

June 20, 2011

MEMORANDUM

TO:

District Board of Trustees

FROM:

Jim Murdaugh, President

SUBJECT:

College Operating Budget

Item Description:

This item is presented for the approval of the College's 2011-2012 operating budget.

Overview:

Based on the projected state appropriations, enrollment plan credit hours, and other revenue sources, staff has prepared the attached operating budget for review and approval.

Salient Facts:

Pursuant to state rule 6A-14.0716, the College must prepare and submit a budget for the current unrestricted fund to the Chancellor as designee of the Commissioner of Education by June 30, 2011. In accordance with Florida statues (1011.30), this operating budget (fund1) must be approved by the College's Board of Trustees prior to the submission to the Department of Education (DOE).

Past Actions:

There were no previous Board actions required for this initiative.

Future Actions:

Any revisions to this operating budget must be presented to and approved by the Board.

Funding/Financial Matters:

The projected revenues and expense requirements of this budget are reflected in the attached DOE budget form (Exhibit A).

Staff Resource:

Teresa Smith

Recommended Action:

Approve the College's 2011-2012 operating budget.

THE FLORIDA COLLEGE SYSTEM OPERATING BUDGET ANNUAL BUDGET SUMMARY FOR FISCAL YEAR 2011-2012

EXHIBIT A

COLLE	GE:	TALLAHASSEE		
				CURRENT FUND - UNRESTRICTED
BEGINNING	FUND BALANCE - JULY 1, 2011:			
	AFR FUND BALANCE - JUNE 30, 2010 RVE FOR COMPENSATED ABSENCES		-	4,611,196 5,588,584
TOTAL RES	SERVE AND UNALLOCATED FUND BA	LANCE - JULY 1, 2011	-	\$10,199,780
ADD:	REVENUES TRANSFERS IN		-	\$62,400,885 300,000
TOTAL REG	CEIPTS		-	\$62,700,885
TOTAL EST	IMATED AVAILABLE		-	\$72,900,665
DEDUCT:	EXPENDITURES TRANSFERS OUT		-	\$62,694,583 0
TOTAL DIS	BURSEMENTS		-	\$62,694,583
ESTIMATED	FUND BALANCE - JUNE 30, 2012:			
	IILABLE LESS DISBURSEMENTS ENSATED ABSENCES EXPENDITURES	6 (GLC 59300)	\$10,206,082 0	
	IMATED RESERVE AND UNALLOCAT MATED RESERVE FOR COMPENSATED		-	\$10,206,082 5,588,584
TOTAL EST	IMATED FUND BALANCE - JUNE 30, 2	2012	<u>~</u>	\$4,617,498
ESTIMATED	UNALLOCATED FUND BALANCE - JU	NE 30, 2012	-	\$4,381,082
	OF ESTIMATED UNALLOCATED FUND E 30 2012, TO ESTIMATED FUNDS AV			6.01%
APPROVED	BY BOARD OF TRUSTEES:			
PRESIDENT	(AS SECRETARY OF THE BOARD)			DATE
PRESIDENT	(AS SECRETARY OF THE BOARD)	*	ž	DATE
		,	9	
	STATE OF	FLORIDA, DEPARTMENT OF EDUCATION		
APPROVED	,			
NOVED		IANCELLOR, THE FLORIDA COLLEGE SYSTEM		
CHECKED I	3Y:			DATE

2011-2012 OPERATING BUDGET STUDENT FEE RATES

COLLEGE:	TALLAHASSEE	

PROGRAMS

BACCALAUREATE (UPPER LEVEL)

CREDIT (A & P, PSV, COLLEGE PREP AND EPI) (LOWER LEVEL)

POSTSECONDARY ADULT VOCATIONAL

VOCATIONAL PREPARATORY

ADULT BASIC & SECONDARY (per term)

	STUDENTS REDIT HOUR					
TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1,2)	TECHNOLOGY FEE	TOTAL	FEES FOR ACADEMIC YEAR (30 HOURS)
0.00	0.00	0.00	0.00	0.00	0.00	0.00
76.80	3.84	5.35	7.00	3.84	96.83	2,904.90
67.80	3.39	N/A	3.39	3.39	77.97	2,339.10
0.00	0.00	N/A	0.00	0.00	0.00	0.00
30.00	0.00	N/A	0.00	0.00	30.00	900.00

⁽¹⁾ These Fees Not Required

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PROGRAMS
BACCALAUREATE (UPPER LEVEL)
CREDIT (A & P, PSV, COLLEGE PREP AND EPI) (LOWER LEVEL)
POSTSECONDARY ADULT VOCATIONAL
VOCATIONAL PREPARATORY
ADULT BASIC & SECONDARY (per term)

	ENT STUDENTS REDIT HOUR						
TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1,2)	TECHNOLOGY FEE	TOTAL	FEES FOR ACADEMIC YEAR (30 HOURS)
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76.80	230.40	15.36	5.35	30.72	15.36	373.99	11,219.70
67.80	203.40	13.56	N/A	13.56	13.56	311.88	9,356.40
0.00	0.00	0.00	N/A	0.00	0.00	0.00	0.00
30.00	90.00	0.00	N/A	0.00	0.00	120.00	3,600.00

⁽¹⁾ These Fees Not Required

⁽²⁾ For projects included in the Capital Improvement Plan.

⁽²⁾ For projects included in the Capital Improvement Plan.

BUDGET WORKSHEET FISCAL YEAR 2011-2012

COLLEGE:	TALLAHASSEE	

I. ESTIMATED BUDGET WORKSHEET FOR STUDENT FEES

				FEE EXEMPT			-7-24-7-0-7-33-7-43-4-4-4
			TOTAL	DUAL		CHARGE PER	BUDGETED
		GL	PLANNED	ENROLLMENT/	TOTAL	STUDENT	FEE
STUDENT FEES	DISCIPLINE	CODE	CREDIT HOURS	APPRENTICESHIP, ETC.	FEE PAYING	CREDIT HOUR	REVENUES
TUITION	ADVANCED & PROFESSIONAL (UPPER LEVEL)	40101	0	0	0	0.00	
TUITION	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40110	216,195	0	216,195	76.80	16,603,77
TUITION	POSTSECONDARY VOCATIONAL	40120	61,770	0	61,770	76.80	4,743,93
TUITION	POSTSECONDARY ADULT VOCATIONAL	40130	6,995	0	6,995	67.80	474,26
TUITION	COLLEGE PREPARATORY	40150	30,885	0	30,885	76.80	2,371,96
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	0	0	0	76.80	
TUITION	VOCATIONAL PREPARATORY	40180	0	0	0	0.00	1
TUITION	ADULT BASIC & SECONDARY (per term)	40190	23,058	0	23,058	30.00	691,74
	SUBTOTAL		338,903	0	338,903		24,885,68
			EST. FEE PAYING	CHARGE PER	BUDGETED		
		GL	OUT-OF-STATE	STUDENT	FEE		
STUDENT FEES	DISCIPLINE	CODE	CREDIT HOURS	CREDIT HOUR	REVENUES		
OUT OF STATE	ADVANCED & PROFESSIONAL (UPPER LEVEL)	40301	0	0.00	0		
OUT OF STATE	ADVANCED & PROFESSIONAL (LOWER LEVEL)	40310	11,602	307.20	3,564,134		
OUT OF STATE	POSTSECONDARY VOCATIONAL	40320	1,658	307.20	509,338		
OUT OF STATE	POSTSECONDARY ADULT VOCATIONAL	40330	160	271.20	43,392		
OUT OF STATE	COLLEGE PREPARATORY	40350	3,316	307.20	1,018,675		
OUT OF STATE	EDUCATOR PREPARATION INSTITUTES	40360	0	230.40	0		
OUT OF STATE	VOCATIONAL PREPARATORY	40380	0	0.00	0		
OUT OF STATE	ADULT BASIC & SECONDARY (per term)	40390	0	120.00	0		
	SUBTOTAL		16,736		5,135,539		
	-	·					

6/8/2011

2011-2012 ENROLLMENT PLAN OPERATING BUDGETS

COLLEGE:	TALLAHASSEE

	TOTAL	FEE EXEMPT		
	PLANNED	DUAL		
	CREDIT	ENROLLMENT/	TOTAL FEE	OUT-OF-STATE
Discipline	HOURS	APPRENTICESHIP, ETC.	PAYING	CREDIT HOURS
Advanced & Professional (Upper Level)	0	0	0	0
Advanced & Professional (Lower Level)	216,195	0	216,195	11,602
Postsecondary Vocational	61,770	0	61,770	1,658
College Preparatory	30,885	0	30,885	3,316
College Preparatory - EAP	0	0	0	0
Educator Preparation Institutes	0	0	0	0
Postsecondary Adult Vocational	6,995	0	6,995	160
Vocational Preparatory	0	0	0	0
Apprenticeship	0	0	0	0
Adult Literacy	0	0	0	0
Adult - EAP Literacy	0	0	0	0
Adult Secondary	23,058	0	23,058	0
GED Prep	0	0	0	0
TOTAL	338,903	0	338,903	16,736

338,903 16,736

COLLEGE:

E: TALLAHASSEE SCHEDULE OF BUDGETED REVENUE, EXPENDITURES, AND FUND BALANCE BY GENERAL LEDGER CODE FOR THE FISCAL YEAR 2011-2012

STUDENT FEES			
TUITION	ADVANCED & PROFESSIONAL	40101	0
TUITION	ADVANCED & PROFESSIONAL	40110	16,603,776
TUITION	POSTSECONDARY VOCATIONAL	40120	4,743,936
TUITION	POSTSECONDARY ADULT VOCATIONAL	40130	474,261
TUITION	COLLEGE PREPARATORY	40150	2,371,968
TUITION	EDUCATOR PREPARATION INSTITUTES	40160	2,371,900
TUITION	VOCATIONAL PREPARATION INSTITUTES	40180	0
TUITION	ADULT BASIC & SECONDARY	40190	691,740
	ABBET BAGIO & GEOGRAPHAT	40100	
SUBTOTAL TUITION			\$24,885,681
OUT-OF-STATE	ADVANCED & PROFESSIONAL	40301	\$0
OUT-OF-STATE	ADVANCED & PROFESSIONAL	40310	3,564,134
OUT-OF-STATE	POSTSECONDARY VOCATIONAL	40320	509,338
OUT-OF-STATE	POSTSECONDARY ADULT VOCATIONAL	40330	43,392
OUT-OF-STATE	COLLEGE PREPARATORY	40350	1,018,675
OUT-OF-STATE	EDUCATOR PREPARATION INSTITUTES	40360	0
OUT-OF-STATE	VOCATIONAL PREPARATORY	40380	0
OUT-OF-STATE	ADULT BASIC & SECONDARY	40390	0
SUBTOTAL OUT-OF-STAT	Е		\$5,135,539
SUBTOTAL CCPF STUDENT	FEES		\$30,021,220
CONTINUING WORKFORCE	EDUCATION	40140	\$0
TUITION - LIFELONG LEARN		40210	0
TUITION - SELF-SUPPORTIN	***************************************	40270	0
LABORATORY/DISTANCE LE		40400	1,307,970
APPLICATION FEES		40500	0
GRADUATION FEES		40600	ő
TRANSCRIPT FEES		40700	0
FINANCIAL AID FUND FEES		40800	ا ه
TECHNOLOGY FEE		40870	1,440,853
OTHER STUDENT FEES		40900	0
TOTAL STUDENT FEES			\$32,770,043
SUPPORT FROM LOCAL GO	VERNMENT		
CO. TOTAL TROME COME OF			
GRANTS & CONTRACTS F		41500	\$0
GRANTS & CONTRACTS F		41600	0
INDIRECT COSTS RECOVE	ERED - CITY AND COUNTY	41900	0
TOTAL SUPPORT FROM LO	CAL GOVERNMENT		\$0
STATE SUPPORT			

f	à	1
COMMUNITY COLLEGE PROGRAM FUND	42110	24,455,425
SPECIAL APPROPRIATION - OTHER	42130	0
PERFORMANCE BASED INCENTIVE FUNDING - CCPF	42150	0
INCENTIVE GRANTS FOR EXPANDED PROGRAMS	42160	0
LICENSE TAG FEES	42210	0
PERFORMANCE BASED INCENTIVE PROGRAM	42510	0
LOTTERY FUNDS - COMMUNITY COLLEGE PROGRAM FUND	42610	3,621,417
GRANTS & CONTRACTS FROM STATE	42700	0,027,777
INDIRECT COST RECOVERED - STATE	42900	500,000
INDIREOT GOOT REGOVERED STATE	42000	000,000
TOTAL STATE SUPPORT	-	\$28,576,842
FEDERAL SUPPORT		
ORANTO AND CONTRACTO FROM FEDERAL CONFRANCIA	40500	60
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT	43500	\$0
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (EDUCATION)	43518	000 000
GRANTS AND CONTRACTS FROM FEDERAL GOVERNMENT (DISCRETIONARY)	43519	900,000
INDIRECT COST RECOVERED - FEDERAL	43900	0
TOTAL FEDERAL SUPPORT		\$900,000
GIFTS, PRIVATE GRANTS AND CONTRACTS		
CASH CONTRIBUTIONS	44100	\$0
NON-CASH CONTRIBUTIONS	44200	0
GIFTS, GRANTS AND CONTRACTS - PRIVATE	44400	0
INDIRECT COSTS RECOVERED - PRIVATE SOURCES	44900	39,000
		10 10 to 10
TOTAL GIFTS, PRIVATE GRANTS AND CONTRACTS	-	\$39,000
SALES AND SERVICES DEPARTMENT		
COMMISSIONS	46200	\$0
USE OF COLLEGE FACILITIES	46400	0
OTHER SALES AND SERVICES	46600	0
TAXABLE SALES	46700	0
INTERDEPARTMENTAL SALES	46900	0
TOTAL SALES AND SVCS. DEPT.		\$0
ENDOWMENT INCOME	47100	\$0
TOTAL ENDOWMENT INCOME		¢0
TOTAL ENDOWMENT INCOME		\$0
OTHER REVENUES		
INTEREST AND DIVIDENDS	48100	\$100,000
GAIN OR LOSS ON INVESTMENTS	48100	\$100,000
		0
FINES AND PENALTIES MISCELLANEOUS REVENUE	48700 48900	15,000
	10000	
TOTAL OTHER REVENUES		\$115,000
NON-REVENUE RECEIPTS		
MANDATORY TRANSFERS IN	49110	\$0
NON MANDATORY TRANSFERS IN	49210	0
NON MANDATORY TRANSFERS IN	49230	300,000
NON MANDATORY TRANSFERS IN	49240	0
PROCEEDS FROM SALE OF PROPERTY	49500	0
INSURANCE RECOVERY	49520	
PRIOR YEAR CORRECTIONS	49600	0
OVER AND SHORT	49900	0
TOTAL NON-REVENUE RECEIPTS		\$300,000
GRAND TOTAL REVENUES		\$62,700,885
OUVIED LATER LEAFINGER	-	ψυ2,100,000

PERSONNEL COSTS		
EXECUTIVE MANAGEMENT	51000	\$1,105,698
INSTRUCTIONAL MANAGEMENT	51100	857,380
INSTITUTIONAL MANAGEMENT	51200	334,129
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL SABBATICAL	51400	0
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL REGULAR PART-TIME	51500	0
INSTRUCTIONAL INSTRUCTIONAL - OVERLOAD	52000	13,759,858
INSTRUCTIONAL - OVERLOAD INSTRUCTIONAL - SUBSTITUTION	52100 52200	1,227,438 21,044
INSTRUCTIONAL - PARA-PROFESSIONAL/ASSOCIATE/ASSISTANT	52300	21,044
INSTRUCTIONAL - SABBATICAL	52400	- 0
INSTRUCTIONAL (PHASED RETIREMENT) - INSTRUCTOR/PROF.	52501	0
INSTRUCTIONAL (PHASED RETIREMENT) - LIBRARIAN	52502	0
INSTRUCTIONAL (PHASED RETIREMENT) - COUNSELOR	52503	0
INSTRUCTIONAL (PHASED RETIREMENT) - REGULAR PART-TIME	52504	0
OTHER PROFESSIONAL	53000	7,128,302
OTHER PROFESSIONAL - OVERLOAD OTHER PROFESSIONAL - SUBSTITUTION	53100 53200	0
OTHER PROFESSIONAL - SOBSTITUTION OTHER PROFESSIONAL - PARA-PROFESSIONAL/ASSOC./ASSIST.	53300	2,624,743
OTHER PROFESSIONAL - REGULAR PART-TIME	53500	169,207
TECHNICAL, CLERICAL, TRADE AND SERVICE	54000	5,307,499
TECHNICAL, CLERICAL, TRADE AND SERVICE - OVERTIME	54100	0
TECHNICAL, CLERICAL, TRADE AND SERVICE - REGULAR	W.S.A.D.W.C.SACA	
PART-TIME	54500	0
OPS - EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	55000	0
OPS-INSTRUCTIONAL	56000	5,116,982
OPS - INSTRUCTIONAL /ADJUNCT INSTRUCTOR	56100	0 027 024
OPS - OTHER PROFESSIONAL PART-TIME OPS - TECHNICAL, CLERICAL, TRADE AND SERVICE	56500 57000	627,924 3,019,639
STUDENT EMPLOYMENT - INSTITUTIONAL WORK STUDY	58000	3,019,039
STUDENT EMPLOYMENT - COLLEGE WORK STUDY PROGRAM	58100	0
STUDENT EMPLOYMENT - COLLEGE WORK EXPERIENCE PROG.	58200	0
STUDENT EMPLOYMENT - STUDENT ASSISTANTS	58300	201,768
STUDENT EMPLOYMENT - OTHER GOVERNMENTAL SOURCES	58400	0
EMPLOYEE AWARDS	58500	0
SOCIAL SECURITY CONTRIBUTIONS	59100	2,645,355
RETIREMENT CONTRIBUTIONS	59200	1,722,450
ACCRUED LEAVE EXPENSE (COMPENSATED ABSENCES) ACCRUED SEVERANCE PAY EXPENSE	59300 59400	. 0
OTHER BENEFITS - TAXABLE	59500	0
INSURANCE BENEFITS	59700	3,096,434
TUITION BENEFITS & REIMBURSEMENT	59800	0
PERSONNEL EXPENSE CONTINGENCY (BUDGET ONLY)	59900	750,199
TOTAL PERSONNEL COSTS	*	\$49,716,049
CURRENT EXPENSE		
TRAVEL	60500	\$718,816
FREIGHT AND POSTAGE	61000	127,064
TELECOMMUNICATIONS	61500	424,346
PRINTING	62000	462,305
REPAIRS & MAINTENANCE	62500	511,363
RENTALS	63000	306,120
INSURANCE	63500	1,438,152
UTILITIES (NOT DESIGNATED BELOW)	64000	2,295,225
HEATING FUELS	64001	0
WATER & SEWER ELECTRICITY	64002 64003	0 141,050
GARBAGE COLLECTIONS	64004	141,050
FUEL, VEHICULAR	64005	19,870
HAZARDOUS WASTE REMOVAL	64006	318
STORM WATER RUNOFF FEES	64007	0
OTHER SERVICES	64500	1,922,500
WORKFORCE/WAGES	64600	0
SERVICE PROVIDER CONTRACTS - WORKFORCE/WAGES	64700	0
PROFESSIONAL FEES	65000	395,964
EDUCATIONAL, OFFICE/DEPARTMENT MATERIALS & SUPPLIES DATA SOFTWARE - NON-CAPITALIZED	65500 65700	1,784,252 582,779
MAINTENANCE AND CONSTRUCTION MATERIALS & SUPPLIES	66000	235,946
MAILTENANCE AND CONCINCOTION WATERIALS & SUITELLS	000001	200,040

OTHER MATERIALS AND SUPPLIES	66500	363,426
SUBSCRIPTIONS, PERIODICALS AND VIDEO DISKS	67000	340,290
PURCHASES FOR RESALE	67500	0
INDIRECT COST EXPENSE	67600	0
ADMINISTRATIVE COST POOL ALLOCATION	67700	0
SCHOLARSHIPS AND WAIVERS	68000	30,000
INTEREST ON DEBT	68500	0
PAYMENT ON DEBT PRINCIPAL		
	69000	0
MANDATORY TRANSFERS OUT	69110	0
MANDATORY TRANSFERS OUT	69120	0
MANDATORY TRANSFERS OUT	69180	0
NONMANDATORY TRANSFERS OUT	69210	0
NONMANDATORY TRANSFERS OUT	69270	0
OTHER EXPENSES	69500	78,748
PRIOR YEAR CORRECTIONS	69600	0
CURRENT EXPENSE CONTINGENCY (BUDGET ONLY)	69900	Ö
CONNENT EXITENSE CONTINUENCY (BODGET ONE)	03300	
TOTAL CURRENT EXPENSE		\$12,178,534
CAPITAL OUTLAY		
		60-100
MINOR EQUIPMENT - LESS THAN \$750	70500	\$0
MINOR EQUIPMENT - NON-CAPITALITALIZED (>= \$750, but < \$5,000)	70600	800,000
FURNITURE AND EQUIPMENT	71000	0
DATA SOFTWARE	72000	0
LIBRARY BOOKS AND FILMS	73000	0
BUILDINGS AND FIXED EQUIPMENT	75000	0
NON-CAPITALIZED REPAIRS, MAINTENANCE, REMOD AND RENOV.	76000	0
LAND	77000	0
OTHER STRUCTURES, LAND IMPROVEMENTS	79000	0
CAPITAL OUTLAY CONTINGENCY (BUDGET ONLY)	79900	0
TOTAL CAPITAL OUTLAY		\$800,000
CRAND TOTAL EXPENDITURES		\$C0 C04 F03
GRAND TOTAL EXPENDITURES		\$62,694,583
FUND BALANCE		
RESERVED FOR ENCUMBRANCES	30100	\$0
RESERVED FOR PERFORMANCE BASED INCENTIVE FUNDING (VOC.)	30200	0
RESERVED FOR ACADEMIC IMPROVEMENT TRUST FUNDS	30300	ő
RESERVED FOR ACADEMIC IMPROVEMENT TROST FONDS	30400	0
[- 10 1 1 2 1 2 1 2 2 2 2 2 2 2 2 2 2 2 2	\$100 CO.	571
RESERVED FOR STAFF AND PROGRAM DEVELOPMENT	30500	0
RESERVED FOR STUDENT ACTIVITY FUNDS	30600	0
RESERVED FOR MATCHING GRANTS	30700	0
FUND BALANCE - BOARD DESIGNATED	30900	5,825,000
FUND BALANCE - COLLEGE - UNALLOCATED	31100	4,381,082
TOTAL ESTIMATED RESERVE AND UNALLOCATED FUND BALANCE		\$10,206,082
AMOUNT EXPECTED TO BE FINANCED IN FUTURE YEARS	30800	(\$5,588,584)
TOTAL ESTIMATED FUND BALANCE		\$4,617,498