

## **Board of Trustees Agenda Item**

**Meeting Date:** August 27, 2012

**Title of Item:** Resolutions to Adopt Budget Revisions and Transfers

**Background and Analysis:**

Presented to the Board are the 2011-12 fourth quarter budget revisions and transfer resolutions.

**Recommendation:** Vice Chancellor of Business Services Kevin McElroy recommends adoption of the resolutions.

Submitted by:	Kevin McElroy, ext. 6201
Additional contact names:	Bernata Slater
Is backup provided?	Yes

**RESOLUTION**  
**2012 - 39**

**Whereas**, Title V, Section 58199, requires that the total amount budgeted as the proposed expenditure of

**Whereas**, the district has reserves in excess of the amount required by Board policy, and

**Whereas**, the Board of Trustees by resolution may provide for budget revisions,

**Be it therefore resolved**, that the budget revisions be approved as follows:

**BUDGET REVISIONS**

The major elements of our budget revisions are listed below. The descriptions contain amounts for each type of budget revision; the tables represent the net revisions to each classification of expenditure.

**Fund 114 - General Fund**

The major revisions to the General Purpose Fund include revisions to apportionment revenue due to an increase in the deficit factor (\$2,334,035), a revision to non-resident revenue due to increased enrollment and fee increases (\$1,201,729), a reduction in apportionment revenue due to lower-than-projected at adopted budget FTES (\$1,352,575), and a net adjustment to college and Central Services revenue and corresponding expenses (\$717,745), resulting in a net decrease to revenue of \$3,354,425, with offsetting entries to district-wide contingency and other operating accounts; a transfer in of residual funds from unspent part- and full-time faculty accounts in the Special Education fund (\$119,098); a transfer out to capital projects for projects not covered under Measure C such as exterior building refinishing, parking structure maintenance, and districtwide roadway, parking, and walkway repairs (\$400,000); transfers out to the Categorical Fund for salary backfill (\$150,936) and Health Services TB testing (\$22,627); and a transfer out to Special Education Fund to close out labor and benefits distribution to district-wide (\$97,975).

<b>Sources Account Series</b>			<b>Uses Account Series</b>		
2000	- Classified Salaries	\$ 413,326	0xxx	- Revenue	\$ 3,354,425
3000	- Employee Benefits	94,015	1000	- Certificated Salaries	101,632
7000	- Transfers/Other Sources	119,098	4000	- Materials and Supplies	169,439
7000	- Contingency	4,128,352	5000	- Operating Expenses	457,757
			7000	- Transfers/Other Outgo	671,538
<b>Totals</b>			<b>\$ 4,754,791</b>		

**Fund 115 - Self-Sustaining Fund**

The major revisions to the Self-Sustaining Fund include the reclassification of a transfer in from transfers/other sources to revenue from the Foundation to fund Stanford internship stipends (\$20,000), a transfer in from the Categorical Fund for Medical Administration Activities (\$93,193), and the reversal of a prior quarter transfer in and corresponding increase to expense for the DeAnza Campus Abroad Vietnam Program (\$10,015).

<b>Sources Account Series</b>			<b>Uses Account Series</b>		
0xxx	- Revenue	\$ 20,000	5000	- Operating Expenses	\$ 83,178
7000	- Transfers/Other Sources	63,178			
<b>Totals</b>			<b>\$ 83,178</b>		

**Fund 121/131 - Categorical Fund**

The major revisions to the Categorical Fund include a decrease to federal revenue (\$309,360) and increases to state and local revenue (\$1,093,975); increases to certificated salaries (\$321,466), benefits (\$190,129), and operating expenses (\$39,234); decreases to classified salaries (\$110,709), materials and supplies (\$138,468), and capital outlay (\$287,923); a transfer out to the Self-Sustaining Fund for Medical Administration Activities (93,193); transfers in from the General Purpose Fund for salary backfill (\$150,936) and Health Services TB testing (\$22,627), a reversal of prior quarter transfers in for salary backfill (\$113,502), and a reversal of \$152,500 for the Santa Clara County Hospital Council grant (net \$92,440), for an increase to fund balance of \$600,888. These fourth quarter revisions were to match budget to actual revenues and expenses reported at year-end.

<b>Sources Account Series</b>		<b>Uses Account Series</b>	
0xxx - Revenue	\$ 784,615	1000 - Certificated Salaries	\$ 321,466
2000 - Classified Salaries	110,709	3000 - Employee Benefits	190,129
4000 - Materials and Supplies	138,468	5000 - Operating Expenses	39,234
6000 - Capital Outlay	287,923	7000 - Transfers/Other Sources	92,440
		7000 - Transfers/Other Outgo	77,560
		Increase in Fund Balance	600,888
<b>Totals</b>	<b>\$ 1,321,716</b>		<b>\$ 1,321,716</b>

**Fund 122 - Special Education Fund**

The major revisions to the Special Education Fund include an increase to state revenue and corresponding reduction to transfer in (\$345,547), employee benefits (\$112,546), and materials and supplies (\$10,202); decreases to certificated salaries (\$77,126), classified salaries (\$141,589), operating expenses (\$79,709), and capital outlay (\$1,524); an increase to transfer in to close out labor and benefits distribution to district-wide (\$97,975), and a transfer out to the General Purpose Fund to close out part- and full-time unspent faculty accounts (\$119,098), for a net increase to fund balance of \$157,653. These fourth quarter revisions were to match budget to actual revenues and expenses reported at year-end.

<b>Sources Account Series</b>		<b>Uses Account Series</b>	
0xxx - Revenue	\$ 347,123	3000 - Employee Benefits	\$ 112,546
1000 - Certificated Salaries	77,126	4000 - Materials and Supplies	10,202
2000 - Classified Salaries	141,589	7000 - Transfers/Other	247,572
5000 - Operating Expenses	79,709	7000 - Transfers/Other Outgo	119,098
6000 - Capital Outlay	1,524	Increase in Fund Balance	157,653
<b>Totals</b>	<b>\$ 647,071</b>		<b>\$ 647,071</b>

**Fund 700 - Financial Aid Fund**

The major revisions to the Financial Aid Fund include a reduction to revenue and corresponding expenses to account for reduced spending in the EOPS program (\$60,000), and a reclassification of funding from the Foundation to revenue from other sources as a result of new 311 reporting requirements (\$517,000).

Sources Account Series			Uses Account Series		
0xxx	- Revenue	\$ 517,000	0xxx	- Revenue	\$ 60,000
7000	- Transfers/Other Outgo	60,000	7000	- Transfers/Other Sources	517,000
<b>Totals</b>			<b>Totals</b>		
		\$ 577,000			\$ 577,000

AYES  
NOES  
ABSENT

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Passed and adopted by the Governing Board of the Foothill-De Anza Community College District at a meeting held on August 27, 2012.

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Linda M. Thor, Ed.D.  
Secretary to the Board

**RESOLUTION**  
**2012 - 40**

**Whereas**, Title V, Section 58199, requires that the total amount budgeted as the proposed expenditure of the district for each major classification of district expenditures listed in the district budget forms shall be the maximum amount which may be expended for that classification of expenditures for the school year, and

**Whereas**, the Board of Trustees, by resolution, approved by a majority of the members, may provide for the transfer between expenditure classifications,

**Be it therefore resolved**, that transfers between expenditure classifications be approved as follows:

**BUDGET TRANSFERS**

**Fund 114 - General Purpose Fund**

<b>From Account Series</b>		<b>To Account Series</b>	
4000 - Materials and Supplies	\$ 102,837	1000 - Certificated Salaries	\$ 360,544
5000 - Operating Expenses	421,693	2000 - Classified Salaries	65,624
		3000 - Employee Benefits	98,362
<b>Totals</b>		<b>\$ 524,530</b>	

**Fund 122 - Special Education Fund**

<b>From Account Series</b>		<b>To Account Series</b>	
1000 - Certificated Salaries	\$ 14,816	2000 - Classified Salaries	\$ 14,816
<b>Totals</b>		<b>\$ 14,816</b>	

2000 - Classified Salaries

AYES \_\_\_\_\_  
NOES \_\_\_\_\_  
ABSENT \_\_\_\_\_

Passed and adopted by the Governing Board of the Foothill-De Anza Community College District at a meeting held on August 27, 2012.

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Linda M. Thor, Ed.D.  
Secretary to the Board