

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Gari Browning

DATE: November 12, 2008

SUBJECT: Acceptance of the First Quarter 2008-09 Financial Report and Acceptance of Related Budget Changes

Consent Agenda

In accordance with Education Code Section 72413(g), The District is required to submit to the State Chancellor's Office a quarterly financial report and the status of the employment contracts report.

The 1st Quarter Financial Report for 2008-09 includes the following:

- Recognition of the State Budget Revenue additions and related reserves
- Allocate the carry over
- Review of total revenues
- Review of expenditures

The state budget increases have been added and related reserves have been set up in anticipation of mid-year budget cuts. The current revenue projection includes a 1% deficit factor. The actual revenue shown in the 311Q reflects what was actually received during the first quarter. The revenue from the state came in October.

Budget expenditures were reviewed and adjusted after analysis. The adjunct faculty budget was increased to reflect the actual fall contracts and estimated spring. The Board approved copier purchase from one time funds has been added and the agreed upon carry over from prior year has also been added. The salary savings and other budget savings remain and are being analyzed for achievability on a regular basis.

Included in this packet of information is the:

- First Quarter comparison to the Final Budget Fund 10 Report
- 311Q consolidation report for the General Unrestricted and Restricted Funds
- 311Q
- Budget changes for the General Unrestricted
- Investment Report

RECOMMENDATION

The President/Superintendent recommends that the Board of Trustees accept the First Quarter 2008-09 Financial Report and related budget changes.

GB:jss
Attachments

Variance Analysis of First Quarter to Final Budget

Fund 10

NET INCREASE IN FUND BALANCE \$ 212,408

REVENUE ADJUSTMENTS (increases fund balance) \$1,081,488

- .68% COLA
- Property Tax Backfill
- Growth
- Lottery increase from 4th quarter 07-08
- Reduction in interest revenue

TOTAL EXPENDITURE INCREASE (decreases fund balance) \$ 869,080

- Copiers
- Carry over
- Suzhou Center
- Increased telecasting costs
- Bond oversight printing costs

**OHLONE COMMUNITY COLLEGE DISTRICT
2008 - 2009 FIRST QUARTER BUDGET
Unrestricted General Fund (General Purpose)
Fund 10 Expenditure Comparison**

<u>Description</u>	<u>2008-2009 Final Budget</u>	<u>Changes in Between Final & First Quarter Budget</u>	<u>2008-2009 First Quarter Budget</u>
Revenue	45,883,574	1,081,488	46,965,062
Expenditures			
1000 Academic Salaries	15,656,903	-	15,656,903
1000 Part Time Academic Salaries	5,714,045	460,000	6,174,045
Total 1000 CE Salaries:	21,370,948	460,000	21,830,948
2000 CL Salaries	11,512,753	14,675	11,527,428
3000 Benefits	6,593,734	-	6,593,734
4000 Supplies	807,609	5,156	812,765
5000 Operating Exp.	5,851,299	24,781	5,876,080
6000 Capital Outlay	67,195	129,102	196,297
	46,203,538	633,714	46,837,252
Other Outgo			
7300 Interfund Trf. Out	370,238	235,366	605,604
Total Expenditures:	46,573,776	869,080	47,442,856
Net Activity:	(690,202)	212,408	(477,794)
Beginning Fund Balance:	5,940,701	-	5,940,701
Ending Fund Balance:	5,250,499	212,408	5,462,907
<u>BREAKDOWN OF ENDING FUND BALANCE:</u>			
5% Contingency Reserve	2,328,689	43,454	2,372,143
Rainy Day Reserve	1,000,000	-	1,000,000
Reserve for Capital Improvement	300,000	-	300,000
Reserve for Office Equipment	300,000	-	300,000
Reserve for One Time	767,236	(224,000)	543,236
Reserve for Growth	140,000	-	140,000
Reserve for Uncertainty(COLA & Growth)		715,252	715,252
Reserve for Carry over	147,808	(147,808)	-
Unallocated	266,766	(174,490)	92,276
Total Fund Balance:	5,250,499	212,408	5,462,907

OHLONE COMMUNITY COLLEGE DISTRICT
UNRESTRICTED FUNDS
First Quarter
FOR FISCAL 2008/09

	UNRESTRICTED	DESIGNATED					TOTAL UNRESTRICTED
	10 GENERAL FUND	12 PROGRAM DISTRIBUTIONS	13 ENTREPRENEURIAL VENTURES	15 SMITH CENTER	16 ADJUNCT PARITY	18 CIVIC CENTER FLEA MARKET	
REVENUE	46,598,415		1,064,300	185,300	366,647	201,000	48,415,662 <i>A</i>
OTH FINANCING SOURCES	366,647	224,000		42,000			632,647 <i>B</i>
EXPENDITURES	46,837,252	606,143	979,831	235,000		167,000	48,825,226 <i>C</i>
OTHER IN/OUT GO	605,604		50,000		366,647		1,022,251 <i>D</i>
NET ACTIVITY	(477,794)	(382,143)	34,469	(7,700)	0	34,000	(799,168)
PRIOR YR ADJ							0
BEGINING F/B	5,940,701	382,143	647,602	164,917	313,673	258,716	7,707,751 <i>E</i>
ENDING F/B	5,462,907	(0)	682,071	157,217	313,673	292,716	6,908,583 <i>F</i>

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2008-2009

Quarter Ended: (Q1) Sep 30, 2008

District: (430) OHLONE

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Nov 14, 2008					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	47,132,811	48,415,662	4,282,175	48,415,662
A.2	Other Financing Sources (Object 8900)	632,647	632,647	0	632,647
A.3	Total Unrestricted Revenue (A.1 + A.2)	47,765,458	49,048,309	4,282,175	49,048,309
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	48,167,029	48,825,226	11,145,771	48,825,226
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	572,604	1,022,251	13,787	1,022,251
B.3	Total Unrestricted Expenditures (B.1 + B.2)	48,739,633	49,847,477	11,159,558	49,847,477
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-974,175	-799,168	-6,877,383	-799,168
D.	Fund Balance, Beginning	7,707,751	7,707,751	7,707,751	7,707,751
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	7,707,751	7,707,751	7,707,751	7,707,751
E.	Fund Balance, Ending (C. + D.2)	6,733,576	6,908,583	830,368	6,908,583
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.8%	13.9%	7.4%	13.9%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	8,274
-----	---	-------

Amount as of

the Specified
Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	3,119,226
H.2	Cash, borrowed funds only	4,601,495
H.3	Total Cash (H.1+ H.2)	7,720,721

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

	Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
		Total Cost Increase	% *	Permanent		Temporary	
				Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:							
Year 1:							
Year 2:							
Year 3:							
b. BENEFITS:							
Year 1:							
Year 2:							
Year 3:							

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

[Empty text box for financial ramifications]

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year? Yes No

Next year? Yes No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

[Empty text box for problems and actions]

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511
Send questions to Kuldeep Kaur, (916) 327-6818 kkaur@ccccc.edu

© 2007 State of California. All Rights Reserved.

OHLONE COMMUNITY COLLEGE DISTRICT
FIRST QUARTER BUDGET CHANGES

REVENUE/ EXPENSE CLASSIFICATION	RECOMMENDED BUDGET CHANGE		EXPLANATION
	INCREASE	DECREASE	
FUND 10			
1000 ACADEMIC SALARIES	460,000	-	Increasing adjunct faculty
2000 CLASSIFIED SALARIES	14,675		Increasing other hourly, and budget transfers
3000 BENEFITS	-		Benefit adjustments
4000 SUPPLIES	5,156		Increasing miscellaneous, and budget transfers, carry over
5000 OPERATING EXPENSES	24,781	-	Increasing conference, and budget transfers, carry over
6000 CAPITAL OUTLAY	129,102	-	Carry over from year 07-08
7000 TRANSFERS OUT	235,366		One time funding/approved by College Council, matching instructional equipment block grant
8000 REVENUES	1,081,488	-	Increasing growth, adjunct and 4th qtr lottery adjustment
TOTAL CHANGES	1,950,568	-	
FUND 12			
4000 SUPPLIES	7,000		One time money - Soccer field
5000 OPERATING EXPENSES	23,000		One time money - Soccer field and Baseball fence
TOTAL CHANGES	30,000	-	
FUND 13			
1000 ACADEMIC SALARIES		52,920	Budget transfers
2000 CLASSIFIED SALARIES	70,800	-	Increasing for NUMMI, budget transfers
3000 BENEFITS	5,680		Benefit adjustments
4000 SUPPLIES	20,700		Increasing for OFK and NUMMI, budget transfers
5000 OPERATING EXPENSES	2,240		Increasing for OFK and NUMMI, budget transfers

OHLONE COMMUNITY COLLEGE DISTRICT
FIRST QUARTER BUDGET CHANGES

REVENUE/ EXPENSE CLASSIFICATION	RECOMMENDED BUDGET CHANGE		EXPLANATION
	INCREASE	DECREASE	
6000 CAPITAL OUTLAY	2,500		Increasing for OFK
	<u>101,920</u>	<u>52,920</u>	
FUND 20			
1000 ACADEMIC SALARIES	38,783		Budget transfers
2000 CLASSIFIED SALARIES	44,163		Increasing categorical programs and budget transfers
3000 BENEFITS		28,539	Budget transfers
4000 SUPPLIES	93,191	-	Increasing categorical programs and budget transfers
5000 OPERATING EXPENSES	815,920		Increasing categorical programs and budget transfers
6000 CAPITAL OUTLAY	409,966	-	Increasing categorical programs and budget transfers
7000 TRANSFERS OUT		9,278	Budget transfers
TOTAL CHANGES	<u>1,402,023</u>	<u>37,817</u>	
FUND 21			
1000 ACADEMIC SALARIES	47,739		Adding Kaiser Foundation Grant, and budget transfers
2000 CLASSIFIED SALARIES	41,255	-	Budget transfers
4000 SUPPLIES	459,240		Carry over from 07-08, and budget transfers
5000 OPERATING EXPENSES	-	185,024	Carry over from 07-08, and budget transfers
6000 CAPITAL OUTLAY	19,237		Adding Kaiser Foundation Grant
TOTAL CHANGES	<u>567,471</u>	<u>185,024</u>	
FUND 25			
4000 SUPPLIES	4,300		Budget increasing

OHLONE COMMUNITY COLLEGE DISTRICT
FIRST QUARTER BUDGET CHANGES

REVENUE/ EXPENSE CLASSIFICATION	RECOMMENDED BUDGET CHANGE		EXPLANATION
	INCREASE	DECREASE	
5000 OPERATING EXPENSES	10,700		Budget increasing
TOTAL CHANGES	<u>15,000</u>	-	
FUND 41			
2000 CLASSIFIED SALARIES	18,863		Budget transfers
3000 BENEFITS	3,590		Budget transfers
4000 SUPPLIES	103		Budget transfers
5000 OPERATING EXPENSES	99,834		Budget transfers
6000 CAPITAL OUTLAY	<u>573,346</u>		Adding SB1133, carry over from 07-08, and budget transfers
TOTAL CHANGES	<u>695,736</u>	-	
FUND 42			
6000 CAPITAL OUTLAY		1,622,605	PHOTOVOLTAIC PANELS - BOOKSTORE
6000 CAPITAL OUTLAY	<u>130,490</u>		SIM LAB PROJECT
TOTAL CHANGES	<u>130,490</u>	<u>1,622,605</u>	

Ohlone Community College District
INVESTMENT DISCLOSURE

**Investment Report
For the 1st Quarter 2008-09**

INVESTMENTS	HOLDER	AMOUNT	PURCHASE DATE	MATURITY DATE	YIELD		LIMITATIONS PER DISTRICT POLICY	
					RATE	AS OF		
1. Alameda County Treasurer Cash pool investments All Funds (includes Capital Funds of \$ 22,914,539.78, Bond Redemption Funds of \$712,756.91 and \$4,601,495 TRAN),	County Treasurer	\$ 31,169,103	N/A	N/A	3.170%	6/30/2008	None	
Tax Revenue Anticipation Note	County Treasurer		6/11/2008	1/2008 & 4/2008	3.500%		By Board Resolution \$2,354,403.82 due in January and again in April	
2. Certificate of Deposit Bookstore	Fremont Bank	Both the CD's were cashed in and are in the money market fund which is earning about the same interest rate as the CD's. Until interest rates are better these funds will remain in the money market account for the Bookstore.						Institution must be fully collateralized
3. Certificate of Deposit Bookstore	Fremont Bank							Institution must be fully collateralized
4. Certificate of Deposit ASOC	Fremont Bank	\$ 100,000	6/1/2008	12/1/2008	3.450%	6/1/2008	Institution must be fully collateralized	
5. Guaranteed Investment Contract	AIG	Cashed in on August 24,2008 and deposited to Cash in County						Bid based on regulations established by Board Resolution
Current estimate of arbitrage payable		none due		8/23/2010		1/30/2007	Current Estimate	