

ADOPTION BUDGET

FISCAL YEAR 2015-2016



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Board of Trustees

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Mr. Michael Baldini Vice President

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Mr. Kyle Iverson

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Ms. Amy Martenson

Mr. Rafael Rios

Mr. Gabriel Sanchez Student Trustee

By state law, the Napa Valley Community College district is under the control of a Board of Trustees composed of seven community members. Elected from within established areas of the district, trustees serve four-year terms. Students are represented by a student trustee, who is selected yearly as part of the ASB elections.



Mission Statement

Napa Valley College prepares students for evolving roles in a diverse, dynamic, and interdependent world. The college is an accredited open-access, degree- and certificate-granting institution that is committed to student achievement through high-quality programs and services that are continuously evaluated and improved. The college serves students and the community in the following areas: transfer courses, career-technical education and training, basic skills, and self-supporting contract education and community education classes.

Approved by the Board of Trustees November 15, 2012

Administrative Officers

Dr. Ronald Kraft	Superintendent/President
Dr. Terry Giugni	Vice President, Instruction
Mr. Oscar De Haro	Vice President, Student Services
Dr. Jeanine Hawk	Interim Vice President, Administrative Services



2015-2016 Budget Committee Members

Dr. Julie Hall	Faculty Co-Chair
Dr. Jeanine Hawk	District Co-Chair
David Angelovich	Academic Senate
Maria Biddenback	Academic Senate
Matt Christensen	Director, Facilities
Oscar De Haro	Vice President, Student Services
Dean Ehlen	Academic Senate
Dr. Terry Giugni	Vice President, Instruction
Jerrie Kraus-Liang	ASNVC
Robert Harris	Administrative Senate
Christy Kling	Academic Senate
Scott Rose	Academic Senate
Diane Van Deusen	Academic Senate
Marian Wouters	Classified Senate

Budget Message

September 3, 2015

To: Dr. Ronald Kraft, Superintendent/President
From: Dr. Jeanine Hawk, Interim Vice President of Administrative Services

Enclosed for your information please find the FY2015-2016 Adoption Budget (“Adoption Budget”). The Adoption Budget reflects estimates of state revenue as per the Chancellor’s Office Advance Apportionment and other budget planning assumptions as reviewed and recommended by the District Budget Committee. On August 27, 2015, a College Forum was held to discuss the budget and on September 3, 2015, the District Budget Committee reviewed the final Adoption Budget at length including assumptions and the basis within which budget projections have been made. The District Budget Committee is highly informed about the budget, and has an excellent understanding of the overall budget picture, including the changing nature of apportionment funding, property tax funding, and the underlying budget assumptions used. The District Budget Committee will be very important to monitoring the District’s budget status as we move through the fiscal year.

Unrestricted General Fund Revenue

Unrestricted General Fund (“UGF”) revenues continue to escalate slightly over previous years primarily due to cost of living increases (“COLA”), growth and restoration, and for one-time mandated cost settlements. An important revenue element is Proposition 30 which temporarily backfilled workload reductions through a state sales and personal income tax increase. Proposition 30 sales tax begins to sunset in December 2016 and is fully discontinued in 2018. At this time, the state has not provided a plan for backfilling for these resources. Within the funding formula the District is expected to receive \$1.4 million in Proposition 30 revenues in 2015-2016. The amount the District receives as Proposition 30 backfill is declining from \$4.5 million in 2014-2015 as local property tax revenues escalate due to increased assessed valuations. If local sources of revenue, property taxes and enrollment fees, become 100% of state revenue then the district is considered community supported (previously known as “basic aid”) (Figure 1).

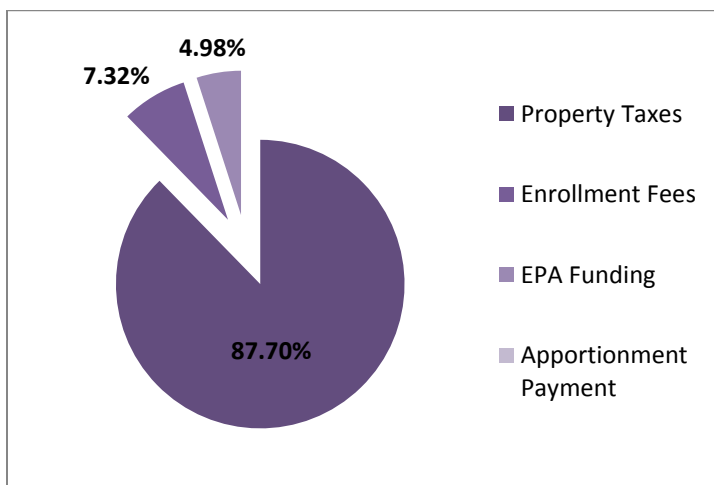


Figure 1 – Unrestricted General Fund Apportionment Revenue

Fall 2015 enrollment is down from fall 2014 therefore it is unlikely that the growth available to the District, 85.52 FTES or \$386,791 will be realized and is not included in the Adoption Budget. A one-time mandated cost block grant has been funded at \$28/FTES or \$158,824 and is included in the Adoption Budget.

Expenditures

District expenditures continue to rise as a result of contractual increases, escalations in benefit costs, and generalized increased cost of doing business. Two areas of concern have been adjunct salaries and temporary classified costs. The Tentative Budget had reduced the adjunct salaries budget by over \$1 million based on a college-wide average productivity factor (FTES/FTEF) target of 14.5. Actual costs for fall term have exceeded this budgetary constraint, so the Adoption Budget has been increased by \$1.3 million to represent actual and anticipated costs. The productivity factor for fall term is estimated at 12.5, well below the original target. Influences to productivity include schedule size, enrollment, facilities limitations, and pedagogical best practices.

In spring 2015 the District determined that only vacant-funded positions would be included in the budget and available for backfill. In addition, a position control system is in the process is being implemented and will ensure budgetary control, and coordination between budget, human resources and payroll. The District used an improved approach to reviewing and approving staffing requests including a revised rubric utilized by cabinet. The process did take longer than anticipated, but the result was an increase of \$402,529 for 5 new positions (Figure 2) in the Unrestricted General Fund. The following additional positions were approved from the Restricted General Fund and are included in the Adoption Budget.

Area	Division	Position	Rubric Score	Estimated Cost
Inst	ARAH	Theater Arts Production Specialist	19.500	90,128
Inst	HEOC	Secretary III	19.250	76,770
Inst	District	Event Services Specialist	19.250	75,455
Inst	OI	Executive Assist to VP, Instruction	18.625	113,072
Inst	CJT	Instructional Assistant III	18.875	47,104

Figure 2 – 2015-2016 Approved New Positions

The 2015-2016 Adoption Budget reflects a reduction of \$400,000 in temporary classified costs. The process for approving these types of positions has been modified to ensure they are only being used for seasonal, peak period, and vacant-funded position backfill. Departments historically using these types of positions on a regular basis will need to undertake a functional analysis to determine how to manage with this support.

The 2014-2015 final state budget was based on the governor’s commitment to a multi-year stable funding plan for higher education that support increased access and student success. The 2015-2016 state budget supports his commitment and continues to expand base funding in light of escalating PERS and STRS costs over the next three years. The expectation is that districts will set aside reserves from the funding increase to offset these costs. To this end the Unrestricted General Fund budget includes a board designated reserve of \$296,162 for FY16-17 projected PERS and STRS employer cost

increases (Figure 3). Both the Board of Trustees and the Budget Committee discussed setting aside the three-year increase however the available reserve could not support the set-aside.

		2016-17	2017-18	2018-19	Total
STRS Salaries	9,222,133	170,609	341,218	511,827	1,023,654
PERS Salaries	10,462,776	125,553	251,106	376,659	753,318
		296,162	592,324	888,486	1,776,972

Based on an annual increase of 1.85% for STRS and 1.2% for PERS.

Figure 3 – PERS and STRS Estimated Costs Increases

Reserves

While available reserves meet the statutory requirement for 2015-2016, the District has been using reserves over the last several years to support annual expenditure levels that in some cases have exceeded annual revenues or used one-time revenues as offset to on-going expenditures (Figure 4). When this happens it creates a structural deficit as one-time reserves are being used for ongoing operational costs.

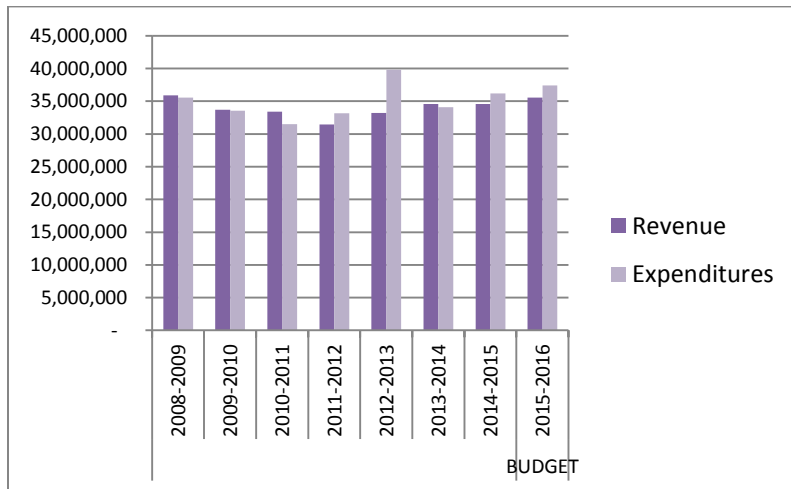


Figure 4 – Unrestricted General Fund Revenue and Expenditures

The District does not have a large enough undesignated reserve in 2015-2016 to support future year's structural imbalances (Figure 5). The preference is obviously to generate additional permanent revenue sources. The college can increase revenues by shifting some of its non-credit FTES to credit, or enhanced non-credit which is funded at 40% more per FTES than non-credit. This transition will take some time as curriculum is developed and schedules are shifted. In addition, new revenue may be generated down the road if the campus development plan is realized. In response to a new legislative requirement in June 2015, the Board of Trustees established a goal of an 8% reserve, including the statutory 5% requirement. This Adoption Budget does not meet that goal.

	13-14	14-15	15-16	16-17 est. *
BEGINNING FUND BALANCE at JULY 1	4,983,129	6,301,761	4,714,273	616,670
ADD: Total Income	34,585,169	34,579,956	35,548,445	35,548,445
LESS: Total Unrestricted Expenditures	-33,065,599	-35,320,620	-36,943,087	-37,239,249
END BALANCE before GASB54 DESIGNATIONS	13,574,296	5,561,097	-1,394,642	-1,074,134
NON-SPENDABLE FUND BALANCE (Prepaid)	-504,784	-592,216	-208,780	-200,000
COMMITTED FUND BALANCE (OPEB)	-490,956	-254,608	-254,608	-254,608
ASSIGNED FUND BALANCE (Funds Set Aside)	-482,500		-69,607	
STRS/PERS RATE SABILIZATION RESERVE			-296,162	
Fund Balance Before Statutory Reserve		4,714,273	2,490,474	-1,528,742
CHANCELLOR'S OFFICE REQ. RESERVE - 5%	1,703,067	1,808,372	1,873,804	1,873,804
UNDESIGNATED (Ending) FUND BALANCE	3,321,392	2,905,901	616,670	-3,402,546
% Undesignated Ending Fund Balance	10.04%	8.23%	1.67%	
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	\$523,830	(\$1,587,488)	(\$1,858,030)	(\$2,145,412)

* Does not include FTES reductions, Prop 30 reductions, contractual increases or costs escalations except for PERS/STRS

Figure 5 – FY2015-2016 Budget and FY2016-2017 projection

Although almost \$1.5 million in discretionary expenditures have already been removed from the budget in FY14-15 and in the Adoption Budget, it will be important for the District to manage expenditures down to sustainable levels that meet the reserve goal. This will require an institutional strategic focus on enrollment management, revenue generation and preservation, and conscious spending and saving. Through planning and budgeting, functional process analysis, and dialogue and transition, Napa Valley College can redefine itself as a financially sustainable best college.

Overview of this Document

Included in this document for review and adoption by the Board of Trustees are the 2015-2016 Adoption Budgets for the General Fund, Capital Outlay Projects Fund, Child Development Fund, Post-Retirement Benefits Fund, Debt Service Funds – Series A, B & C, Associated Students Trust Fund, Student Representation Fee Trust Fund and California Employers’ Retiree Benefit Trust.

Staff Recognition

I want to thank the Budget Committee Co-Chair, Dr. Julie Hall and the Budget Committee for leadership and oversight over this process. Special thanks go to Glenna Aguada, Controller, Solange Kada and Imelda Basco in the Business Office for their extensive work on the budget.



2015-2016 California Community College Budget Overview

Item	2015-16 System Budget Request	2015-16 Augmentation	Total Item
Ongoing Funds			
Enrollment Growth	\$120,000,000	\$156,457,000 (3%)	\$2,523,473,000 (CCC Apportionments, GF only)
Cost of Living Adjustment	\$125,000,000 (2.10% Stat. COLA, estimated)	\$61,022,000 (1.02% Statutory COLA)	Included in CCC Apportionments budget line
Base Allocation Funding/ Rate Increase	\$55,000,000 (requested in COLA BCP)	\$266,692,000	Included in CCC Apportionments budget line
Student Success and Support Program (SSSP)	\$100,000,000	\$100,000,000	\$285,183,000
Implementation of Student Equity Plans	\$100,000,000	\$85,000,000	\$155,000,000
Career Development and College Preparation (CDCP) Rate Equalization	\$49,000,000	\$49,000,000	\$49,000,000
Apprenticeship Programs	\$7,500,000 (Included under the Categorical Restoration BCP)	\$29,100,000	\$51,924,000
EOPS	\$33,680,000 (Included under the Categorical Restoration BCP)	\$33,680,000	\$123,189,000
Professional Development	\$25,000,000	\$0	\$0
Funding for Full-Time Faculty	\$70,000,000	\$62,320,000	\$62,320,000
Deferred Maintenance/Instructional Equipment	Funding based on available one-time resources	\$148,000,000 (\$48,000,000 is one-time)	\$148,000,000 (\$48,000,000 is one-time)
Institutional Effectiveness Partnership Initiative	N/A	\$15,000,000	\$17,500,000 (Included in SSSP item)
COLA for EOPS, DSPS, CalWORKs, and the Childcare Tax Bailout programs	N/A	\$2,500,000	\$2,500,000
Supplemental financial aid assistance for Cal Grant B recipients	N/A	\$39,000,000	\$39,000,000
Proposition 39	N/A	\$38,700,000	\$38,700,000

One-Time Funds			
Mandate Backlogs (Including: Maintenance, Instructional Equipment)	Funding based on available one-time resources	\$603,700,000 (\$117,000,000 in budget year funds)	\$603,700,000
Remaining Apportionment	\$94,500,000 (would	\$94,500,000	\$94,500,000
Deferrals	eliminate system deferrals)		
CTE (SB 1070)	N/A	\$48,000,000	\$48,000,000
Basic Skills and Student Outcomes Transformation Program	N/A	\$60,000,000	\$60,000,000
CCC/CSU/High Schools Pilot Program for Basic Skills Instruction	N/A	\$10,000,000	\$10,000,000
BA Pilot Programs- funding for implementation, start-up costs and professional development	N/A	\$6,000,000	\$6,000,000
Financial Aid Administration	N/A	\$3,000,000 (for local implementation of Cal Grant B supplemental financial aid assistance)	\$3,000,000
Adult Education			
Adult Education Block Grant Program	\$500,000,000	\$500,000,000	\$500,000,000
Adult Education Data Systems	N/A	\$25,000,000 (not counted against the P98 split)	\$25,000,000

Source: Community College of California Chancellor's Office

Integrated Planning and Budgeting

The College's annual budget is developed based on a realistic assessment of financial resources available. In accordance with Title 5 of the Education Code, NVC College Board Policy 6200 – Budget Development requires that the budget development process for the next fiscal year begin early in the current year, so that a tentative budget is available no later than July 1 of the new fiscal year.

NVC's institutional goals are reflected in the Strategic Plan. For Fiscal Year 2015-2016, the Planning Committee identified specific planning priorities for increased focus. The annual unit planning and budget processes have become more integrated over time and NVC utilizes multiple planning tools to support planning for financial resources. The Program Evaluation and Planning (PEP) process combines self-study, evaluation, planning, and budgeting for all instructional programs, academic and student support services, and administrative services at NVC. Each program completes the evaluation and planning process at least once every six years.

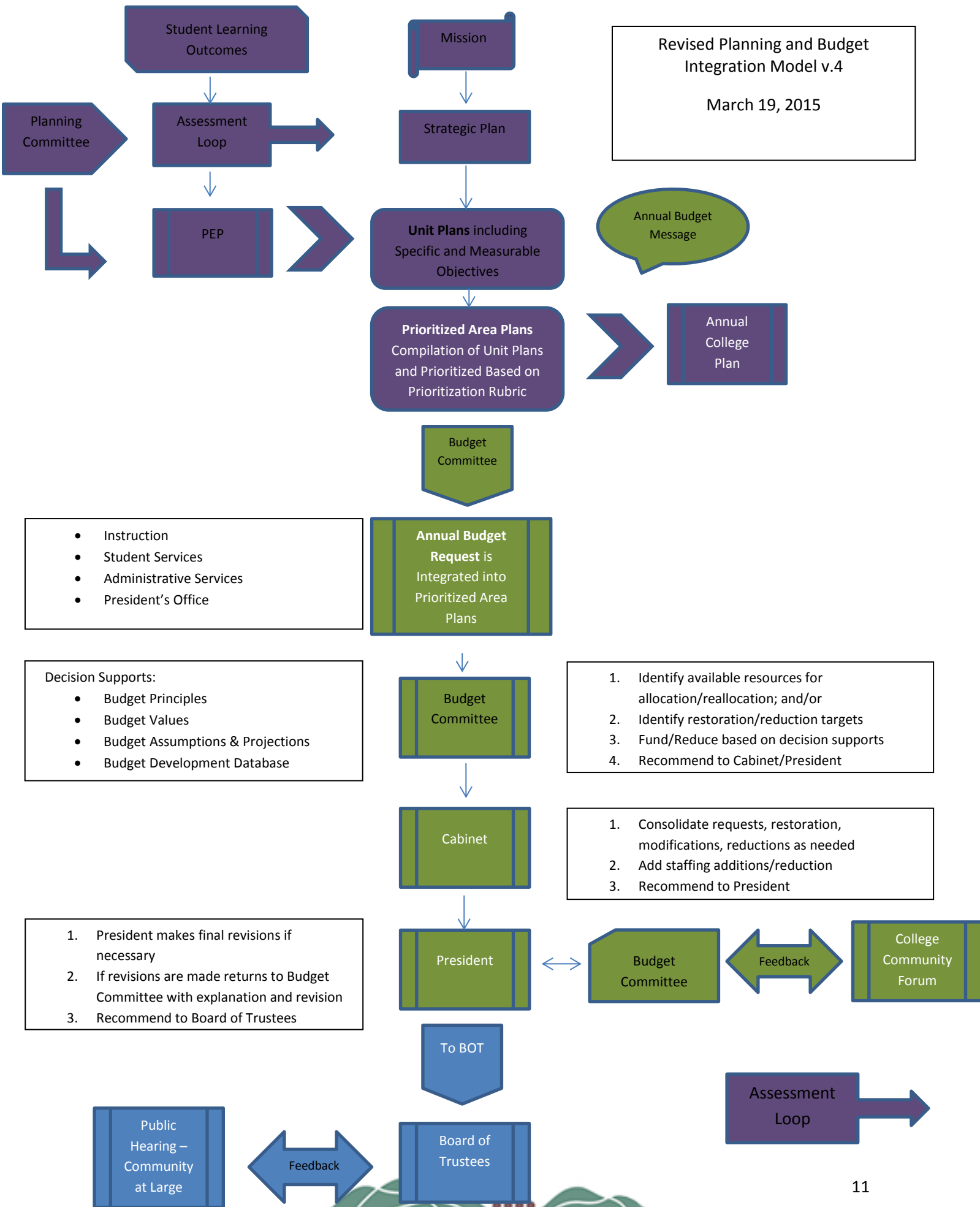
The planning effort continues with annual unit plans which are informed by PEP and uses updated data provided annually. The unit plans are responsive to annual strategic objectives which link to the Strategic Plan. The unit plans contain the opportunity to request additional staffing and resources. Unit plans contain prioritized initiatives. The prioritized unit plan is forwarded to the appropriate Area Council (Instruction, Student Services, Administrative Services, or President's Area) where they are consolidated and prioritized based on the Prioritization Rubric. The area plans are finally forwarded to the Budget Committee.

The Budget Committee process is informed by decision supports approved by the Board of Trustees including the College's Budget Principles, Budget Values Budget Assumptions and 3-year projections. This process is also meant to work under circumstances of reductions and allows for reallocation amongst units within an area based on priorities or between areas at a college-level. The Budget Committee provides a yes or no recommendation to the president based on the availability of resources.

Informed by the Governor's State Budget, the College's fiscal services team, in collaboration with Budget Committee, develops strategic budget assumptions that are aligned with the annual planning priorities and are codified in areas of Fiscal Stability, Personnel, Legal Mandates, Grants, and Expenditures. The Board is provided the annual College planning values, principles and the budget assumptions, all of which are included in the tentative and adoption budget development process.

Key elements used for developing the budget include projected enrollment data, the faculty obligation number (FON), cost of living adjustments (COLA), growth/restoration factors, deficit factors applied to state apportionment, contractual obligations, and other information deemed significant. The rollover of the current year's general fund budget is adjusted for these key elements.

Revised Planning and Budget Integration Model v.4
March 19, 2015



2015-2016 Strategic Priorities

Goal 1: Improve Student Success

- Facilitate a seamless progression of students from the moment of first contact to goal achievement (Objective 1a)
- Enhance availability and use of technology to support student learning and achievement (Objective 1c)
- Promote academic excellence and evaluate delivery of instruction and services to ensure that they address student needs (Objective 1e)
- Evaluate and increase the use of outcomes assessment results and data to improve student learning and achievement (Objective 1f)

Goal 2: Promote a Culture of Connectedness & Inclusivity

[No objectives identified as priorities for 2015-2016]

Goal 3: Strengthen Institutional Effectiveness

- Promote a culture of continuous improvement, review, and accountability (Objective 3b)
- Develop and secure resources to support the mission of the college and its plans (Objective 3d)
- Promote initiatives that contribute to the long-term sustainability and vitality of the college (Objective 3e)

Goal 4: Integrate Planning, Budgeting, & Decision Making

- Increase efficiency and linkage in the planning and budget allocation process (Objective 4a)
- Strengthen integrated planning (Objective 4b)
- Increase the effectiveness of methods for communicating and documenting decisions (Objective 4c)

In addition, the Planning Committee recommends the following priorities:

- Integrate data and SLO assessment results into planning and budget allocation process
 - Implement improvements identified in Quality Focus Essay of accreditation self-evaluation report as well as recommendations identified by visiting team

2015-2016 Budget Development Values

I. Integration to Planning

The NVCCD 2015-2016 Tentative and Adoption Budgets will be developed consistent with the Annual Planning and Budget Process that has been approved through the institution's shared government processes. As resources allow NVCCD will fund priorities consistent with area plans.

II. Fiscal Stability

The Board of Trustees is committed to ensuring that financial resources are sufficient to support and sustain student learning programs and services, college operations, and institutional effectiveness. Board Policy 6200 Budget Preparation, compliance with the State Chancellor's fiscal monitoring requirements, and Title 5 regulations related to principles for sound fiscal management, ensure fiscal stability and integrity. Strategies towards fiscal stability are referenced in The Way Forward working plan.

The 2015-2016 Budget should be developed on the basis of projected revenue and expenditures in order to avoid deficit spending. The Board of Trustees may consider using a portion of the ending balance to fund one-time expenditures that are consistent with institutional goals and objectives. Investment to support the development of alternative forms of ongoing revenue may be made if consistent with the College's strategic plan.

II. Personnel

The District is committed to the concept that all employee groups (Faculty, Classified, and Administrative staff) play an important role in educating and serving students and all employees will be respected and valued for their contributions to the success of students.

As a result, whenever possible, restructuring positions and/or programs, transfers of existing staff, and delays in hiring will be considered in order to support the fiscal stability of the District. Every vacancy will be analyzed to determine the extent to which the position is essential to college operations.

The use of temporary, hourly employees will be limited to short term assignments during peak periods or in the absence of permanent staff essential to maintain educational programs and basic services.

The District will use actual costs for current employees and mid-range estimates for vacant positions when developing the baseline budget for salaries and benefits. Increases will be added based on contractual obligations for wages and estimated escalation assumptions for benefits.

III. Legal Mandates

The District will meet all legally mandated (state and federal) obligations. The District will meet the legal requirements of the 50 percent law and faculty obligation number (FON).

IV. Contractual Requirements

The District will honor all financial commitments resulting from any negotiated collective bargaining agreements and ongoing contractual obligations.

IV. Grants and Categorical Funding

Grant applications will be carefully reviewed to ensure that the required deliverables are consistent with the mission and strategic plan of the college. Whenever possible, grants should include funding to reimburse the District for administrative overhead expense and should not obligate the District to ongoing expenses after expiration of the grant funding period. Match or effort considerations must also be considered when considering the grant package.

Categorical funding will be spent consistent with the program purpose. Flexibility in program funding (block grants) will be considered as a component of the planning and budget process.

BOT Approved February 2015

2015-2016 Budget Development Principles

Budgeting principles set forth the ideals that the College will adhere to as the budget is developed and that support the goal of optimizing student achievement.

- **Use annual goals to inform the budget process.** Explicit annual goals drive how resources are allocated or re-allocated and should be used to guide how potential new investments or reductions are evaluated in light of their alignment with the college's strategic direction.
- **Use data to make decisions.** Collecting and tracking performance measures and other data through PEP, annual plans and other data sets can help the college recognize where changes in its environment or services are occurring that require reallocation of funds or an infusion of new resources.
- **Consider both the inputs and outcomes of proposed budget decisions.** The budget process should seek to allocate available dollars optimally, in a way that will achieve the best value. This means that colleges should consider both the cost of programs along with the benefits they provide.
- **Regularly re-examine patterns of spending and modify them when they no longer make sense.** The College's budget processes are often "incremental," where last year's spending becomes the basis for the next year's budget, with incremental changes made around the margin. However, past patterns of spending may no longer be the best use of scarce resources given changing needs of students and the community. Consequently, the budget process should undertake a critical review of past spending decisions and be willing to discontinue programs that are not achieving their objectives. To support these deliberations, a college should regularly review its programs and evaluate their impact relative to its strategic goals. The budgeting process should consider all available funds in order to make the greatest impact with available dollars, while also acknowledging constraints on spending.
- **Take a long-term perspective.** The College will not be able to make large changes to their educational strategy and resource allocation patterns within a single year. Further, a consistent application of proven strategies over a multi-year period will deliver better results. Therefore, to the degree possible, a college should provide a multi-year funding plan for its strategies to improve student achievement, with the goal of full funding and realigning resources where necessary to fund high priority elements of the plan.
- **Be transparent.** Effective budgeting requires valid information about the true costs of serving students and the outcomes produced for students.
- **Communicate.** Make the budget process and outcome available to stakeholders via college meetings and the website.

Budget Committee Approved February 2015

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
Apportionment Worksheet
Fiscal Year 2015 - 2016

FTES - 2014/15 (P1) (5447.51 FTES)	Basic Allocation		\$ 3,969,432
	Base FTES	Base Funding	Income
Credit FTES	5172.72	4675.903043	24,187,137
Non-Credit FTES	483.33	2811.752093	1,359,004
Enhanced FTES	16.25	4675.903043	75,983
	5672.3		\$ 29,591,557
Inflation Adjustment	1.02%		\$ 301,834
Mandated Costs Block Grant	5672.3	\$28/FTE	\$ 158,824
Total Computational Income			<u><u>30,052,215</u></u>

Estimated EPA Funds (Accounted for Separately)

1,496,880

Property Taxes:

86710	HOPTR - Napa	125,000
86711	HOPTR - Sonoma	842
86712	HOPTR - Supplemental	1,200
86720	Timber Yield Tax	-
86790	Trailer Coach Fees - Napa	-
86791	Trailer Coach Fees - Sonoma	-
88110	Secured Roll - Napa	24,856,076
88111	Secured Roll - Napa	196,000
88120	Supplemental Rolls - Sec/Unsec	226,030
88130	Unsecured Rolls - Napa	916,000
88131	Unsecured Rolls - Sonoma	7,000
88160	Prior Year Taxes - Napa	5,000
88161	Prior Year Taxes - Sonoma	187
88162	Prior Year Supp Roll - Napa	17,000
88163	Interest on Property Taxes	5,000
88170	ERAF	-

TOTAL PROPERTY TAXES

26,355,335

Enrollment Fees @ 98% 2,244,898

2,200,000

STATE APPORTIONMENT

\$ (0)

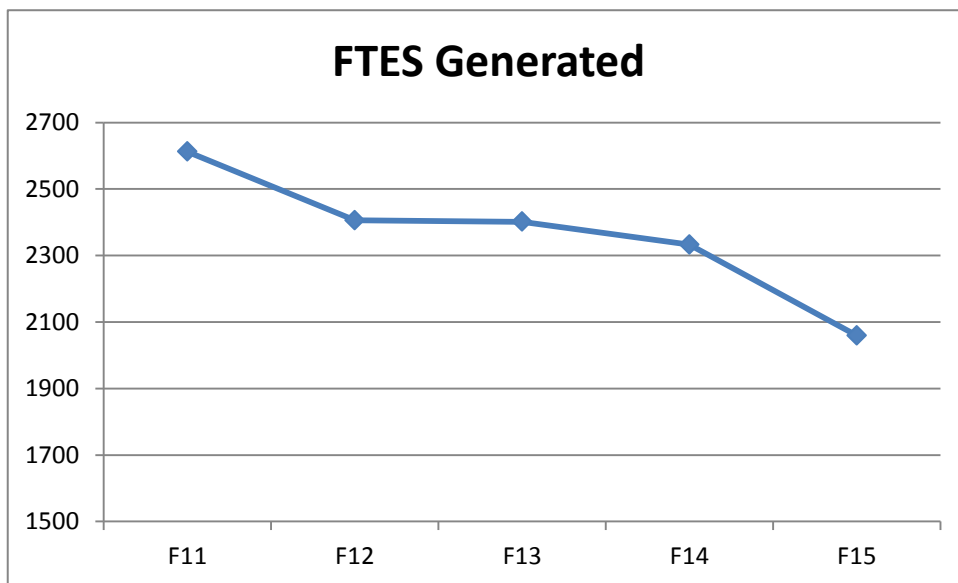
RECAP:

Property Taxes	87.70%	\$ 26,355,335
Enrollment Fees	7.32%	2,200,000
EPA Funding	4.98%	1,496,880
Apportionment Payment		(0)
Total Computational Revenue		<u><u>\$ 30,052,215</u></u>



Enrollment History

Fall Semester	Number Sections	Enrollments	Fill Rate	FTES Generated	Percent of Previous Fall	Productivity FTES/FTEF
F11	672	19259	98.9	2612.5	NA	16.25
F12	628	17822	94.4	2405.87	92.09%	15.92
F13	764	18343	86.6	2401.38	99.81%	14.58
F14	787	17795	81.4	2332.72	97.14%	14.05
F15	790	17375	78.7	2059.34	88.28%	12.69



All data from Report Manager

* F15 FTES generated from Report Manager + estimate of PA based on 75% enrollment

Staffing History & Prioritization Rubric

Salaried Employees & FON						
	<u>12-13</u>		<u>13-14</u>		<u>14-15</u>	<u>15-16*</u>
Classified	139		132		136	157
Administrative	34		31		30	35
Confidential	7		7		8	9
Salaried Professional	2		2		2	3
C/R Faculty	90		90		94	99
FON	92.7		92.7		93.7	93.84
Reported FON	90.49		92.2		94	
Data is from October of each Academic Year						
OHR-08/26/15						

Evaluation Rubric for Prioritizing Permanent Authorization of Administrative/Staff Positions (Rev July 9,2015)

Be specific as to the consequences of not hiring the position.

FY15-16

Criteria	No	Little	Moderate	Substantial	Points
Student Need/Program Growth	(0 points)	(3 points)	(6 points)	(9 points)	
Comments from Rater:					
Required Workload	(0 points)	(2 points)	(4 points)	(6 points)	
Comments from Rater:					
Staff/Student Ratio	(0 points)	(1 point)	(2 points)	(3 points)	
Comments from Rater:					
Outsource/Independent	(4.5 points)	(3 points)	(1.5 points)	(0 points)	
Comments from Rater:					
Potential for Student Employment	(3 points)	(2 point)	(1 points)	(0 points)	
Comments from Rater:					
Special Circumstances	(0 points)	(1 point)	(2 points)	(3 points)	
Comments from Rater:					

Approved by Cabinet July 2015

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - UNRESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	6,301,761	6,301,761		3,139,683	4,714,273		1,574,590
INCOME	35,267,995	34,579,956	100.00%	36,156,303	35,548,445	100.00%	(607,858)
Federal Income	31,418	28,548	0.08%	30,868	30,278	0.09%	(590)
State Income	9,339,947	6,496,859	18.79%	9,428,127	3,055,026	8.59%	(6,373,101)
Local Income	24,411,939	26,664,887	77.11%	25,354,808	31,084,641	87.44%	5,729,833
Other Financing Sources	1,484,691	1,389,662	4.02%	1,342,500	1,378,500	3.88%	36,000
EXPENDITURES							
SALARIES	20,669,534	21,636,321	59.82%	20,891,600	22,631,306	60.50%	1,739,706
Faculty Salaries - Permanent	7,414,402	7,538,371	20.84%	8,046,149	8,078,539	21.60%	32,390
Faculty Salaries - Temporary	3,654,508	4,833,292	13.36%	3,340,567	4,648,762	12.43%	1,308,195
Administrative - Academic Permanent	1,862,619	1,708,570	4.72%	2,045,972	2,038,274	5.45%	(7,698)
Classified Salaries - Permanent	5,801,459	5,174,164	14.31%	5,561,732	5,921,045	15.83%	359,313
Classified Salaries - Temporary	450,000	948,527	2.62%	290,000	300,800	0.80%	10,800
Student Employment	50,000	44,602	0.12%	40,000	70,000	0.19%	30,000
Administrative/Confidential - Permanent	1,436,546	1,388,795	3.84%	1,567,180	1,573,886	4.21%	6,706
EMPLOYEE BENEFITS	7,766,457	7,064,453	19.53%	7,445,385	7,809,676	20.88%	364,291
State Teachers Retirement System	956,260	919,271	2.54%	1,198,205	1,352,170	3.61%	153,965
Public Employees Retirement System	1,469,500	1,225,755	3.39%	1,322,499	1,336,283	3.57%	13,784
Social Security System	862,089	927,640	2.56%	892,148	951,465	2.54%	59,317
Health & Welfare Benefits	3,692,474	3,177,038	8.78%	3,604,370	3,715,768	9.93%	111,398
Unemployment Insurance	10,171	11,101	0.03%	10,473	11,101	0.03%	628
Workers Compensation Insurance	385,033	413,768	1.14%	396,502	418,576	1.12%	22,074
Other Employee Benefits	390,930	389,880	1.08%	21,188	24,313	0.06%	3,125

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - UNRESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BOOKS AND SUPPLIES	941,829	984,863	2.72%	968,910	948,990	2.54%	(19,920)
Computer Software/Books	24,305	8,895	0.02%	25,935	24,305	0.06%	(1,630)
Instructional Supplies/Materials Fees	537,686	556,795	1.54%	542,326	537,686	1.44%	(4,640)
Office Supplies	46,203	30,754	0.09%	39,209	43,138	0.12%	3,929
Other Supplies	333,635	388,419	1.07%	361,440	343,861	0.92%	(17,579)
OTHER OPERATING EXPENSES	4,689,275	4,663,772	12.89%	3,912,562	4,348,895	11.63%	436,333
Other Personal Services	622,357	935,678	2.59%	518,533	670,264	1.79%	151,731
Travel/Conferences/Professional Development	182,119	167,548	0.46%	157,142	241,508	0.65%	84,366
Insurance and Utilities	1,469,159	1,402,284	3.88%	1,423,735	1,446,551	3.87%	22,816
Maintenance and Repairs	1,554,663	1,209,586	3.34%	1,325,610	1,313,163	3.51%	(12,447)
Legal/Audit	417,400	173,384	0.48%	145,000	146,400	0.39%	1,400
Advertising and Printing	128,794	114,203	0.32%	61,162	161,162	0.43%	100,000
Other Operating Expenses	314,783	661,089	1.83%	281,380	369,847	0.99%	88,467
CAPITAL OUTLAY	296,000	288,890	0.80%	31,500	231,500	0.62%	200,000
OTHER OUTGO	1,964,299	1,529,145	4.23%	1,910,261	1,436,108	3.84%	(474,153)
Transfers to Categorical Programs	75,000	0	0.00%	0	0	0.00%	0
Other Outgo/Interfund Transfers	1,234,691	1,274,537	3.52%	1,092,000	1,181,500	3.16%	89,500
GASB 45 Liability - OPEB	654,608	254,608	0.70%	818,261	254,608	0.68%	(563,653)
Total Unrestricted Expenditures	36,327,394	36,167,444	100.00%	35,160,218	37,406,475	100.00%	2,246,257

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - UNRESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING FUND BALANCE at July 1, 2014	6,301,761	6,301,761		3,139,683	4,714,273		
ADD: Total Income	35,267,995	34,579,956		36,156,303	35,548,445		
LESS: Total Expenditures	<u>(35,080,570)</u>	<u>(35,320,620)</u>		<u>(34,072,894)</u>	<u>(36,943,087)</u>		
	187,425	(740,664)		2,083,409	(1,394,642)		
END BALANCE before GASB54 DESIGNATIONS	6,489,186	5,561,097		5,223,092	3,319,631		
COMMITTED FUND BALANCE (OPEB)	(654,608)	(254,608)		(818,261)	(254,608)		
FY 2015/16 Expense Prepaid in FY 2014/15	(592,216)	(592,216)		(269,063)	(208,780)		
2015-16 BUDGET AUGMENTATION (Set Aside)	(131,780)	0		(69,607)	(69,607)		
STRS/PERS PENS RATE STABIL. RESERVE	<u>0</u>	<u>0</u>		<u>0</u>	<u>(296,162)</u>		
FUND BALANCE after GASB SET ASIDES	5,110,582	4,714,273		4,066,161	2,490,474		
CHANCELLOR'S OFFICE REQ. RESERVE - 5%	1,822,959	1,808,372		1,761,491	1,873,804		
UNDESIGNATED (Ending) FUND BALANCE	<u><u>3,287,623</u></u>	<u><u>2,905,901</u></u>		<u><u>2,304,670</u></u>	<u><u>616,670</u></u>		
	9.41%	8.23%		6.78%	1.67%		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	(1,059,399)	(1,587,488)		996,085	(1,858,030)		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	0	0		0	0		0
INCOME	6,789,600	7,538,368	100.00%	9,882,016	9,046,022	100.00%	(835,994)
Federal Income	2,095,950	2,484,082	32.95%	3,011,225	2,543,138	28.11%	(468,087)
State Income	3,552,319	4,295,435	56.98%	5,084,285	4,565,251	50.47%	(519,034)
Local Income	1,111,458	729,790	9.68%	1,686,506	1,897,633	20.98%	211,127
Other Financing Sources	29,873	29,061	0.39%	100,000	40,000	0.44%	(60,000)
EXPENDITURES							
SALARIES	3,129,990	3,646,891	48.38%	4,489,368	4,432,551	49.00%	(56,817)
Faculty Salaries - Permanent	507,543	552,664	7.33%	724,120	678,452	7.50%	(45,668)
Faculty Salaries - Temporary	381,365	348,942	4.63%	543,760	452,301	5.00%	(91,459)
Administrative - Academic Permanent	334,970	288,397	3.83%	477,687	361,841	4.00%	(115,846)
Classified Salaries - Permanent	906,094	1,001,691	13.29%	1,292,435	1,221,213	13.50%	(71,222)
Classified Salaries - Temporary	784,555	885,182	11.74%	1,144,217	1,040,293	11.50%	(103,924)
Student Employment	0	237,496	3.15%	0	271,381	3.00%	271,381
Administrative/Confidential - Permanent	215,463	332,519	4.41%	307,149	407,071	4.50%	99,922
EMPLOYEE BENEFITS	928,156	1,180,004	15.65%	1,503,500	1,524,841	16.86%	21,341
State Teachers Retirement System	45,070	48,014	0.64%	79,653	76,891	0.85%	(2,762)
Public Employees Retirement System	144,975	292,609	3.88%	327,564	441,446	4.88%	113,882
Social Security System	118,206	174,912	2.32%	202,399	209,894	2.32%	7,495
Health & Welfare Benefits	536,961	565,745	7.50%	767,937	633,222	7.00%	(134,715)
Unemployment Insurance	1,565	1,766	0.02%	2,232	47,039	0.52%	44,807
Workers Compensation Insurance	59,157	67,764	0.90%	84,877	81,317	0.90%	(3,560)
Other Employee Benefits	22,222	29,194	0.39%	38,838	35,033	0.39%	(3,805)

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BOOKS AND SUPPLIES	453,423	459,138	6.09%	456,650	661,762	7.75%	205,112
Computer Software/Books	15,789	34,583	0.46%	6,500	76,891	0.85%	70,391
Instructional Supplies/Materials Fees	289,351	279,228	3.70%	303,682	345,151	4.25%	41,469
Office Supplies	34,076	30,931	0.41%	39,856	81,414	0.90%	41,558
Other Supplies	114,207	114,396	1.52%	106,612	158,305	1.75%	51,693
OTHER OPERATING EXPENSES	1,584,125	790,146	10.48%	2,077,612	882,967	9.75%	(1,194,645)
Other Personal Services	1,149,372	376,368	4.99%	1,351,279	407,071	4.50%	(944,208)
Travel/Conferences/Professional Development	155,418	122,647	1.63%	260,454	81,414	0.90%	(179,040)
Insurance and Utilities	52,702	46,097	0.61%	56,280	81,414	0.90%	25,134
Maintenance and Repairs	164,003	212,816	2.82%	237,359	262,335	2.90%	24,976
Legal/Audit	0	0	0.00%	1,000	1,000	0.01%	0
Advertising and Printing	0	18,748	0.25%	0	20,000	0.25%	20,000
2015-16 Budget Augmentation	0	0	0.00%	3,500	3,500	0.00%	0
Other Operating Expenses	62,630	13,470	0.18%	167,740	26,233	0.29%	(141,507)
CAPITAL OUTLAY	586,444	1,369,331	18.16%	1,172,684	1,422,684	18.50%	250,000
Capital Outlay	586,444	1,369,331	18.16%	1,154,684	1,404,684	18.50%	250,000
2015-16 Budget Augmentation	0	0	0.00%	18,000	18,000	0.00%	0
OTHER OUTGO	107,462	92,858	1.23%	182,202	121,217	1.34%	(60,985)
Student Financial Aid	92,289	63,796	0.85%	61,242	74,177	0.82%	12,935
Student Reimbursements	15,173	29,062	0.39%	120,960	47,039	0.52%	(73,921)
Unallocated Funds	0	0	0.00%	0	0	0.00%	0
Total Unrestricted Expenditures	6,789,600	7,538,368	100.00%	9,882,016	9,046,022	103.20%	(835,994)

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
ENDING FUND BALANCE	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	0	0		0	0		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
SCHEDULE by PROGRAM - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	<u>FY 2014-2015</u>			<u>FY 2015-2016</u>		INCR/(DECR)
	ADOPTED BUDGET	ACTUAL	% OF ADOPTED	TENTATIVE BUDGET	ADOPTED BUDGET	TENTATIVE TO ADOPTED
	(1)	(2)	(3)	(4)	(5)	(6)
FEDERAL INCOME/EXPENDITURES	<u>2,095,950</u>	<u>2,484,082</u>	<u>135.85%</u>	<u>3,011,225</u>	<u>2,543,138</u>	<u>(468,087)</u>
PROGRAM: 3522 - JOB DEVELOPMENT - FWS	9,935	15,284	153.85%	16,025	15,284	(741)
PROGRAM: 8904 - STUDENT SUPPORT SERVI	175,904	206,412	153.85%	286,209	281,500	(4,709)
PROGRAM: 8905 - TALENT SEARCH	185,342	258,301	165.51%	324,421	276,750	(47,671)
PROGRAM: 8906 - NAPA SBA GRANT	87,385	112,480	153.85%	142,182	112,480	(29,702)
PROGRAM: 8914 - STUDENT SPVRT SVCS -	20,166	31,024	153.85%	32,811	30,000	(2,811)
PROGRAM: 8915 - TALENT SEARCH - JULY/	28,833	44,359	153.85%	46,914	30,000	(16,914)
PROGRAM: 8916 - NAPA SBA GRANT - JULY	57,303	88,159	153.85%	93,237	102,520	9,283
PROGRAM: 9811 - HSI STEM - OCT to JUN	717,000	1,023,969	153.01%	1,160,282	1,073,121	(87,161)
PROGRAM: 9812 - HSI STEM - JULY to SE	130,000	130,306	100.24%	137,812	150,000	12,188
PROGRAM: 9844 - TRANSPORTATION FELLOW	0	15,000	0.00%	15,864	15,000	(864)
PROGRAM: 9860 - CHILD DEVEL TRAIN CON	0	496	0.00%	525	4,879	4,354
PROGRAM: 9901 - VATEA - TITLE IC	158,224	158,224	100.00%	167,338	167,338	0
PROGRAM: 9913 - GO BIZ GRANT	0	15,901	0.00%	0	48,807	48,807
PROGRAM: 9923 - FEDERAL WORK STUDY	135,000	139,882	90.87%	129,736	135,000	5,264
PROGRAM: 9928 - CTE TRANSITIONS	28,125	43,269	153.85%	45,761	45,761	(0)
PROGRAM: 9931 - WORKABILITY III	321,234	132,233	100.13%	340,181	0	(340,181)
PROGRAM: 9933 - FOSTER PARENT TRAINING	0	37,576	0.00%	40,189	27,000	(13,189)
PROGRAM: 9949 - TANF FUNDING	16,500	18,957	98.55%	17,198	15,448	(1,750)
PROGRAM: 9960 - CHILD DEVEL TRAIN CON	25,000	12,250	55.00%	14,542	12,250	(2,292)
STATE INCOME/EXPENDITURES	<u>3,552,319</u>	<u>4,942,724</u>	<u>135.84%</u>	<u>5,084,285</u>	<u>4,565,251</u>	<u>(519,034)</u>
PROGRAM: 3041 - DSPS PROGRAM	880,996	1,071,542	99.96%	927,842	833,744	(94,098)

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
SCHEDULE by PROGRAM - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	<u>FY 2014-2015</u>			<u>FY 2015-2016</u>		INCR/(DECR)
	ADOPTED BUDGET	ACTUAL	% OF ADOPTED	TENTATIVE BUDGET	ADOPTED BUDGET	TENTATIVE TO ADOPTED
	(1)	(2)	(3)	(4)	(5)	(6)
PROGRAM: 3161 - EOPS	304,895	513,896	153.85%	494,211	488,201	(6,010)
PROGRAM: 3262 - CARE	41,250	49,104	82.68%	35,935	46,649	10,714
PROGRAM: 3263 - BFAP - ADMIN ALLOWANC	195,929	248,249	121.60%	251,019	276,904	25,885
PROGRAM: 3871 - CALWORKS INCOME	116,823	105,051	91.66%	112,814	132,121	19,307
PROGRAM: 9803 - TRANSFER & ARTICULATI	746	212	153.85%	1,210	936	(274)
PROGRAM: 9809 - POST - EVOC TRAINING	0	25,089	0.00%	163,308	75,000	(88,308)
PROGRAM: 9820 - POST - ACADEMY INSTR	0	45,675	0.00%	138,500	50,000	(88,500)
PROGRAM: 9822 - INSTR EQUIP ON GOING	45,907	70,626	153.85%	74,412	0	(74,412)
PROGRAM: 9823 - INSTR EQUIP - ONE TIME	344,667	406,967	106.14%	385,453	0	(385,453)
PROGRAM: 9824 - INSTR EQUIP - ONE TIME	0	0	0.00%	0	266,218	266,218
PROGRAM: 9833 - YEP - RANCHO SANTIAGO	12,230	10,973	100.00%	12,886	1,257	(11,629)
PROGRAM: 9837 - MATRICULATION - CREDI	71,510	71,510	100.00%	75,343	379,000	303,657
PROGRAM: 9840 - FACULTY/STAFF DIVERSI	17,949	17,949	100.00%	18,911	11,201	(7,710)
PROGRAM: 9864 - CTE GREEN #5	239,179	239,179	100.00%	251,999	0	(251,999)
PROGRAM: 9866 - SBDC NAPA RECOVERY GR	0	30,000	0.00%	31,608	0	(31,608)
PROGRAM: 9868 - DSN-SMALL BUSINESS #2	62,607	62,607	153.85%	101,481	0	(101,481)
PROGRAM: 9888 - PT FACULTY COMPENSATI	127,607	127,607	100.00%	134,447	166,923	32,476
PROGRAM: 9890 - DSN - SMALL BUSINESS	0	100,245	0.00%	105,618	0	(105,618)
PROGRAM: 9892 - BASIC SKILLS - FY 12/13	6,562	10,096	153.85%	10,637	0	(10,637)
PROGRAM: 9893 - BASIC SKILLS - FY 13/14	58,500	90,000	153.85%	94,824	0	(94,824)
PROGRAM: 9894 - BASIC SKILLS - CURRENT	52,650	10,300	153.85%	85,342	90,000	4,658
PROGRAM: 9896 - DSN-SMALL BUSINESS #3	130,000	134,687	153.85%	210,720	65,313	(145,407)
PROGRAM: 9898 - APPRENTICESHIP TRN &	0	11,150	0.00%	0	138,500	138,500

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
SCHEDULE by PROGRAM - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	<u>FY 2014-2015</u>			<u>FY 2015-2016</u>		INCR/(DECR)
	ADOPTED BUDGET	ACTUAL	% OF ADOPTED	TENTATIVE BUDGET	ADOPTED BUDGET	TENTATIVE TO ADOPTED
	(1)	(2)	(3)	(4)	(5)	(6)
PROGRAM: 9906 - MESA PY	865	1,330	153.85%	1,401	0	(1,401)
PROGRAM: 9908 - MESA	32,825	50,500	153.85%	53,207	50,500	(2,707)
PROGRAM: 9913 - GO BIZ GRANT	0	15,901	0.00%	52,680	18,807	(33,873)
PROGRAM: 9914 - AB86 GRANT	0	10,770	0.00%	0	15,000	15,000
PROGRAM: 9915 - SONOMA CDBG	0	651	0.00%	0	0	0
PROGRAM: 9917 - NCCCPA GRANT	0	99,572	0.00%	0	101,338	101,338
PROGRAM: 9929 - TECH ASSIST PROVIDER	0	49,789	0.00%	54,787	0	(54,787)
PROGRAM: 9933 - FOSTER PARENT TRAINING	30,741	37,141	153.85%	49,829	63,000	13,171
PROGRAM: 9937 - MATRICULATION - CREDIT	550,558	550,558	153.85%	892,412	768,979	(123,433)
PROGRAM: 9938 - STUDENT SUCCESS (EQUI	0	502,681	0.00%	0	241,850	241,850
PROGRAM: 9940 - FACULTY/STAFF DIVERSI	2,946	3,852	153.85%	4,776	4,533	(243)
PROGRAM: 9949 - TANF FUNDING	10,570	18,957	153.85%	17,133	15,448	(1,685)
PROGRAM: 9991 - MATRICULATION NONCRE	25,160	35,373	153.85%	40,783	31,175	(9,608)
PROGRAM: 9996 - LOTTERY FUNDS - RESTR	188,647	112,935	100.00%	198,758	232,654	33,896
LOCAL INCOME/EXPENDITURES	1,102,224	724,395	137.16%	1,686,506	1,897,633	211,127
PROGRAM: 2008 - LOCAL DONATIONS	532	532	100.00%	532	532	0
PROGRAM: 9832 - FACULTY ENTREPR. PROJ	1,956	1,956	100.00%	2,182	0	(2,182)
PROGRAM: 9857 - STOP THE HATE	601	601	1663.89%	12,156	10,000	(2,156)
PROGRAM: 9875 - ELECTRONIC TRANSCRIPT	0	0	0.00%	13,434	12,042	(1,392)
PROGRAM: 9881 - NVC FOUNDATION DONATI	50,000	33,515	208.62%	100,000	74,059	(25,941)
PROGRAM: 9914 - AB86 GRANT	10,770	10,770	0.00%	8,610	8,000	(610)
PROGRAM: 9917 - NCCCPA GRANT	0	99,572	0.00%	281,745	229,000	(52,745)

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
SCHEDULE by PROGRAM - RESTRICTED FUNDS
GENERAL FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	<u>FY 2014-2015</u>			<u>FY 2015-2016</u>		INCR/(DECR)
	ADOPTED BUDGET	ACTUAL	% OF ADOPTED	TENTATIVE BUDGET	ADOPTED BUDGET	TENTATIVE TO ADOPTED
	(1)	(2)	(3)	(4)	(5)	(6)
PROGRAM: 9926 - SBDC - PROGRAM INCOME	73,533	58,994	82.82%	80,242	60,000	(20,242)
PROGRAM: 9946 - COUNTY HEALTH & HUMAN	2,605	2,605	100.00%	2,605	0	(2,605)
PROGRAM: 9972 - PARKING	402,227	152,009	135.50%	489,000	939,000	450,000
PROGRAM: 9976 - HEALTH SERVICES PROGR	235,000	242,652	127.66%	346,000	300,000	(46,000)
PROGRAM: 9995 - TECHNOLOGY FEE	325,000	121,189	81.54%	350,000	265,000	(85,000)
OTHER INCOME/EXPENDITURES	29,873	29,717	117.16%	100,000	40,000	(60,000)
PROGRAM: 0526 - FAID BOOK VOUCHERS	29,873	29,717	117.16%	70,000	35,000	(35,000)
PROGRAM: 0583 - DAS BOOK VOUCHERS	0	0	0.00%	30,000	5,000	(25,000)

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
CHILD DEVELOPMENT FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET	ACTUAL	% OF TOTAL	TENTATIVE BUDGET	ADOPTED BUDGET	% of TOTAL	
	(1)	(2)	(3)	(4)	(5)	(6)	
BEGINNING BALANCE	527	527		620	291		(329)
INCOME	1,009,562	987,861	100.00%	1,135,037	1,173,199	100.00%	38,162
Federal Income	77,000	40,642	4.11%	75,000	65,000	5.54%	(10,000)
State Income	715,062	657,288	66.54%	818,897	802,059	68.37%	(16,838)
Local Income	217,500	151,431	15.33%	241,140	252,640	21.53%	11,500
Other Financing Sources	0	138,500	14.02%	0	53,500	4.56%	53,500
EXPENDITURES							
SALARIES	655,089	659,075	66.70%	694,699	724,917	61.79%	30,218
Academic Administrative Salary	3,159	3,159	0.32%	0	0	0.00%	0
Supervisors Salary - Hourly	24,585	24,585	2.49%	0	0	0.00%	0
Classified Administrative Salary	32,866	32,588	3.30%	85,872	85,872	7.32%	0
Classified Salaries - Permanent	335,479	341,280	34.54%	493,827	524,045	44.67%	30,218
Classified Salaries - Temporary	244,000	257,463	26.06%	100,000	100,000	8.52%	0
Federal Work Study - Non Instructional	15,000	0	0.00%	15,000	15,000	1.28%	0
EMPLOYEE BENEFITS	272,972	283,215	28.66%	395,519	403,742	34.42%	8,223
State Teachers Retirement System	5,000	0	0.00%	0	0	0.00%	0
Public Employees Retirement System	62,160	79,163	8.01%	86,262	90,632	7.73%	4,370
Social Security System	30,804	43,937	4.45%	45,797	48,109	4.10%	2,312
Health & Welfare Benefits	87,945	85,662	8.67%	141,302	142,256	12.13%	954
Unemployment Insurance	315	339	0.03%	340	355	0.03%	15
Workers Compensation Insurance	12,338	12,792	1.29%	12,833	13,403	1.14%	570
Other Employee Benefits	74,410	61,322	6.21%	108,985	108,987	9.29%	2

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
CHILD DEVELOPMENT FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BOOKS AND SUPPLIES	39,000	40,285	4.08%	41,500	41,500	3.54%	0
Instructional Supplies/Materials Fees	2,000	23	0.00%	1,500	1,500	0.13%	0
Other Supplies	37,000	40,262	4.07%	40,000	40,000	3.41%	0
OTHER OPERATING EXPENSES	5,400	5,522	0.56%	3,240	2,990	0.25%	(250)
Dues/Memberships/Insurance	990	0	0.00%	990	990	0.08%	0
Utilities	2,000	0	0.00%	0	0	0.00%	0
Other Operating Expenses	2,410	5,522	0.56%	2,250	2,000	0.17%	(250)
Total Unrestricted Expenditures	972,461	988,097	100.00%	1,134,958	1,173,149	100.00%	38,191
ENDING FUND BALANCE	37,628	291		699	341		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	37,101	(236)		79	50		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
CAPITAL OUTLAY PROJECTS FUND
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET	ACTUAL	% OF TOTAL	TENTATIVE BUDGET	ADOPTED BUDGET	% of TOTAL	
	(1)	(2)	(3)	(4)	(5)	(6)	
BEGINNING BALANCE	994,142	994,142		989,899	893,478		(96,421)
INCOME	681,846	458,540	100.00%	578,985	836,173	100.00%	257,188
State Income	556,846	294,166	64.15%	524,960	683,923	81.79%	158,963
Local Income	125,000	164,374	35.85%	54,025	152,250	18.21%	98,225
EXPENDITURES	735,000	559,204	100.00%	590,460	730,500	100.00%	140,040
Classified Salaries/Benefits	100,000	125,501	22.44%	50,000	100,000	13.69%	50,000
Other Supplies	25,000	3,728	0.67%	5,500	5,500	0.75%	0
Other Operating Expenses	50,000	92,879	16.61%	10,000	125,000	17.11%	115,000
Capital Outlay/Equipment	560,000	337,096	60.28%	524,960	500,000	68.45%	(24,960)
Other Outgo	0	0	0.00%	0	0	0.00%	0
ENDING FUND BALANCE	940,988	893,478		978,424	999,151		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	(53,154)	(100,664)		(11,475)	105,673		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
POST RETIREMENT BENEFITS FUND
FISCAL YEAR 2015-2016**

	<u>FY 2014-2015</u>			<u>FY 2015-2016</u>			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	<u>3,207,734</u>	<u>3,207,734</u>		<u>3,223,024</u>	<u>3,223,649</u>		<u>625</u>
INCOME	<u>1,250,691</u>	<u>1,029,817</u>	100.00%	<u>1,107,070</u>	<u>1,143,600</u>	100.00%	<u>36,530</u>
Local Income	16,000	15,915	1.55%	15,070	15,600	1.36%	530
Other Financing Sources	1,234,691	1,013,902	98.45%	1,092,000	1,128,000	98.64%	36,000
EXPENDITURES	<u>1,234,691</u>	<u>1,013,902</u>	0.00%	<u>1,092,000</u>	<u>1,128,000</u>	0.00%	<u>36,000</u>
Other Outgo	1,234,691	1,013,902	0.00%	1,092,000	1,128,000	0.00%	36,000
 ENDING FUND BALANCE	 <u><u>3,223,734</u></u>	 <u><u>3,223,649</u></u>		 <u><u>3,238,094</u></u>	 <u><u>3,239,249</u></u>		
 EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	 16,000	 15,915		 15,070	 15,600		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - DEBT SERVICE
ELECTION 2002, SERIES A
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	2,086,225	2,086,225		2,323,153	2,204,516		(118,637)
INCOME	2,018,800	2,134,738	100.00%	2,503,750	2,306,000	100.00%	(197,750)
Property Taxes	2,015,000	2,128,899	99.73%	2,500,000	2,300,000	99.74%	(200,000)
Interest Income	3,800	5,839	0.27%	3,750	6,000	0.26%	2,250
EXPENDITURES	2,016,447	2,016,447	100.00%	2,107,738	2,107,738	100.00%	0
DEBT INTEREST & REDUCTION	2,016,447	2,016,447	100.00%	2,107,738	2,107,738	100.00%	0
ENDING FUND BALANCE	<u>2,088,578</u>	<u>2,204,516</u>		<u>2,719,165</u>	<u>2,402,778</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	2,353	118,291		396,012	198,262		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - DEBT SERVICE
ELECTION 2002, SERIES B
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	4,618,808	4,618,808		5,097,524	4,920,054		(177,470)
INCOME	4,508,600	4,777,796	100.00%	5,007,500	5,007,500	100.00%	0
Property Taxes	4,500,000	4,765,002	99.73%	5,000,000	5,000,000	99.85%	0
Interest Income	8,600	12,794	0.27%	7,500	7,500	0.15%	0
EXPENDITURES	4,476,550	4,476,550	100.00%	3,180,000	3,180,000	100.00%	0
DEBT INTEREST & REDUCTION	4,476,550	4,476,550	100.00%	3,180,000	3,180,000	100.00%	0
ENDING FUND BALANCE	4,650,858	4,920,054		6,925,024	6,747,554		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	32,050	301,246		1,827,500	1,827,500		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - DEBT SERVICE
ELECTION 2002, 2007 SERIES C
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	3,468	3,468		3,484	3,485		1
INCOME	18	17	100.00%	13	18	100.00%	5
Property Taxes	0	0	0.00%	0	0	0.00%	0
Interest Income	18	17	100.00%	13	18	100.00%	5
EXPENDITURES	0	0	0.00%	0	0	0.00%	0
DEBT INTEREST & REDUCTION	0	0	0.00%	0	0	0.00%	0
ENDING FUND BALANCE	<u>3,486</u>	<u>3,485</u>		<u>3,497</u>	<u>3,503</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	18	17		13	18		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - DEBT SERVICE
2014 REFUNDING BONDS, SERIES A
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	0	0		0	0		0
INCOME	350,700	0	0.00%	1,001,000	1,010,000	100.00%	9,000
Property Taxes	350,000	0	0.00%	1,000,000	1,000,000	99.01%	0
Interest Income	700	0	0.00%	1,000	10,000	0.99%	9,000
EXPENDITURES	296,670	0	0.00%	993,500	496,750	100.00%	(496,750)
DEBT INTEREST & REDUCTION	296,670	0	0.00%	993,500	496,750	100.00%	(496,750)
ENDING FUND BALANCE	<u>54,030</u>	<u>0</u>		<u>7,500</u>	<u>513,250</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	54,030	0		7,500	513,250		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET - DEBT SERVICE
2014 REFUNDING BONDS, SERIES B
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BEGINNING BALANCE	775,000	775,000		1,415,529	1,429,059		13,530
INCOME	1,164,825	1,715,948	0.00%	1,802,201	1,802,201	100.00%	0
Property Taxes	1,162,500	1,712,499	0.00%	1,800,000	1,800,000	99.88%	0
Interest Income	2,325	3,449	0.00%	2,201	2,201	0.12%	0
EXPENDITURES	1,064,811	1,061,889	0.00%	1,548,132	1,548,132	100.00%	0
DEBT INTEREST & REDUCTION	1,064,811	1,061,889	0.00%	1,548,132	1,548,132	100.00%	0
 ENDING FUND BALANCE	 <u>875,014</u>	 <u>1,429,059</u>		 <u>1,669,598</u>	 <u>1,683,128</u>		
 EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	 100,014	 654,059		 254,069	 254,069		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
ASSOCIATED STUDENTS TRUST FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET	ACTUAL	% OF TOTAL	TENTATIVE BUDGET	ADOPTED BUDGET	% of TOTAL	
	(1)	(2)	(3)	(4)	(5)	(6)	
BEGINNING BALANCE	109,623	109,623		117,111	108,230		(8,881)
INCOME	76,500	82,221	100.00%	75,000	75,000	100.00%	0
Federal Income	1,000	0	0.00%	0	0	0.00%	0
State Income	5,000	7,722	9.39%	0	0	0.00%	0
Local Income	70,500	74,499	90.61%	75,000	75,000	100.00%	0
EXPENDITURES							
SALARIES	36,164	39,413	47.14%	21,517	21,517	25.82%	0
Classified Salaries - Permanent	18,896	20,169	24.12%	21,517	21,517	25.82%	0
Classified Salaries - Temporary	17,268	11,522	13.78%	0	0	0.00%	0
CalWorks - Non Instructional	0	7,722	9.24%	0	0	0.00%	0
EMPLOYEE BENEFITS	13,826	12,701	15.19%	11,827	11,827	14.19%	0
Public Employees Retirement System	2,211	2,374	2.84%	2,549	2,549	3.06%	0
Social Security System	1,609	1,672	2.00%	1,646	1,646	1.97%	0
Health & Welfare Benefits	3,966	4,096	4.90%	3,907	3,907	4.69%	0
Unemployment Insurance	15	15	0.02%	11	11	0.01%	0
Workers Compensation Insurance	591	744	0.89%	406	406	0.49%	0
Other Employee Benefits	5,434	3,800	4.54%	3,308	3,308	3.97%	0

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
ASSOCIATED STUDENTS TRUST FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
BOOKS AND SUPPLIES	9,300	7,277	8.70%	10,000	10,000	12.00%	0
Computer Software/Books	800	928	1.11%	300	300	0.36%	0
Office Supplies	1,500	534	0.64%	1,500	1,500	1.80%	0
Other Supplies	7,000	5,815	6.95%	8,200	8,200	9.84%	0
OTHER OPERATING EXPENSES	22,115	5,255	6.28%	24,800	24,800	29.76%	0
Guest Speakers	1,500	1,400	1.67%	150	150	0.18%	0
Donations/Scholarships	5,640	0	0.00%	7,800	7,800	9.36%	0
Student Club Support	4,000	0	0.00%	6,800	6,800	8.16%	0
Advertising	3,000	73	0.09%	3,000	3,000	3.60%	0
Other Operating Expenses	7,975	3,782	4.52%	7,050	7,050	8.46%	0
CAPITAL OUTLAY/CABINET PRIORITIES	16,000	18,968	22.69%	15,200	15,200	18.24%	0
Total Unrestricted Expenditures	97,405	83,614	100.00%	83,344	83,344	100.00%	0
ENDING FUND BALANCE	<u>88,718</u>	<u>108,230</u>		<u>108,767</u>	<u>99,886</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	(20,905)	(1,393)		(8,344)	(8,344)		

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**NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
STUDENT REPRESENTATION FEE TRUST FUND BUDGET SUMMARY
FISCAL YEAR 2015-2016**

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED
	ADOPTED BUDGET	ACTUAL	% OF TOTAL	TENTATIVE BUDGET	ADOPTED BUDGET	% of TOTAL	
	(1)	(2)	(3)	(4)	(5)	(6)	
BEGINNING BALANCE	25,537	25,537		19,747	20,321		574
INCOME	16,000	16,425	100.00%	17,000	17,000	100.00%	0
Local Income	16,000	16,425	100.00%	17,000	17,000	100.00%	0
EXPENDITURES							
OTHER OPERATING EXPENSES	13,000	21,641	100.00%	16,190	16,190	100.00%	0
Guest Speakers	500	0	0.00%	1,000	1,000	6.18%	0
Administrative Costs	1,000	1,148	5.30%	1,190	1,190	7.35%	0
Conference & Seminars	11,000	20,493	94.70%	14,000	14,000	86.47%	0
Other Operating Expenses	500	0	0.00%	0	0	0.00%	0
Total Unrestricted Expenditures	13,000	21,641	100.00%	16,190	16,190	100.00%	0
ENDING FUND BALANCE	28,537	20,321		20,557	21,131		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	3,000	(5,216)		810	810		

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NAPA VALLEY COMMUNITY COLLEGE DISTRICT
ADOPTED BUDGET
CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST FUND
FISCAL YEAR 2015-2016

	FY 2014-2015			FY 2015-2016			INCR/(DECR) TENTATIVE TO ADOPTED (7)
	ADOPTED BUDGET (1)	ACTUAL (2)	% OF TOTAL (3)	TENTATIVE BUDGET (4)	ADOPTED BUDGET (5)	% of TOTAL (6)	
	BEGINNING BALANCE	1,850,693	1,850,693		2,143,660	2,101,343	
INCOME	854,608	252,516	100.00%	864,778	264,608	100.00%	(600,170)
Local Income	200,000	-2,092	-0.83%	46,517	10,000	3.78%	(36,517)
Other Financing Sources	654,608	254,608	100.83%	818,261	254,608	96.22%	(563,653)
EXPENDITURES	5,000	1,866	0.00%	5,000	2,500	0.00%	(2,500)
Administrative Expense	5,000	1,866	0.00%	5,000	2,500	0.00%	(2,500)
ENDING FUND BALANCE	<u>2,700,301</u>	<u>2,101,343</u>		<u>3,003,438</u>	<u>2,363,451</u>		
EXCESS OF CURRENT YEAR INCOME OVER CURRENT YEAR EXPENDITURES	849,608	250,650		859,778	262,108		

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Glossary of Budget and Related Terms

Academic Salaries: Salaries for district employees who are required to meet minimum academic standards as a condition of employment.

Accrual Basis: Method of accounting that calls for recognizing revenue/gains and expenses/losses in the accounting period in which the transactions occur regardless of the timing of the related cash flows.

Allocation: Division or distribution of resources according to a predetermined plan.

Appropriation: A legal authorization granted by a legislative or governing body to make expenditures and incur obligations for a specified time and purpose.

Apportionment: Allocation of state or federal aid, district taxes, or other monies to community college districts or other governmental units.

Assessed Property Values: The assessed valuation is the value computed by the county assessor's office on each unit of property, which serves as the basis for calculating property taxes.

Audit: An official examination and verification of financial statements and related documents, records and accounts for the purpose of determining the propriety of transactions, whether transactions are recorded properly, and whether statements drawn from accounts reflect an accurate picture of financial operations and financial status. Audit procedures may also include examination and verification of compliance with applicable laws and regulations, economy and efficiency of operations, and effectiveness in achieving program results. The general focus of the annual audit conducted on the district is usually a financial statement examination and compliance audit.

Balanced Budget: A budget in which revenues are equal to or greater than expenditures not including the use of reserves to fund one-time expenditures in a fiscal period.

Basis of Accounting: A term used to refer to when revenues, expenditures, expenses and transfers, and the related assets and liabilities, are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

Bond: A bond is a written promise to pay a specific sum of money, called the face value or principle amount, at a specified date (or dates) in the future, called the maturity date, and with periodic interest at a rate specified in the bond. A bond is generally issued for a specific purpose or project, such as construction of a new facility.

Budget: A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

Budget Calendar: The schedule of key dates that the district follows in the preparation, adoption and administration of the budget.

Board of Trustees: The body of elected officials that governs the Napa Valley Community College District.

Glossary of Budget and Related Terms

Capital Expenditures: Capital expenditures are incurred when money is spent to purchase a fixed asset, or add to the value of an existing fixed asset, which has a useful life that extends beyond the taxable year. Capital expenditures are used to acquire or upgrade physical assets such as equipment, property or industrial buildings.

Capital Outlay: The acquisition of or additions to fixed assets, including land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or equipment.

Cash: Includes currency, coin, checks, money orders, and bank drafts on hand or deposit with a designated agent or official acting as custodian of deposited funds.

Cash Flow: Incomings and outgoings of cash, representing the operating activities of an organization.

Classified Salaries: Salaries for district employees not required to meet minimum academic standards as a condition of employment.

Deferrals: State withhold of apportionment funding due to cash flow shortages.

Employee Benefits: Amounts paid by an employer on behalf of employees. Examples are group health or life insurance payments, contributions to employee retirement, district share of taxes, and workers' compensation payments. These amounts are not included in the gross salary, but are over and above.

Expenditures: Payment of cash or cash equivalent for payroll, goods or services, or a charge against available funds in settlement of an obligation.

Fees: Amounts collected from or paid to individuals or groups for services or for use purchase of goods or services.

Fifty-Percent Law: The "50 Percent Law," as defined in Education Code Section 84362 and California Code of Regulations Section 59200 et seq., requires California community college districts to spend each fiscal year 50% of the current expense of education for payment of salaries of classroom instructors. The intent of the statute is to limit class size and contain the relative growth of administrative and non- instructional costs.

Fiscal: Of or relating to government expenditures, revenues, and debts.

Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For governmental entities in the State of California, this period is begins July 1 and ends June 30.

Full-Time Equivalent Students (FTES): FTES represent 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California community colleges.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein.

Fund Accounting: Control device used to separate financial resources and ensure they are used for their intended purposes.

Glossary of Budget and Related Terms

Fund Balance: The difference between fund assets and fund liabilities of governmental and similar trust funds; used to describe the net assets, or available resources, of funds.

Governmental Accounting Standards Board

(GASB): The authoritative accounting and financial reporting standard-setting body for governmental entities.

General Fund: The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

Grant: A contribution of assets from one organization to another to support a particular function or purpose.

Operating Expenses: Expenses related directly to the entity's primary activities.

Property Taxes: In general, property taxes are those taxes levied on real property for the purpose of providing services for the public good.

Reserves: An amount set aside to provide for estimated future expenditures or losses, for working capital, or for other specified purposes.

Resource Allocation Model: The overall process by which funds are best allocated to the campuses and district office operations in order to meet district goals and objectives.

Resources: All assets owned including land, buildings, cash, estimated income not realized, and, in certain funds, bonds authorized but unissued.

Revenue: Increase in net assets from other than expense or expenditure refunds or other financing sources (e.g., long-term debt proceeds, residual equity, operating transfers and capital contributions).

Restricted Fund: Cash or other assets that are limited as to use or disposition by their source. Their identity is therefore maintained and their expenditure or use is also recorded separately.

Student Services: Student services include those activities which provide assistance to students in the areas of financial aid, admissions and records, health, placement testing, counseling and student activities.

Student Tuition and Fees: The student tuition and fees category includes all student tuition and student fees assessed against students for educational and general purposes.

Trust Fund: A fund consisting of resources received and held by an entity as trustee to be expended or invested in accordance with the conditions of the trust.