

## Fiscal Year 2014 Budget Highlights

The fiscal year 2014 budget draft is included for the Board's review. Items of significance are highlighted in this document.

### Revenue and Expense Comparisons by Fund

A 'Fiscal Year 2014 Budget Summary' that includes revenues and expenses by fund is included on page three of the budget document. Following are some comments regarding reasons behind the differences in revenues and expenditures.

#### Operating Funds (Combined Education and Operations & Maintenance Funds)

The Education fund is projected to have a deficit of \$1,796,388. The Operations & Maintenance fund is projected to have a surplus of \$953,591, for a combined deficit of \$842,797. There are three components of the deficit:

Bond Funds received in FY12, to be expended in FY14	\$ (142,797)
Transfer out for Facilities	(2,450,000)
Bond Funds to be carried over to FY15	<u>1,750,000</u>
	\$ (842,797)

With the exception of the above items for capital projects, the Operating Funds budget is balanced.

#### Operations & Maintenance Restricted and Bond & Interest funds

The surpluses in these funds are simply due to timing issues caused by revenue and expenses being recognized in different fiscal years.

#### Bookstore Fund

The Bookstore fund is projected to have a surplus of \$263,706. Bookstore profits also help support the Athletic fund and Child Care fund in the FY14 budget.

### Fund Balance

The projected fund balance at the end of FY14 in the Education and Operations & Maintenance funds combined is about \$10.4 million. This exceeds the 35% of expenditure target of \$9.1 million, providing reserves against delayed state funding or additional requirements imposed for pension cost participation.

### Changes in Revenue Sources

On page five of the budget, there is a summary of 'Revenue by Major Source Group'. Operational revenue is projected to increase by about 23%. Following is a brief explanation of the anticipated changes in the major sources of revenue.

### Local Sources

Operational local revenues are budgeted to increase by 57.41%. This is because bond funds in the amount of \$3.5 million are included this year, and no bond funds were recognized in FY13. Without the bond impact, local revenue is relatively flat.

### State Sources

State revenues show an increase of 27.34%. This is due to an increase in the percentage of revenue recognized in FY14. For the past three years, the administration recognized less than 100% of state revenue in the budget process, taking the conservative stance that not all funds may be received. Since 100% of funds have been received each year, the FY14 budget is based on 100% of state funding being received. The actual increase in the College's allocation of state funding is \$127,431, comprised largely of an unexpected legislative add-on for veteran funding. Ten other colleges in the state received similar funding. The basis for choosing colleges for this funding is unclear; it is anticipated that this is a one-year grant.

### Tuition & Fees

Tuition and fee revenues are projected to remain relatively flat. This is caused by a combination of an increase of \$4 in the tuition rate and an anticipated enrollment decrease of 5%.

## **Changes in Operational Expenses**

On page seven of the budget, there is a summary of 'Expenditures by Major Expenditure Group'. Operational expenditures are projected to increase about 4% in the coming year. Following is a brief explanation of the anticipated changes in various categories of expenses.

### Salaries and Fringe Benefits

Salaries are projected to increase by 4.22%. This is primarily due to the Board approved salary increase combined with some additional instructional salaries for new facilities. Fringe benefits have been increased to reflect anticipated additional costs in health insurance due to the Affordable Care Act.

### Supplies and Materials

Additional supplies are needed for increased instructional offerings in the new facilities, particularly in the Technology Education Center, which drives up the cost of this line item.

### Travel and Meetings

Included in this line item are expenses for training. The increase of nearly 21% in this line item is primarily due to training needs of new staff who have replaced more experienced staff that have left the institution.

### Utilities

Utilities are projected to decrease about 5%. Electricity and a significant portion of natural gas have been contracted for this year. Conservation and the implementation of energy efficient systems are also decreasing the demand for power.

### Capital Outlay

Capital outlay is projected to decrease by about 3%. This is primarily due to the inclusion of a slightly smaller scope of HVAC renovations as compared to last year. Capital expenditures for new facilities are recorded in a different fund that is limited to new facility projects, not in the operating funds.

### Other Expenses

Other expenses include primarily tuition waiver programs, for various constituents including veterans, senior citizens, and baccalaureate scholars. The increase in tuition and an anticipated increase in program participation contribute to the 20% increase. Increased bank fees are also captured in this line item. Finally, unique expenses such as moving the heavy equipment from campus to the new Technology Education Center are also a part of the increase.

### **Additional Capital Project**

Finally, an appropriation line has again been included for the Advanced Technology Education Center, to prepare for the possibility of the grant being released in the coming year.

The administration is available to answer any questions Board members may have regarding the budget.



*Kankakee Community College*

**Fiscal Year 2014**  
**July 1, 2013 - June 30, 2014**

**Budget Draft**

**Community College District 520**

STATE OF ILLINOIS  
COMMUNITY COLLEGE DISTRICT #520

Tentative Budget for Fiscal Year 2014

KANKAKEE COMMUNITY COLLEGE  
DISTRICT NO. 520

100 COLLEGE DRIVE

KANKAKEE, ILLINOIS 60901

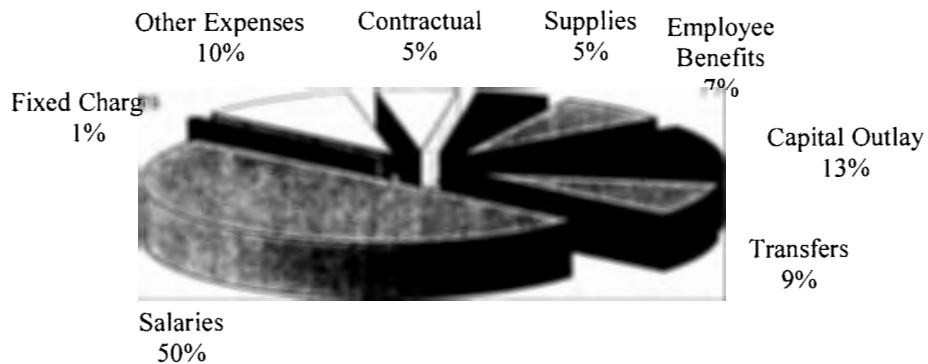
**INTRODUCTION TO THE FISCAL YEAR  
2013-2014  
PROPOSED BUDGET**

The proposed fiscal year 2014 budget plan reflects a continued commitment to enhance the quality of life through learning. The budget is prepared with input from budget managers' requests, the College's long-term and short-term planning objectives, preliminary information from the State of Illinois, estimates regarding assessed valuations for the College District, and many other resources. The process, due to revenue constraints and the College's commitment to meet its contractual obligations, requires prioritization and difficult choices among many good options. Decisions in this budget have been made with a view to assure the most effective utilization of institutional resources available for fiscal year 2014, and to provide the means necessary to accomplish institutional priorities.

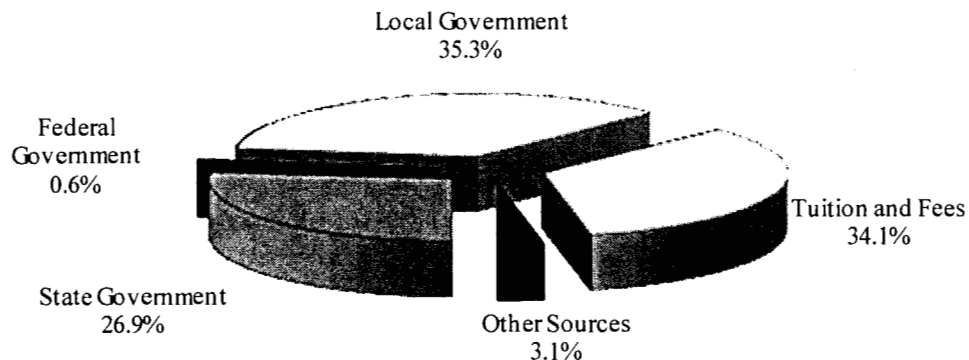
This publication of the Kankakee Community College tentative budget for the year beginning July 1, 2013 and ending June 30, 2014, has been prepared to provide the Board, staff, students and the community-at-large with an informative financial statement. It represents the best information available as of July 29, 2013.

The following charts illustrate the revenues and expenditure of funds in the proposed fiscal year 2014 general operating budget.

**FY2014 Budgeted Operating Expenditures**



**FY2014 Budgeted Operating Revenues**



**KANKAKEE COMMUNITY COLLEGE  
SUMMARY OF FISCAL YEAR 2014 BUDGET BY FUND**

	General			Special Revenue		
	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation & Maintenance Fund	Restricted Purposes Fund *	Audit Fund	Liability, Protection, and Settlement Fund
Beginning Balance	\$7,168,506	\$4,074,661	0	0	\$82,237	\$792,505
Budgeted Revenues	21,087,323	6,198,308	0	0	53,400	1,026,412
Budgeted Expenditures	21,270,941	4,860,387	0	0	53,400	1,026,412
Budgeted Transfers from (to) Other Funds	(1,612,770)	(384,330)	0	0	0	0
Budgeted Ending Balance	\$5,372,118	\$5,028,252	0	0	\$82,237	\$792,505
	Debt Service		Capital Projects		Proprietary Fund	
	Bond and Interest Fund	Public Building Commission Rental Fund	Operations and Maintenance Fund (Restricted)	Building Bond Proceeds Fund	Auxilliary Enterprises Fund	
Beginning Balance	\$1,075,002	0	\$1,657,257	0	\$5,658,179	
Budgeted Revenues	2,368,612	0	11,178,729	0	4,134,384	
Budgeted Expenditures	2,147,042	0	13,486,878	0	3,870,679	
Budgeted Transfers from (to) Other Funds	0	0	2,450,000	0	0	
Budgeted Ending Balance	\$1,296,572	0	\$1,799,108	0	\$5,921,884	

\*Information incomplete at this time

Said community college's current estimates of revenues anticipated for Fiscal Year 2014 are displayed above. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2014 budget.

**KANKAKEE COMMUNITY COLLEGE  
FISCAL YEAR 2014 BUDGET SUMMARY**

<u>Fund</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Revenue Over (Under)</u>
Education	21,474,553	23,270,941	(1,796,388)
Operations/Maintenance	6,263,978	5,310,387	953,591
Operations/Maintenance Restricted	13,628,729	13,486,878	141,851
Bond and Interest Fund	2,368,612	2,147,042	221,570
Athletics	505,139	505,139	0
Bookstore	2,951,326	2,687,621	263,706
Central Stores	35,000	35,000	0
Child Care	175,637	175,637	0
Radio Station	249,212	249,212	0
Student Activities	218,070	218,070	0
Liability, Protection & Settlement	1,026,412	1,026,412	0
Audit	53,400	53,400	0



SUMMARY OF FISCAL YEAR 2014 ESTIMATED REVENUES  
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520

	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Public Building Commission Operation and Maintenance Fund</u>	<u>Total Operating Funds</u>
<u>OPERATING REVENUES BY SOURCE</u>				
Local Government:				
Local Taxes	6,071,702	3,319,555	0	9,391,257
Personal Property Replacement	341,759	57,320		399,079
Chargeback Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL LOCAL GOVERNMENT</b>	<u>6,413,461</u>	<u>3,376,875</u>	<u>0</u>	<u>9,790,336</u>
State Government:				
ICCB Base Operating Grant	2,800,826	494,263	0	3,295,089
ICCB Equalization Grant	3,147,373	555,419	0	3,702,792
ICCB Career & Technical Education Grant	233,396	0	<u>0</u>	233,396
ICCB Lighting Grant	0	90,000		90,000
ICCB Performance Grant	12,000			12,000
ICCB Veterans Grant	67,200			67,200
Other-DECO EEPS	<u>0</u>	<u>50,000</u>		<u>50,000</u>
<b>TOTAL STATE GOVERNMENT</b>	<u>6,260,795</u>	<u>1,189,682</u>	<u>0</u>	<u>7,450,477</u>
Federal Government:				
Other-Indirect Cost Reimbursement	159,250	0	<u>0</u>	159,250
<b>TOTAL FEDERAL GOVERNMENT</b>	<u>159,250</u>	<u>0</u>	<u>0</u>	<u>159,250</u>
Student Tuition Fees:				
Tuition	7,523,794	1,248,794	0	8,772,588
Fees	698,455	0	0	698,455
Other Student Assessments	<u>1,117</u>	<u>0</u>	<u>0</u>	<u>1,117</u>
<b>TOTAL TUITION AND FEES</b>	<u>8,223,366</u>	<u>1,248,794</u>	<u>0</u>	<u>9,472,160</u>
Other Sources:				
Sales and Service Fees	6,002	0	0	6,002
Facilities Revenue	0	110,132	0	110,132
Interest and Investment Revenue	10,258	5,080	0	15,338
Nongovernmental Grants	0	0	0	0
Transfers In	387,230	65,670	0	452,900
Miscellaneous	<u>14,191</u>	<u>267,745</u>	<u>0</u>	<u>281,936</u>
<b>TOTAL OTHER SOURCES</b>	<u>417,681</u>	<u>448,627</u>	<u>0</u>	<u>866,308</u>
<b>TOTAL 2014 BUDGETED REVENUE</b>	<u>21,474,553</u>	<u>6,263,978</u>	<u>0</u>	<u>27,738,531</u>
Less Nonoperating Items*:				
Tuition Chargeback Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ADJUSTED REVENUE</b>	<u>21,474,553</u>	<u>6,263,978</u>	<u>0</u>	<u>27,738,531</u>

\*Interdistrict revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

## FISCAL YEAR 2014 BUDGET

Summary and Comparison with Fiscal Year 2013

### REVENUE BY MAJOR SOURCE GROUP

#### OPERATIONS FUND

<u>Description</u>	<u>FY13 Budget</u>	<u>FY14 Budget</u>	<u>% Change</u>
Local Sources	\$6,219,836	\$9,790,336	57.41%
State Sources	5,850,683	7,450,477	27.34%
Federal Sources	156,645	159,250	1.66%
Tuition & Fees	9,432,385	9,472,160	0.42%
Sales & Service Charges	6,600	6,002	-9.06%
Facilities Rental	103,282	110,132	6.63%
Interest	31,150	15,338	-50.76%
Other Income	<u>331,966</u>	<u>281,936</u>	-15.07%
 SUBTOTAL	 22,132,547	 27,285,631	 23.28%
Transfers In	<u>735,040</u>	<u>452,900</u>	
 TOTAL OPERATIONS	 <u>\$22,867,587</u>	 <u>\$27,738,531</u>	

#### AUXILIARY FUND

Federal Sources	\$8,000	\$11,000	37.50%
Activity Fees	805,133	738,170	-8.32%
Sales & Service Charges	2,835,540	3,150,569	11.11%
Interest	2,600	2,500	-3.85%
Other Income	<u>92,670</u>	<u>93,250</u>	0.63%
 SUBTOTAL	 3,743,943	 3,995,489	 6.72%
Transfers In	<u>10,725</u>	<u>138,895</u>	
 TOTAL AUXILIARY	 <u>\$3,754,668</u>	 <u>\$4,134,384</u>	

## FISCAL YEAR 2014 BUDGET

Summary and Comparison with Fiscal Year 2013

### EXPENDITURES BY MAJOR PROGRAM GROUP

#### OPERATIONS FUND

<u>Description</u>	<u>FY13 Budget</u>	<u>FY14 Budget</u>	<u>% Change</u>
Instruction	\$8,672,661	\$9,046,025	4.31%
Academic Support	1,524,916	1,989,381	30.46%
Student Services	1,632,966	1,655,807	1.40%
Public Service/Continuing Ed.	394,359	427,685	8.45%
Institutional Support	7,904,122	8,373,018	5.93%
Physical Plant Maintenance	4,981,064	4,628,412	-7.08%
Chargebacks	<u>12,500</u>	<u>11,000</u>	-12.00%
SUBTOTAL	25,122,587	26,131,328	4.02%
Transfers Out	<u>3,980,000</u>	<u>2,450,000</u>	
TOTAL OPERATIONS	<u>\$29,102,587</u>	<u>\$28,581,328</u>	

#### AUXILIARY FUND

Bookstore	\$2,251,825	\$2,548,726	13.18%
Athletics	507,572	505,139	-0.48%
Student Activities	202,809	218,070	7.53%
Central Stores	35,000	35,000	0.00%
Child Care Center	150,401	175,637	16.78%
Radio Station	<u>242,946</u>	<u>249,212</u>	2.58%
SUBTOTAL	3,390,552	3,731,784	10.06%
Transfers Out	<u>573,225</u>	<u>138,895</u>	
TOTAL AUXILIARY	<u>\$3,963,777</u>	<u>\$3,870,679</u>	

## FISCAL YEAR 2014 BUDGET

Summary and Comparison with Fiscal Year 2013

### EXPENDITURES BY MAJOR EXPENDITURE GROUP

#### OPERATIONS FUND

<u>Description</u>	<u>FY13 Budget</u>	<u>FY14 Budget</u>	<u>% Change</u>
Wages	\$13,602,359	\$14,175,747	4.22%
Fringe Benefits	2,010,878	2,156,937	7.26%
Contractual Expenses	1,578,553	1,557,452	-1.34%
Supplies and Materials	1,248,388	1,389,710	11.32%
Travel and Meetings	329,129	396,878	20.58%
Fixed Charges	226,988	209,446	-7.73%
Utilities	954,527	901,661	-5.54%
Capital Outlay	3,713,470	3,593,753	-3.22%
Other Expenses	<u>1,458,294</u>	<u>1,749,746</u>	19.99%
 SUBTOTAL	 25,122,587	 26,131,328	 4.02%
 Transfers to Other Funds	 <u>3,980,000</u>	 <u>2,450,000</u>	
 TOTAL OPERATIONS	 <u>\$29,102,587</u>	 <u>\$28,581,328</u>	

#### AUXILIARY FUND

Wages	\$633,684	\$674,407	6.43%
Fringe Benefits	90,687	81,625	-9.99%
Contractual Expenses	194,729	201,517	3.49%
Supplies and Materials	2,046,032	2,331,088	13.93%
Travel and Meetings	175,287	169,712	-3.18%
Fixed Charges	13,339	13,723	2.88%
Utilities	10,714	9,154	-14.56%
Capital Outlay	3,000	11,052	268.40%
Other Expenses	<u>223,080</u>	<u>239,506</u>	7.36%
 SUBTOTAL	 3,390,552	 3,731,784	 10.06%
 Transfers to Other Funds	 <u>573,225</u>	 <u>138,895</u>	
 TOTAL AUXILIARY	 <u>\$3,963,777</u>	 <u>\$3,870,679</u>	

**SUMMARY OF FISCAL YEAR 2014 OPERATING BUDGETED EXPENDITURES  
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520**

<u>BY PROGRAM</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Public Building Commission Operation and Maintenance Fund</u>	<u>Total Operating Funds</u>	<u>%</u>
Instruction	9,046,025	0	0	9,046,025	31.65%
Academic Support	1,989,381	0	0	1,989,381	6.96%
Student Services	1,655,807	0	0	1,655,807	5.79%
Public Service/Continuing Education	427,685	0	0	427,685	1.50%
Operations & Maint. Of Plant	0	4,628,412	0	4,628,412	16.19%
Institutional Support	8,141,043	231,975	0	8,373,018	29.30%
Scholarships, Student Grants and Waivers	11,000	0	0	11,000	0.04%
 INTERFUND TRANSFERS	 <u>2,000,000</u>	 <u>450,000</u>	 <u>0</u>	 <u>2,450,000</u>	 <u>8.57%</u>
 TOTAL 2014 BUDGETED EXPENDITURES	 <u>23,270,941</u>	 <u>5,310,387</u>	 <u>0</u>	 <u>28,581,328</u>	 <u>100.00%</u>
Less Nonoperating Items*:					
Tuition Chargeback	(11,000)	0		(11,000)	
Instructional Service Contracts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 ADJUSTED EXPENDITURES	 <u>23,259,941</u>	 <u>5,310,387</u>	 <u>0</u>	 <u>28,570,328</u>	
 <u>BY OBJECT</u>					
Salaries	13,211,455	964,292	0	14,175,747	49.60%
Employee Benefits	2,156,937	0	0	2,156,937	7.55%
Contractual Services	1,294,023	263,429	0	1,557,452	5.45%
General Materials & Supplies	1,158,963	230,747	0	1,389,710	4.86%
Travel and Conference/ Meeting Expenses	393,378	3,500	0	396,878	1.39%
Fixed Charges	20,078	189,368	0	209,446	0.73%
Utilities	74,266	827,395	0	901,661	3.15%
Capital Outlay	1,306,147	2,287,606	0	3,593,753	12.57%
Other	1,655,696	94,050	0	1,749,746	6.12%
Provision for Contingency**	2,327,094	531,039		2,858,133	0.00%
 INTERFUND TRANSFERS	 <u>2,000,000</u>	 <u>450,000</u>	 <u>0</u>	 <u>2,450,000</u>	 <u>8.57%</u>
 TOTAL 2014 BUDGETED EXPENDITURES	 <u>23,270,941</u>	 <u>5,310,387</u>	 <u>0</u>	 <u>28,581,328</u>	 <u>100.00%</u>
Less Nonoperating items*:					
Tuition Chargeback	(11,000)			(11,000)	
Instructional Service Contracts	<u>0</u>	<u>0</u>		<u>0</u>	
 ADJUSTED EXPENDITURES	 <u>23,259,941</u>	 <u>5,310,387</u>	 <u>0</u>	 <u>28,570,328</u>	

\*Interdistrict expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	7,939,708	
Employee Benefits	0	
Contractual Services	308,935	
General Materials and Supplies	368,790	
Travel and Conference/Meeting Expenses	116,894	
Fixed Charges	19,888	
Utilities	24,925	
Capital Outlay	130,587	
Other	<u>136,300</u>	9,046,025
<b>ACADEMIC SUPPORT</b>		
Salaries	987,152	
Employee Benefits	0	
Contractual Services	306,410	
General Materials and Supplies	208,305	
Travel and Conference/Meeting Expenses	11,114	
Fixed Charges	0	
Utilities	7,000	
Capital Outlay	468,350	
Other	<u>1,050</u>	1,989,381
<b>STUDENT SERVICES</b>		
Salaries	1,462,431	
Employee Benefits	0	
Contractual Services	33,279	
General Materials and Supplies	85,963	
Travel and Conference/Meeting Expenses	47,975	
Fixed Charges	0	
Utilities	15,550	
Capital Outlay	4,610	
Other	<u>6,000</u>	1,655,807
<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>		
Salaries	290,409	
Employee Benefits	0	
Contractual Services	34,700	
General Materials and Supplies	31,025	
Travel and Conference/Meeting Expenses	14,050	
Fixed Charges	0	
Utilities	1,500	
Capital Outlay	0	
Other	<u>56,000</u>	427,685

FISCAL YEAR 2014 BUDGETED EXPENDITURES  
(continued)

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	2,531,755	
Employee Benefits	2,156,937	
Contractual Services	610,699	
General Materials and Supplies	464,880	
Travel and Conference/Meeting Expenses	203,345	
Fixed Charges	190	
Utilities	25,291	
Capital Outlay	702,600	
Other	1,445,346	
Provision for Contingency**	<u>2,327,094</u>	8,141,043
<b>SCHOLARSHIPS, STUDENT GRANTS AND WAIVERS</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	<u>11,000</u>	11,000
<b>INTERFUND TRANSFERS</b>		<u>2,000,000</u>
<b>GRAND TOTAL</b>		<u>23,270,941</u>

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>OPERATIONS AND MAINTENANCE OF PLANT</b>		
Salaries	964,292	
Employee Benefits	0	
Contractual Services	111,129	
General Materials and Supplies	230,747	
Travel and Conference/Meeting Expenses	3,500	
Fixed Charges	114,993	
Utilities	827,395	
Capital Outlay	2,287,606	
Other	<u>88,750</u>	4,628,412
<b>INSTITUTIONAL SUPPORT</b>		
Salaries	0	
Employee Benefits	0	
Contractual Services	152,300	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	74,375	
Utilities	0	
Capital Outlay	0	
Other	5,300	
Provision for Contingency**	<u>531,039</u>	231,975
<b>INTERFUND TRANSFERS</b>		<u>450,000</u>
<b>GRAND TOTAL</b>		<u>5,310,387</u>

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.



FISCAL YEAR 2014 BUDGETED REVENUES

OPERATIONS AND MAINTENANCE FUND (Restricted)	Revenues	Totals
Local Governmental Sources	5,464,529	5,464,529
State Governmental Sources	5,694,200	5,694,200
Federal Governmental Sources	0	0
Other Sources		
Student Tuition and Fees	0	
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	20,000	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	0	
Other	0	<u>20,000</u>
INTERFUND TRANSFERS		<u>2,450,000</u>
GRAND TOTAL		<u>13,628,729</u>

FISCAL YEAR 2014 BUDGETED EXPENDITURES

OPERATIONS AND MAINTENANCE FUND (Restricted)	Appropriations	Totals
Salaries	0	
Employee Benefits	0	
Contractual Services	554,863	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	12,932,015	
Other	<u>0</u>	<u>13,486,878</u>
INTERFUND TRANSFERS		<u>0</u>
GRAND TOTAL		<u>13,486,878</u>

FISCAL YEAR 2014 BUDGETED REVENUES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	0	
Sales and Service Fee Sources	3,150,569	
Investment Revenue Sources	2,500	
Nongovernmental Gifts, Grants, and Bequests Sources	0	
Other Sources		
Federal Nutrition Grant	11,000	
Student Activity Assessment	738,170	
Other Sources	<u>93,250</u>	3,995,489
INTERFUND TRANSFERS	<u>138,895</u>	<u>138,895</u>
GRAND TOTAL		<u>4,134,384</u>

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	674,407	
Employee Benefits	81,625	
Contractual Services	201,517	
General Materials and Supplies	2,331,088	
Travel and Conference/Meeting Expenses	169,712	
Fixed Charges	13,723	
Utilities	9,154	
Capital Outlay	11,052	
Other	239,506	
Provision for Contingency**	<u>387,068</u>	3,731,784
INTERFUND TRANSFERS	<u>138,895</u>	<u>138,895</u>
GRAND TOTAL		<u>3,870,679</u>

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2014 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	2,329,348	
Chargeback Revenue	0	
Other	0	2,329,348
Other Sources		
Investment Revenue	39,264	
Other	<u>0</u>	<u>39,264</u>
GRAND TOTAL		<u>2,368,612</u>

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Debt Principal Retirement	1,890,000	
Interest (on Bonds)	255,042	
Other Fixed Charges	<u>2,000</u>	<u>2,147,042</u>
GRAND TOTAL		<u>2,147,042</u>

FISCAL YEAR 2014 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	53,400	
Chargeback Revenue	0	
Other	0	53,400
Other Sources		
Grant Administrative Fees	0	
Investment Revenue	0	
Other	<u>0</u>	<u>0</u>
GRAND TOTAL		<u>53,400</u>

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Contractual Services		
Audit Services	53,400	
Consultants	0	
Architectural Services	0	
Maintenance Services	0	
Legal Services	0	
Office Services	0	
Instructional Service Contracts	0	
Other Contractual Services	0	
Other	<u>0</u>	<u>53,400</u>
GRAND TOTAL		<u>53,400</u>

FISCAL YEAR 2014 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	1,026,352	
Chargeback Revenue	0	
Other	0	1,026,352
Other Sources		
Investment Revenue	60	
Other	<u>0</u>	<u>60</u>
GRAND TOTAL		<u>1,026,412</u>

FISCAL YEAR 2014 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	276,102	
Employee Benefits	365,457	
Contractual Services	296,875	
General Materials and Supplies	11,690	
Travel	1,000	
Fixed Charges	44,493	
Utilities	2,400	
Capital Outlay	28,395	
Other	<u>0</u>	<u>1,026,412</u>
GRAND TOTAL		<u>1,026,412</u>

## Illinois Community College Board

### FUND DEFINITIONS

Financial administration requires that each transaction be identified for administrative and accounting purposes. The first identification is by "fund" which is an independent fiscal and accounting entity, requiring its own set of books in accordance with special regulations, restrictions and limitations that earmark each fund for a specific activity or for attaining certain objectives. Each fund must be so accounted for that the identity of its resources and obligations and its revenues and expenditures is continually maintained.

#### Education Fund

The Education Fund is established by Section 3-1 of the *Public Community College Act* and is the most active of those maintained by the College. All transactions, which relate directly to the instructional program, are recorded here along with transactions involving Academic Support, Student Services, Public Services/Continuing Education, General Administration and Institutional Support. The sources of revenue credited to the Education Fund are local Education Fund tax levies, student tuition, state support, out-of-district chargebacks, state and federal monies for reimbursable programs and other revenue.

#### Operations and Maintenance Fund - Operational

The Operations and Maintenance fund is established by Section 3-1 and Section 3-20.3 of the *Public Community College Act* and is used to account for expenditures resulting from facilities improvements and operation and maintenance of plant. Local Operations and Maintenance Fund tax levies and Corporate Personal Property Replacement Taxes provide the primary means of financing the operation of this fund.

#### Operations and Maintenance Fund - Restricted

This fund is used to account for monies restricted for building purposes and site acquisition.

#### Bond and Interest Fund

The Bond and Interest Fund is established by Section 3A-1 of the *Public Community College Act*. This fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

#### Auxiliary Enterprises Fund

The Auxiliary Enterprises Fund is established by Section 3-31.1 of the *Public Community College Act* and accounts for college services where a fee is charged to students/staff. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include bookstores, childcare, and intercollegiate athletics.

## Illinois Community College Board

### FUND DEFINITIONS

(continued)

#### Restricted Purposes Fund

The Restricted Purposes Fund, established by ICCB Rules 1501.508 and 1501.509, is for the purpose of accounting for monies that have restrictions regarding their use. Each specific project should be accounted for separately using a complete group of self-balancing accounts within the Restricted Purposes Fund.

#### Audit Fund

The Audit Fund is established by 50 ILCS 310/9 of Illinois Compiled Statutes for recording the payment of auditing expenses. The audit tax levy should be recorded in this fund, and monies in this fund only should be used for the payment of auditing expenses.

#### Liability, Protection and Settlement Fund

This fund is established pursuant to 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of the Illinois Compiled Statutes. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund, including interest earned on the assets of this fund, should be used only for the purposes authorized under 745 ILCS 10/9-107, for example, the payment of tort liability, unemployment, or worker's compensation insurance or claims, or 40 ILCS 5/21-110.1, i.e., the cost of participation in the federal Medicare/Social Security programs. Revenue and expenditures for each type of insurance coverage should be accounted for separately using a complete set of self-balancing accounts within the Liability, Protection, and Settlement Fund.

## Illinois Community College Board

### REVENUE DEFINITIONS

#### Local Support

Revenues from district taxes, from chargebacks, and from all governmental agencies below the state level.

#### State Support

State revenues from all state governmental agencies. Major areas include credit hour grants and equalization.

#### Tuition and Fees

All tuition and fees, less refunds remissions and exemptions, assessed against students for educational and general purposes.

#### Other Revenue

Revenues which do not fit into specific revenue source categories, i.e., revenue from use of college facilities, revenue from refunds, revenue from investments, revenue from service fees and fines.



## Illinois Community College Board

### PROGRAM DEFINITIONS

#### Instruction

Instruction consists of those activities dealing directly with or aiding in the teaching of students or improving the quality of instruction. It includes the activities of the faculty in the transfer, career and evening programs (credit and equivalency) and all the supportive equipment, materials, supplies and costs that are necessary to implement the instructional program.

#### Academic Support

Academic Support includes activities designed to provide support services for the institution's primary missions of instruction, public service, and research. Academic support includes the operation of the library, educational media services, instructional materials center, and academic computing used in the learning process. It also includes expenditures for all equipment, materials, supplies, and costs that are necessary to support this function.

#### Student Services

Student Services provides assistance in the areas of admissions and records, counseling, testing, financial aid, placement and the administration of the Student Services program. It also includes all equipment, materials, supplies and costs that are necessary to support this function.

#### Public Services/Continuing Education

The Public Services/Continuing Education function includes the services provided to the general community, governmental agencies and business and industry for non-credit, continuing education and community service activities. Continuing education is considered to be those non-credit activities under Public Service which have been established to provide an educational service to the various members of the community, and are not part of degree credit or certificate credit curriculum. Continuing education includes but is not limited to professional review courses, workshops and seminars. Community services are those activities under Public Service concerned with making available to the public various resources and unique capabilities that exist within the institution. Examples of community service may be conference, and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio, television, consultation and similar activities which meet the test that the primary intent for establishment is to provide services which are beneficial to groups and individuals outside the institution.

## Illinois Community College Board

### PROGRAM DEFINITIONS

(continued)

#### Auxiliary Services

Auxiliary Services provides for the operation of the bookstore, student organizations, athletics and other related activities. It also includes all equipment, materials, supplies, and costs that are necessary to support this function. Activities included in Auxiliary Services should be self-supporting.

#### Operation and Maintenance of Plant

Operation of Plant consists of the custodial activities necessary in order to keep the physical facilities open and ready for use. Maintenance of plant consists of those activities necessary to keep the grounds, buildings and equipment operating efficiently. Costs also include all equipment, materials and supplies necessary to support this function.

#### Institutional Support

Institutional Support includes expenditures for central executive-level activities and administrative support services that benefit the entire institution. Examples include expenses for the Board of Trustees, executive management, community relations, administrative data processing, fiscal operations and general institution expenses including legal services, general insurance, building remodeling, and other items benefiting the institution.

## Illinois Community College Board

### OBJECT DEFINITIONS

#### Salaries

The compensation for services rendered by personnel employed by the College, as well as student help employed to complement the educational process and its supporting area.

#### Employee Benefits

The cost to the College for annual physical examinations, health, accident, long-term disability, life insurance and dental/optical reimbursements for its employees.

#### Contractual Services

Services contracted for by the College from organizations or businesses not on the payroll of the College. Included are fees paid to consultants (such as engineers or architects), lawyers and auditors. In addition, expenditures for equipment repairs and machine repairs and other items designated as contractual services.

#### Materials and Supplies

Expenditures for all supply items used by the College such as paper, printed materials, books, periodicals, computer software, postage, program brochures, advertising, vehicle supplies, and tools.

#### Conference and Meeting Expense

Expenditures incurred by the College personnel for travel in connection with the everyday activities of the College, such as instructors' travel to and from off-campus classes and articulation meetings with high schools by employees in Student Services. Travel to conventions, meetings, institutions and workshops by professional staff is also recorded here.

#### Fixed Charges

Obligations of the College for the rental of off-campus facilities, supportive computer equipment rentals, equipment and film rentals and property and casualty insurance.

Illinois Community College Board

OBJECT DEFINITIONS

(continued)

Utilities

Expenditures for utilities used by the College such as water, electricity, gas and telephone.

Capital Outlay

Expenditures resulting in the acquisition of capital assets or from initial or additional items of equipment, furniture and machines.

Other

All other expenditures not provided elsewhere in the object category series.