoods are funded.

The new model provides strong motivation for CR to move quickly to increase the number of students completing a degree and/or certificate, progress through transfer-level mathematics and English within their first academic year, complete nine or more CTE units, successfully transfer to a four-year university, or attain a living wage within one year of leaving college. I strongly believe that we have an opportunity, under this new funding model, to focus on improving access, closing the student achievement gap and positively affecting student success.

Thanks to the hard work of the College of the Redwoods administrative team, I am happy to present this structurally balanced budget to the Board of Trustees, college constituencies, and our service area community. The 2018-19 budget assumes the following:

- Using the Chancellor's Office 17-18 P4 (recalculated Principal Apportionment) Report Credit FTES of 3,470;
- Using the target 18-19 Credit FTES of 3,470;
- Including the 2% salary increase and regular step increases for permanent staff;
- Providing a 3% pay increase for Associate Faculty;
- Managing salary costs through vacancy management and position inventory control;
- Reducing the temporary/hourly staff budget;
- Reducing operating and capital outlay expenses to a reasonable level; and
- Transferring \$90,000 to the Child Development Center, \$95,762 to the Shively Farm, and at least \$250,000 to the OPEB fund.

In closing, the Board of Trustees, faculty and staff are fully committed to providing students in our service area with a comprehensive, rigorous, student-centered education. This budget provides the foundation for College of the Redwoods to continue playing an important role in the educational and economic development of our service area.

*Keith*

Keith Snow-Flamer  
President/Superintendent  
College of the Redwoods



# REDWOODS COMMUNITY COLLEGE DISTRICT

## 2018-2019 BUDGET ASSUMPTIONS

### 2018-19 BUDGET ASSUMPTIONS - FINAL BUDGET

#### Revenue

The Advanced apportionment report from the Chancellor's Office is based off of 17-18 P2 credit and noncredit FTES, which was 3,383.87. The 18-19 Principal Apportionment, released in Feb. 2019, will be based off of the District's recalculated 17-18 FTES. The District's estimated recalculated credit and noncredit FTES is 3,638.92. For the 18-19 final budget, unrestricted general fund estimated state revenue using the recalculated 17-18 FTES figure will be used.

The target 18-19 credit FTES is 3470.

Advance Apportionment revenue at 3,383.87 FTES:	\$	27,626,308
18-19 Final Budget revenue at 3,682.92 FTES:	\$	28,137,999

#### Expense

##### **Salaries:**

- Permanent staff based on the 18-19 position inventory and includes the 2% salary increase and regular step increases.
- Associate faculty (AF) based on Fall 2017 average AF TLU cost plus a 3% increase multiplied by estimated 18-19 AF TLUs from the 18-19 TLU distribution report.
- Temp/hourly staff based on an estimated allocation given revenue amounts and permanent staff salary, benefits, and fixed operating obligations.

##### **Benefits:**

- Permanent staff benefits include STRS at 16.28%, PERS at 18.062%, and a 5.75% increase for medical benefits.
- Temporary/hourly staff benefits include an increase for STRS and PERS.

##### **Fixed Expenses:**

- Used cost trends from 15-16 through current year-to-date to forecast out.

##### **Other Operating:**

- The allocation is reduced from the 17-18 amount to manage costs given revenue levels.

##### **Capital Outlay:**

- The allocation is reduced from the 17-18 amount to manage costs given revenue levels.

##### **Transfers:**

- Net transfers out:
  - \$90,000 Child Development Center
  - \$95,762 Shively Farm
  - \$250,000 OPEB

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### UNRESTRICTED GENERAL FUND

#### STATEMENT OF CHANGES IN FUND BALANCES

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE*	\$ 1,880,923	\$ 1,908,599	\$ 2,191,315	
REVENUES				
STUDENT CENTERED FORMULA	25,971,796	26,897,389	28,137,999	4.6%
FEDERAL **	12,816	44,216	41,580	-6.0%
OTHER STATE	1,173,154	1,235,204	1,204,331	-2.5%
OTHER LOCAL	874,563	1,214,275	1,060,624	-12.7%
OTHER FINANCING SOURCES				
TOTAL REVENUE	28,032,329	29,391,084	30,444,534	3.6%
TOTAL SOURCES	29,913,252	31,299,683	32,635,849	4.3%
USE OF FUNDS				
SALARIES ***	17,541,828	18,523,846	18,712,642	1.0%
BENEFITS	6,692,961	7,155,761	7,688,535	7.4%
TOTAL SALARIES & BENEFITS	24,234,789	25,679,606	26,401,178	2.8%
FIXED EXPENSES ****	1,249,478	1,894,601	2,290,578	20.9%
OTHER OPERATING ****	2,450,559	1,853,762	1,526,677	-17.6%
CAPITAL OUTLAY	41,381	70,000	40,000	-42.9%
OTHER OUTGO	-	-	-	
TOTAL OTHER EXPESES	3,741,418	3,818,363	3,857,255	1.0%
TOTAL USES	27,976,207	29,497,969	30,258,433	2.6%
SOURCES OVER (UNDER) USES	1,937,045	1,801,714	2,377,416	32.0%
TRANSFER IN (OUT) *****	(10,920)	389,601	(435,762)	-211.8%
ENDING FUND BALANCE	\$ 1,926,125	\$ 2,191,315	\$ 1,941,654	
ENDING FUND PERCENT	6.9%	7.3%	6.3%	

\* The beginning fund balance has been adjusted to account for a FY 15-16 discrepancy between the reported fund balance and the general ledger.

\*\* Federal revenue includes Pell administrative allowance, Redwood National Parks In Lieu of Taxes, and Forest Reserve funds.

\*\*\* 18-19 Final Salary budget includes 2% salary and regular step increases for permanent staff and a 3% increase for associate faculty.

\*\*\*\* In prior years, fixed expenses were included in other operating. In the 18-19 final budget, fixed expenses are completely separated out, resulting in a significant increase in fixed expenses and a decrease in other operating.

\*\*\*\*\* 17-18 Transfers - Net transfer in from Capital set-aside offset by transfers out to the Child Development Center, Shively Farm, and OPEB.

\*\*\*\*\* 18-19 Transfers -Net transfers out to Child Development Center, Shively Farm, and OPEB.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### UNRESTRICTED GENERAL FUND

#### STATEMENT OF REVENUES

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
REVENUES:				
STUDENT CENTERED FORMULA				
STATE APPORTIONMENT	\$ 9,963,539	\$ 10,412,646	\$ 12,015,387	15.4%
STATE SUBVENTIONS				
TOTAL	9,963,539	10,412,646	12,015,387	15.4%
PROPERTY TAXES				
SECURED	11,088,132	11,547,557	12,109,235	4.9%
UNSECURED				
TOTAL TAXES	11,088,132	11,547,557	12,109,235	4.9%
ENROLLMENT FEES	1,223,447	1,128,074	1,019,135	-9.7%
SB 361 PROP 30	3,696,678	3,809,112	2,994,242	-21.4%
TOTAL SB 361 GENERAL	25,971,796	26,897,389	28,137,999	4.6%
FEDERAL REVENUE	12,816	44,216	41,580	-6.0%
STATE REVENUE				
CA STATE LOTTERY	527,823	613,730	562,085	-8.4%
OTHER REVENUE	645,331	621,474	642,246	3.3%
TOTAL STATE	1,173,154	1,235,204	1,204,331	-2.5%
LOCAL REVENUE				
INTEREST		133,850	133,850	0.0%
NON-RESIDENT TUITION	670,474	770,174	776,774	0.9%
OTHER STUDENT CHARGES				
OTHER MISC. REVENUE	204,089	310,251	150,000	-51.7%
TOTAL LOCAL	874,563	1,214,275	1,060,624	-12.7%
TOTAL REVENUE	\$ 28,032,329	\$ 29,391,084	\$ 30,444,534	3.6%

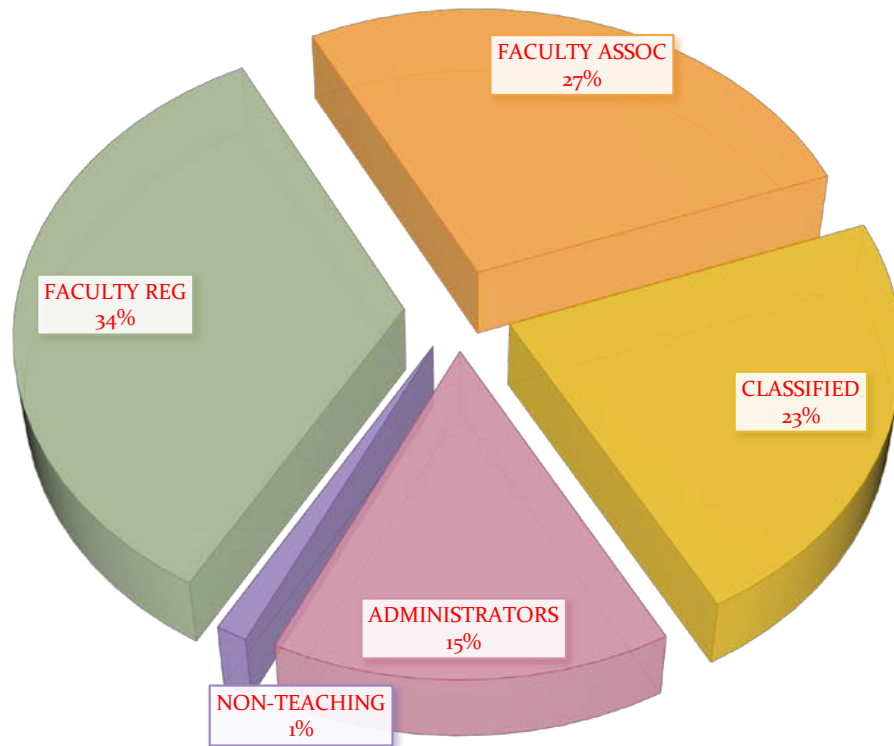
**REDWOODS COMMUNITY COLLEGE DISTRICT****FINAL BUDGET 2018-2019****UNRESTRICTED GENERAL FUND****STATEMENT OF USES OF FUNDS**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
USE OF FUNDS				
SALARIES	\$ 17,541,828	\$ 18,523,846	\$ 18,712,642	1%
BENEFITS	6,692,961	7,155,761	7,688,535	7%
TOTAL SALARIES & BENEFITS	24,234,789	25,679,606	26,401,178	3%
FIXED EXPENSES	1,249,478	1,894,601	2,290,578	21%
OTHER OPERATING	2,450,559	1,853,762	1,526,677	-18%
CAPITAL OUTLAY	41,381	70,000	40,000	-43%
OTHER OUTGO				
TOTAL OTHER EXPENSES	3,741,418	3,818,363	3,857,255	1%
TOTAL USES	\$ 27,976,207	\$ 29,497,969	\$ 30,258,433	3%

**REDWOODS COMMUNITY COLLEGE DISTRICT****FINAL BUDGET 2018-2019****UNRESTRICTED GENERAL FUND****SALARY ANALYSIS**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SALARIES				
FACULTY				
INSTRUCTORS-REGULAR	\$ 6,214,078	\$ 6,382,521	\$ 6,373,717	-0.1%
ASSOCIATE INSTRUCTORS	4,416,887	4,940,092	5,046,774	2%
NON-INSTRUCTORS-REGU.	135,100	157,956	126,924	-20%
NON-INSTRUCTORS-HOURLY	141,897	122,734	99,741	-19%
TOTAL FACULTY	10,907,962	11,603,303	11,647,156	0%
CLASSIFIED				
STAFF-REGULAR	3,072,413	3,159,502	3,337,756	6%
INSTRUCTIONAL-REGULAR	464,328	412,851	449,271	9%
HOURLY	357,809	403,665	362,423	-10%
OVERTIME	97,402	127,061	85,829	-32%
TOTAL CLASSIFIED	3,991,952	4,103,079	4,235,279	3%
ADMINISTRATORS				
ACADEMIC	1,349,358	1,416,658	1,499,407	6%
CLASSIFIED	1,292,555	1,400,806	1,330,801	-5%
TOTAL ADMINSTRATORS	2,641,914	2,817,464	2,830,208	0%
TOTAL SALARIES	\$ 17,541,828	\$ 18,523,846	\$ 18,712,642	1%

## SALARIES UNRESTRICTED GENERAL FUNDS



**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**UNRESTRICTED GENERAL FUND**  
**BENEFIT ANALYSIS**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
PUBLIC RETIREMENT				
STRS	\$ 1,271,856	\$ 1,477,191	\$ 1,622,089	10%
PERS	731,682	838,875	1,018,955	21%
FICA/MEDICARE	736,253	780,255	791,519	1%
UNEMPLOYMENT	48,869	46,345	48,348	4%
WORKERS COMP. INS	225,029	234,909	225,235	-4%
HEALTH PROTECTION				
MEDICAL, DENTAL, VISION & DISABILIY	3,723,767	3,778,186	3,982,390	5%
BENEFITS, OTHER				
BENEFITS, TEMPORARY	(44,496)			
OTHER BENEFITS			-	
TOTAL OTHERS	(44,496)	-	-	
TOTAL BENEFITS	\$ 6,692,961	\$ 7,155,761	\$ 7,688,535	7%

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

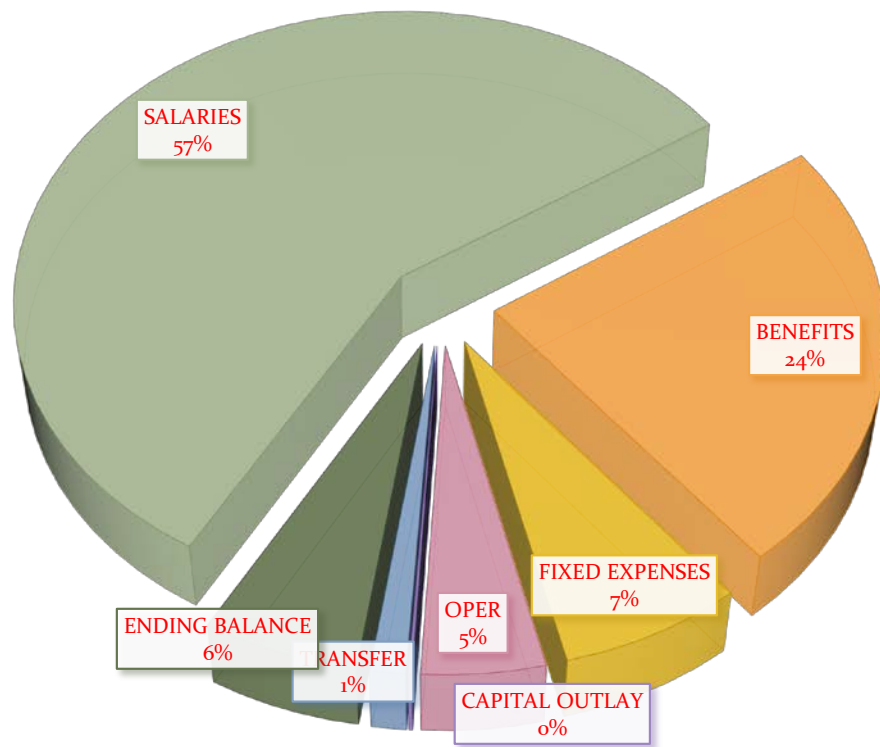
### UNRESTRICTED GENERAL FUND

#### FIXED EXPENSE ANALYSIS

	ACTUAL <u>2016-2017</u>	ESTIMATED ACTUAL <u>2017-2018</u>	FINAL BUDGET <u>2018-2019</u>	% <u>CHANGE</u>
FIXED EXPENSES				
UTILITIES				
ELECTRIC	\$ 479,260	\$ 418,040	\$ 438,331	5%
GAS	218,821	136,552	130,547	-4%
TELEPHONE	76,209	49,964	73,826	48%
DISPOSAL SERVICE	40,433	32,408	45,042	39%
WATER	30,414	22,240	28,057	26%
INTERNET	10,409	14,358	24,028	67%
SEWER SERVICE	5,248	3,332	4,000	20%
LAUNDRY SERVICE	7,675	7,884	8,795	12%
	<u>868,470</u>	<u>684,778</u>	<u>752,627</u>	<u>10%</u>
SERVICES				
PROFESSIONAL SERVICES			559,565	
SOFTWARE MAINTENANCE			703,386	
INSURANCE	381,008	1,209,823	275,000	-77%
	<u>381,008</u>	<u>1,209,823</u>	<u>1,537,951</u>	<u>27%</u>
TOTAL FIXED EXPENSES	<u>\$ 1,249,478</u>	<u>\$ 1,894,601</u>	<u>\$ 2,290,578</u>	<u>21%</u>



## USE OF UNRESTRICTED GENERAL FUNDS



# REDWOODS COMMUNITY COLLEGE DISTRICT

## UNRESTRICTED GENERAL FUND

### BUDGET FORECAST 2018-2021

	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	BUDGET FORECAST 2019-2020	BUDGET FORECAST 2020-2021
<b>SOURCES OF FUNDS</b>				
BEGINNING FUND BALANCE	\$ 1,908,599	\$ 2,191,314	\$ 1,941,654	\$ 1,579,053
<b>REVENUES</b>				
SB 361/STUDENT CENTERED FUNDING*	26,897,389	28,137,999	28,900,539	29,683,743
FEDERAL	44,216	41,580	41,580	41,580
OTHER STATE**	1,235,204	1,204,331	1,218,181	1,232,190
OTHER LOCAL***	1,214,275	1,060,624	1,081,836	1,103,473
OTHER FINANCING SOURCES				
TOTAL REVENUE	29,391,084	30,444,534	31,242,137	32,060,987
<b>TOTAL SOURCES</b>	<b>31,299,683</b>	<b>32,635,849</b>	<b>33,183,791</b>	<b>33,640,040</b>
<b>USE OF FUNDS</b>				
SALARIES****	18,523,846	18,712,642	19,274,022	19,852,242
BENEFITS*****	7,155,761	7,688,535	8,149,847	8,964,832
TOTAL SALARIES & BENEFITS	25,679,606	26,401,178	27,423,869	28,817,075
FIXED EXPENSES*****	1,894,601	2,290,578	2,405,107	2,525,362
OTHER OPERATING	1,853,762	1,526,677	1,300,000	1,300,000
CAPITAL OUTLAY	70,000	40,000	40,000	40,000
OTHER OUTGO		-		
TOTAL OTHER EXPENSES	3,818,363	3,857,255	3,745,107	3,865,362
<b>TOTAL USES</b>	<b>29,497,969</b>	<b>30,258,433</b>	<b>31,168,976</b>	<b>32,682,437</b>
<b>SOURCES OVER (UNDER) USES</b>	<b>1,801,714</b>	<b>2,377,416</b>	<b>2,014,815</b>	<b>957,603</b>
TRANSFER IN (OUT)*****	389,601	(435,762)	(435,762)	(435,762)
<b>ENDING FUND BALANCE</b>	<b>\$ 2,191,314</b>	<b>\$ 1,941,654</b>	<b>\$ 1,579,053</b>	<b>\$ 521,841</b>
<b>ENDING FUND PERCENT</b>	<b>7.3%</b>	<b>6.3%</b>	<b>5.0%</b>	<b>1.6%</b>

\* Student Centered Funding revenues in 19-20 and 20-21 include a 2.71% COLA increase.

\*\* Other State revenue includes a 2.5% increase in lottery revenue in 19-20 and 20-21.

\*\*\* Other Local revenue includes a 2% increase in 19-20 and 20-21.

\*\*\*\* Salaries include a 3% increase in 19-20 and 20-21 for annual step increases.

\*\*\*\*\* Benefits include a 6% increase in 19-20 and 10% increase in 2020-21.

\*\*\*\*\* Fixed Expenses include a 5% increase in 19-20 and 20-21.

\*\*\*\*\* 18-19 Transfers -Net transfers out to Child Development Center, Shively Farm, and OPEB.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## UNRESTRICTED GENERAL FUND

### BUDGET FORECAST 2018-2021

	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	BUDGET FORECAST 2019-2020	BUDGET FORECAST 2020-2021
<b>SOURCES OF FUNDS</b>				
BEGINNING FUND BALANCE	\$ 1,908,599	\$ 2,191,315	\$ 1,941,654	\$ 1,425,282
<b>REVENUES</b>				
SB 361/STUDENT CENTERED FUNDING*	26,897,389	28,137,999	28,900,539	29,683,743
FEDERAL	44,216	41,580	41,580	41,580
OTHER STATE**	1,235,204	1,204,331	1,218,181	1,232,190
OTHER LOCAL***	1,214,275	1,060,624	1,081,836	1,103,473
OTHER FINANCING SOURCES				
TOTAL REVENUE	29,391,084	30,444,534	31,242,137	32,060,987
<b>TOTAL SOURCES</b>	<b>31,299,683</b>	<b>32,635,849</b>	<b>33,183,791</b>	<b>33,486,269</b>
<b>USE OF FUNDS</b>				
SALARIES ****	18,523,846	18,712,642	19,274,022	19,852,242
BENEFITS *****	7,155,761	7,688,535	8,303,618	9,300,052
TOTAL SALARIES & BENEFITS	25,679,606	26,401,178	27,577,640	29,152,295
FIXED EXPENSES*****	1,894,601	2,290,578	2,405,107	2,525,362
OTHER OPERATING	1,853,762	1,526,677	1,300,000	1,300,000
CAPITAL OUTLAY	70,000	40,000	40,000	40,000
OTHER OUTGO		-		
TOTAL OTHER EXPENSES	3,818,363	3,857,255	3,745,107	3,865,362
<b>TOTAL USES</b>	<b>29,497,969</b>	<b>30,258,433</b>	<b>31,322,747</b>	<b>33,017,657</b>
<b>SOURCES OVER (UNDER) USES</b>	<b>1,801,714</b>	<b>2,377,416</b>	<b>1,861,044</b>	<b>468,612</b>
<b>TRANSFER IN (OUT)*****</b>	<b>389,601</b>	<b>(435,762)</b>	<b>(435,762)</b>	<b>(435,762)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,191,315</b>	<b>\$ 1,941,654</b>	<b>\$ 1,425,282</b>	<b>\$ 32,850</b>
<b>ENDING FUND PERCENT</b>	<b>7.3%</b>	<b>6.3%</b>	<b>4.5%</b>	<b>0.1%</b>

\* Student Centered Funding revenues in 19-20 and 20-21 include a 2.71% COLA increase.

\*\* Other State revenue includes a 2.5% increase in lottery revenue in 19-20 and 20-21.

\*\*\* Other Local revenue includes a 2% increase in 19-20 and 20-21.

\*\*\*\* Salaries include a 3% increase in 19-20 and 20-21 for annual step increases.

\*\*\*\*\* Benefits include a 6% increase in 19-20 and 10% increase in 2020-21.

\*\*\*\*\* Fixed Expenses include a 5% increase in 19-20 and 20-21.

\*\*\*\*\* 18-19 Transfers -Net transfers out to Child Development Center, Shively Farm, and OPEB.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### SUMMARY OF FUNDS

#### A. REVENUES

REVENUE SUMMARY	ACTUAL	ESTIMATED	FINAL
FUND TITLE	2016-2017	2017-2018	BUDGET 2018-2019
UNRESTRICTED GENERAL FUND	\$ 28,032,329	\$ 29,391,084	\$ 30,444,534
RESTRICTED GENERAL FUND	8,887,689	12,056,967	12,059,512
TOTAL GENERAL FUND	36,920,018	41,448,051	42,504,046
STUDENT FINANCIAL AID TRUST FUND	10,173,963	10,180,310	9,649,194
DEBT SERVICE FUND	5,377,373	5,810,994	6,353,985
CHILD DEVELOPMENT FUND	866,697	918,865	933,750
STUDENT FARM	84,232	66,341	133,719
OTHER SP REVENUE FUND	1,462,125	1,869,666	2,169,148
CAPITAL PROJECTS FUND	6,946,091	4,021,014	4,858,450
ENTERPRISE FUND	1,585,559	3,188,438	3,503,679
ASSOCIATED STUDENT ORGANIZATION	286,302	295,570	336,525
EMPLOYEE BENEFIT TRUST	1,684,578	1,304,192	743,912
PENSION CONTRIBUTION RESERVE	300,000	300,000	-
TOTAL ALL FUNDS	\$ 65,686,938	\$ 69,103,442	\$ 70,442,496

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### SUMMARY OF FUNDS

#### B. EXPENSES

EXPENSE SUMMARY	ACTUAL	ESTIMATED	FINAL
FUND TITLE	2016-2017	2017-2018	BUDGET 2018-2019
UNRESTRICTED GENERAL FUND	\$ 27,976,207	\$ 29,497,969	\$ 30,258,433
RESTRICTED GENERAL FUND	8,619,551	8,304,170	8,704,701
TOTAL GENERAL FUND	36,595,758	37,802,140	38,963,134
STUDENT FINANCIAL AID TRUST FUND	10,173,963	10,180,310	9,649,194
DEBT SERVICE FUND	2,611,729	2,650,364	2,704,056
CHILD DEVELOPMENT FUND	653,810	707,477	698,265
STUDENT FARM	75,744	57,853	133,920
OTHER SP REVENUE FUND	804,370	948,787	1,120,644
CAPITAL PROJECTS FUND	3,149,092	2,296,564	3,384,420
ENTERPRISE FUND	689,551	2,170,553	2,420,383
ASSOCIATED STUDENT ORGANIZATION	96,448	79,064	97,405
EMPLOYEE BENEFIT TRUST	884,578	999,652	1,057,132
PENSION CONTRIBUTION RESERVE	-	300,000	-
TOTAL ALL FUNDS	\$ 55,735,043	\$ 57,892,763	\$ 59,171,420

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**RESTRICTED FUND**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
<b>SOURCES OF FUNDS</b>				
BEGINNING FUND BALANCE	\$ 219,361	\$ 268,138	\$ 3,752,796	
<b>REVENUE</b>				
FEDERAL SOURCES*	1,572,829	1,122,994	1,190,000	5.97%
STATE SOURCES*	6,498,098	10,044,119	6,436,715	-35.92%
LOCAL SOURCES*	489,304	536,055	590,000	10.06%
TRANSFERS IN	108,097	85,661	90,000	5.07%
TOTAL SOURCES	8,887,689	12,056,967	12,059,512	0.02%
<b>USES OF FUNDS</b>				
<b>EXPENDITURES:</b>				
STAFF SALARIES**	3,383,680	3,386,644	3,384,011	-0.08%
EMPLOYEE BENEFITS**	1,573,027	1,536,064	1,820,690	18.53%
SUPPLIES & MATERIALS***	327,936	272,815	300,000	9.96%
SERVICES & OTHER OPERATING***	1,162,779	1,749,250	1,700,000	-2.82%
CAPITAL OUTLAY***	1,448,105	807,213	1,000,000	23.88%
OTHER OUTGO***	724,024	552,186	500,000	-9.45%
TOTAL EXPENDITURES	8,619,551	8,304,170	8,704,701	4.82%
ENDING FUND BALANCE	\$ 268,138	\$ 3,752,796	\$ 3,354,811	

\*18-19 Federal and Local Revenue amounts are carryover or estimates generated from 17-18 amounts. State Revenues are from the Chancellor's Office 18-19 Advanced Apportionment Report.

\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*18-19 Supplies, Materials, Services, Other Operating, Capital Outlay, and Other Outgo amounts are estimates based off prior years.

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**STUDENT FINANCIAL AID TRUST FUND**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
REVENUE				
FEDERAL STUDENT FINANCIAL AID*	\$ 9,376,687	\$ 8,703,960	\$ 7,949,194	-8.67%
STATE STUDENT FINANCIAL AID*	797,276	1,476,350	1,700,000	15.15%
TOTAL REVENUE	10,173,963	10,180,310	9,649,194	-5.22%
USES OF FUNDS				
EXPENDITURES:				
STUDENT FINANCIAL AID	10,173,963	10,180,310	9,649,194	-5.22%
TOTAL EXPENDITURES	\$ 10,173,963	\$ 10,180,310	\$ 9,649,194	-5.22%

\*18-19 Federal and State revenues are estimates based on available federal award information and the Chancellor's Office Advanced Apportionment report.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### DEBT SERVICE FUND

	ACTUAL <u>2016-2017</u>	ESTIMATED ACTUAL <u>2017-2018</u>	FINAL BUDGET <u>2018-2019</u>	% <u>CHANGE</u>
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 2,607,951	\$ 2,765,644	\$ 3,160,631	
REVENUE				
LOCAL SOURCES*	2,769,422	3,045,350	3,193,354	4.86%
TOTAL SOURCES	<u>5,377,373</u>	<u>5,810,994</u>	<u>6,353,985</u>	<u>9.34%</u>
USES OF FUNDS				
USE OF FUNDS				
DEBT SERVICE-PRINCIPLE**	1,240,000	1,335,000	1,435,000	7.49%
DEBT SERVICE-INTEREST**	1,369,969	1,313,494	1,267,069	-3.53%
OTHER OPERATING EXP.	1,760	1,870	1,987	6.25%
TOTAL USE OF FUNDS	<u>2,611,729</u>	<u>2,650,364</u>	<u>2,704,056</u>	<u>2.03%</u>
ENDING FUND BALANCE	<u>\$ 2,765,644</u>	<u>\$ 3,160,631</u>	<u>\$ 3,649,930</u>	

\*18-19 Local revenue amounts are based off of an estimated 4.86% property tax revenue increase, as utilized by the Chancellor's Office.

\*\*18-19 Principal and Interest amounts are from the Bond Debt Service Schedule.



# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### CHILD DEVELOPMENT FUND

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 218,115	\$ 212,887	\$ 211,388	
REVENUE				
FEDERAL SOURCES*	186,213	231,100	234,529	1.48%
STATE SOURCES*	319,930	355,731	367,833	3.40%
LOCAL SOURCES*	41,600	29,147	30,000	2.93%
TRANSFERS IN	100,839	90,000	90,000	0.00%
TOTAL SOURCES	866,697	918,865	933,750	1.62%
USES OF FUNDS				
EXPENDITURES:				
STAFF SALARIES**	351,463	389,283	373,457	-4.07%
EMPLOYEE BENEFITS**	228,071	255,261	251,808	-1.35%
SUPPLIES & MATERIALS***	38,378	47,150	48,000	1.80%
SERVICES & OTHER OPERATING***	24,398	11,067	15,000	35.53%
CAPTIAL OUTLAY***	11,500	4,715	10,000	112.08%
TOTAL EXPENDITURES	653,810	707,477	698,265	-1.30%
ENDING FUND BALANCE	\$ 212,887	\$ 211,388	\$ 235,485	

\*18-19 Federal, State, and Local Revenue amounts are from 18-19 program agreements or estimates generated from 17-18 amounts. A portion of State Revenues are from the Chancellor's Office 18-19 Advanced Apportionment Report.

\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*18-19 Supplies, Materials, Services, Other Operating, Capital Outlay, and Other Outgo amounts are estimates based off prior years.

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**STUDENT FARM**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
<b>SOURCES OF FUNDS</b>				
BEGINNING FUND BALANCE	\$ 8,487	\$ 8,488	\$ 8,488	
<b>REVENUE</b>				
FEDERAL SOURCES				
STATE SOURCES				
LOCAL SOURCES*	37,578	11,108	29,469	165.30%
TRANSFERS IN**	38,167	46,745	95,762	104.86%
TOTAL SOURCES	84,232	66,341	133,719	101.56%
<b>USES OF FUNDS</b>				
<b>EXPENDITURES:</b>				
STAFF SALARIES***	27,558	17,647	60,210	241.20%
EMPLOYEE BENEFITS***	11,859	5,854	36,710	527.08%
SUPPLIES & MATERIALS****	13,522	15,501	17,000	9.67%
SERVICES & OTHER OPERATING****	12,805	18,852	20,000	6.09%
CAPITAL OUTLAY	10,000	-	-	0.00%
STUDENT FINANCIAL AID	-	-	-	0.00%
TOTAL EXPENDITURES	75,744	57,853	133,920	131.48%
ENDING FUND BALANCE	\$ 8,488	\$ 8,488	\$ (201)	

\*18-19 Farm revenues are expected to increase due to the hiring of a full time farm manager.

\*\*18-19 Transfers in have increased to support the hiring of a full time farm manager.

\*\*\*18-19 Salary and benefits have increased due to the hiring of a full time farm manager.

\*\*\*\*18-19 Supplies, Materials, Services, and Other Operating have increase due to an expected increase in revenue generating farm activity.

**REDWOODS COMMUNITY COLLEGE DISTRICT****FINAL BUDGET 2018-2019****OTHER SPECIAL REVENUE FUND**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 605,192	\$ 657,755	\$ 920,879	
REVENUE				
LOCAL SOURCES*	856,933	1,211,911	1,248,269	3.00%
TRANSFERS IN	-	-	-	0.00%
TOTAL SOURCES	1,462,125	1,869,666	2,169,148	16.02%
USES OF FUNDS				
EXPENDITURES:				
STAFF SALARIES**	332,297	297,740	357,162	19.96%
EMPLOYEE BENEFITS**	151,978	101,567	171,482	68.84%
SUPPLIES & MATERIALS***	58,627	96,359	110,000	14.16%
SERVICES & OTHER OPERATING***	199,734	351,689	370,000	5.21%
CAPITAL OUTLAY***	24,056	100,433	110,000	9.53%
TRANSFER OUT***	37,678	1,000	2,000	100.00%
TOTAL EXPENDITURES	804,370	948,787	1,120,644	18.11%
ENDING FUND BALANCE	\$ 657,755	\$ 920,879	\$ 1,048,504	

\*18-19 Revenues include an estimated increase as a result of increased dorm and rental fees.

\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*18-19 Supplies, Materials, Services, Other Operating, Capital Outlay, and Transfer Out amounts are estimates based off prior years.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### CAPITAL PROJECT FUNDS

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 5,856,470	\$ 3,796,999	\$ 1,724,450	
REVENUE				
STATE SOURCES*		182,360	2,000,000	996.73%
LOCAL SOURCES**	1,089,621	41,655	1,134,000	2622.36%
TOTAL SOURCES	6,946,091	4,021,014	4,858,450	20.83%
USES OF FUNDS				
EXPENDITURES:				
SALARIES***	163,670	190,750	318,407	66.92%
BENEFITS***	95,678	84,570	136,013	60.83%
SUPPLIES & MATERIALS****	26,089	21,178	30,000	41.65%
SRVICES & OTHER OPERATIONS****	1,549,748	1,195,455	2,000,000	67.30%
CAPITAL OUTLAY****	1,313,907	262,536	900,000	242.81%
OTHER OUTGO	-	542,075	-	-100.00%
TOTAL EXPENDITURES	3,149,092	2,296,564	3,384,420	47.37%
ENDING FUND BALANCE	\$ 3,796,999	\$ 1,724,450	\$ 1,474,030	

\*18-19 State Revenues include an estimated increase due to the Utility Infrastructure Replacement and Creative Arts State Capital Projects.

\*\*18-19 Local Revenues include an estimated increase due to the possible sale of the Garberville Site.

\*\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*\*18-19 Supplies, Materials, Services, Other Operating, and Capital Outlay amounts are estimates based off expected Measure Q and State Capital Project activity.

# REDWOODS COMMUNITY COLLEGE DISTRICT

## FINAL BUDGET 2018-2019

### ENTERPRISE FUNDS

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 1,060,299	\$ 896,008	\$ 1,017,885	
REVENUE				
LOCAL SOURCES*	525,260	2,292,430	2,485,794	8.43%
TOTAL SOURCES	1,585,559	3,188,438	3,503,679	9.89%
USES OF FUNDS				
EXPENDITURES:				
SALARIES**	387,550	556,589	788,785	41.72%
BENEFITS**	142,008	245,986	291,598	18.54%
SUPPLIES & MATERIALS***	61,146	594,641	600,000	0.90%
SERVICES & OTHER OPERATIONS***	94,643	446,142	400,000	-10.34%
CAPITAL OUTLAY***	4,205	310,702	320,000	2.99%
OTHER OUTGO***	-	16,493	20,000	21.26%
TOTAL EXPENDITURES	689,551	2,170,553	2,420,383	11.51%
ENDING FUND BALANCE	\$ 896,008	\$ 1,017,885	\$ 1,083,296	

\*18-19 Revenues include an estimated increase as per projected Bookstore, Dining Services, Workforce and Community Education, and Student House Project activity.

\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*18-19 Supplies, Materials, Services, Other Operating, and Capital Outlay amounts are estimates as per projected Dining Services, Workforce and Community Education, and Student House Project activity.

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**ASSOCIATED STUDENT ORGANIZATION**

	ACTUAL 2016-2017	ESTIMATED ACTUAL 2017-2018	FINAL BUDGET 2018-2019	% CHANGE
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 193,183	\$ 189,854	\$ 216,507	
REVENUE				
LOCAL SOURCES*	93,119	105,716	120,018	13.53%
TOTAL SOURCES	286,302	295,570	336,525	13.86%
USES OF FUNDS				
EXPENDITURES:				
SALARIES**	8,622	11,260	12,113	7.58%
BENEFITS**	672	1,613	3,292	104.05%
SUPPLIES & MATERIALS***	21,788	6,511	20,000	207.16%
SRVICES & OTHER OPERATIONS***	37,059	26,929	30,000	11.41%
CAPITAL OUTLAY***	9,899	12,006	12,000	-0.05%
OTHER OUTGO***	18,408	20,744	20,000	-3.59%
TOTAL EXPENDITURES	96,448	79,064	97,405	23.20%
ENDING FUND BALANCE	\$ 189,854	\$ 216,507	\$ 239,120	

\*18-19 Revenue includes an increase resulting from an increase in the ASB fee.

\*\*18-19 Salary and Benefit amounts come from the Position Inventory as well as Temporary Position Requests.

\*\*\*18-19 Supplies, Materials, Services, Other Operating, Capital Outlay, and Other Outgo amounts are estimates based off prior years.

**REDWOODS COMMUNITY COLLEGE DISTRICT****FINAL BUDGET 2018-2019****EMPLOYEE BENEFIT TRUST**

	<u>ACTUAL</u> <u>2016-2017</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2017-2018</u>	<u>FINAL</u> <u>BUDGET</u> <u>2018-2019</u>	<u>%</u> <u>CHANGE</u>
SOURCES OF FUNDS				
BEGINNING FUND BALANCE	\$ 1,091,414	\$ 800,000	\$ 304,540	
REVENUE				
LOCAL SOURCES*	593,164	504,192	439,372	-12.86%
TOTAL SOURCES	<u>1,684,578</u>	<u>1,304,192</u>	<u>743,912</u>	<u>-42.96%</u>
USES OF FUNDS				
EXPENDITURES:				
RETIREE BENEFITS**	884,578	999,652	1,057,132	5.75%
ENDING FUND BALANCE	<u>\$ 800,000</u>	<u>\$ 304,540</u>	<u>\$ (313,220)</u>	

\*Local Sources include a transfer in from the unrestricted general fund and monthly employer contributions. The transfer in for 17-18 is \$300,000 and the planned transfer in for 18-19 is \$250,000.

\*\*18-19 Retiree Benefits includes an increase due to the increased cost of medical insurance.

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**FINAL BUDGET 2018-2019**  
**PENSION CONTRIBUTION FUND**

	<u>ACTUAL</u> <u>2016-2017</u>	<u>ESTIMATED</u> <u>ACTUAL</u> <u>2017-2018</u>	<u>FINAL</u> <u>BUDGET</u> <u>2018-2019</u>	<u>%</u> <u>CHANGE</u>
<b>SOURCES OF FUNDS</b>				
BEGINNING FUND BALANCE*	\$ 300,000	\$ 300,000	\$ -	
TRANSFER - IN				
TOTAL SOURCES	300,000	300,000	-	-100.00%
<b>USES OF FUNDS</b>				
EXPENDITURES:				
EMPLOYEE BENEFITS				
TRANSFER OUT*		300,000		-100.00%
ENDING FUND BALANCE	\$ 300,000	\$ -	\$ -	

\*Due to a planned transfer out in 17-18, there will be no fund balance remaining in 18-19.



## SUBFUND CODES

SUBFUND DESCRIPTIONS	SUBFUND CODES
UNRESTRICTED GENERAL FUND	11000-11009
RESTRICTED GENERAL FUND	11010-11078
STUDENT FINANCIAL AID TRUST FUND	174xx
DEBT SERVICE FUND	121xx
CHILD DEVELOPMENT FUND	133xx
STUDENT FARM	134xx
OTHER SP REVENUE FUND	139xx
CAPITAL PROJECTS FUND	141xx
ENTERPRISE FUND	15100, 15200, 159xx
ASSOCIATED STUDENT ORGANIZATION	171xx
EMPLOYEE BENEFIT TRUST	178xx
PENSION CONTRIBUTION RESERVE	179xx

# REVENUE AND EXPENSE OBJECT CODES

## REVENUES:

STATE APPORTIONMENT

OBJECT CODE

48611

STATE SUBVENTIONS

48671, 48672

PROPERTY TAXES

SECURED

48811, 48812, 48814, 48816, 48817, 48818, 48819

UNSECURED

48813, 48815

ENROLLMENT FEES

48874

SB 361 PROP 30

48630

FEDERAL REVENUE

48100-48199

STATE REVENUE

CA STATE LOTTERY

48681

OTHER REVENUE

48600-48699

LOCAL REVENUE

INTEREST

48860

NON-RESIDENT TUITION

48880

OTHER MISC. REVENUE

48820-48899

## EXPENSES

OBJECT CODE

SALARIES

FACULTY

INSTRUCTORS-REGULAR

511xx

ASSOCIATE INSTRUCTORS

513xx

NON-INSTRUCTORS-REG.

51208-51282

NON-INSTRUCTORS-HOURLY

514xx

CLASSIFIED

STAFF-REGULAR

52120-52180

INSTRUCTIONAL-REGULAR

522xx

HOURLY

52315-52385 & 524xx

OVERTIME

52387-52388

ADMINISTRATORS

ACADEMIC

51201

CLASSIFIED

52110-52115

BENEFITS

STRS

531xx

PERS

532xx

FICA/MEDICARE

533xx

UNEMPLOYMENT

535xx

WORKERS COMP. INS	536xx
MEDICAL, DENTAL, VISION	534xx
BENEFITS, TEMPORARY	53xxx
FIXED EXPENSES	
UTILITIES	
ELECTRIC	55503
GAS	55502
TELEPHONE	55504
DISPOSAL SERVICE	55510
WATER	55501
INTERNET	55530
SEWER SERVICE	55505
LAUNDRY SERVICE	55520
SERVICES	
PROFESSIONAL SERVICES	55170, 55325, 55621, 55701, 55720
SOFTWARE MAINTENANCE	55641
INSURANCE	55400
OTHER OPERATING	
SUPPLIES AND MATERIALS	54xxx
SERVICES AND OTHER OPERATING	55xxx
CAPITAL OUTLAY	
OTHER OUTGO	57xxx