

Budget Council Meeting

February 20, 2013

Agenda


- I. Overview of Budget Development Process
- II. Budget Development Timeline
- III. Preliminary Budget Assumptions (i.e. tuition increase %, enrollment decrease %)
- IV. New Budget Request Forms – Which ones to be reviewed
- V. Future Meeting Schedule
- VI. Open Discussion/Questions



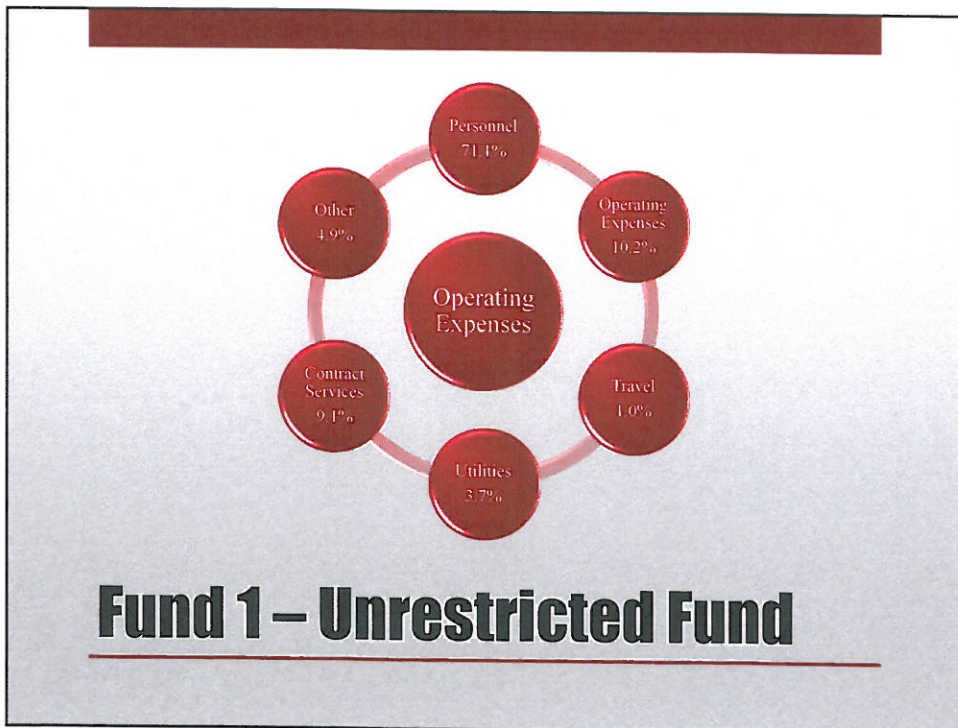
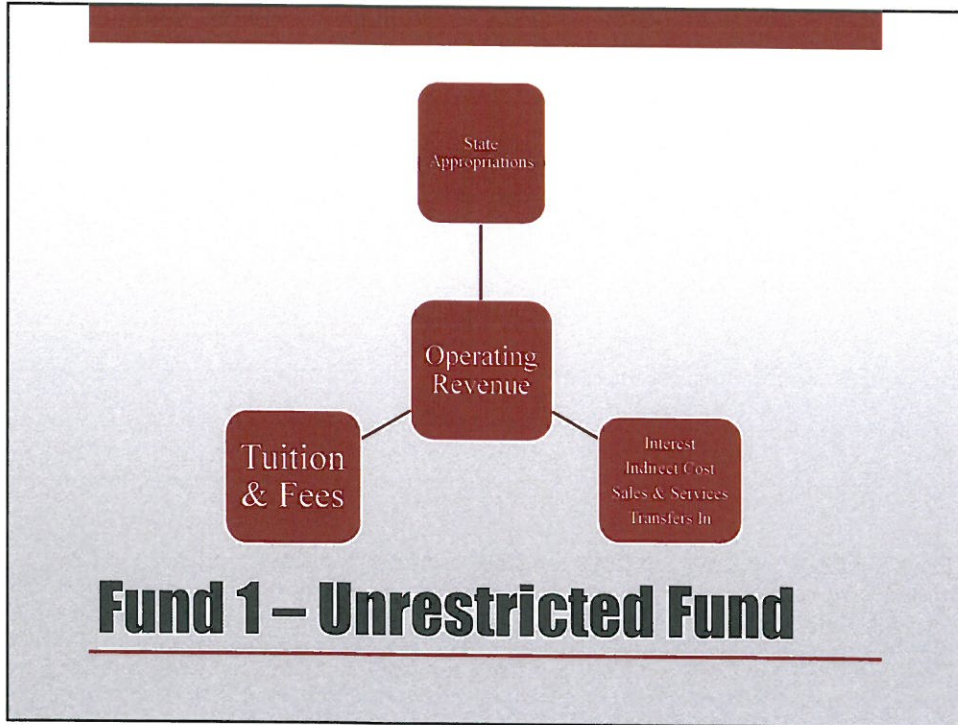


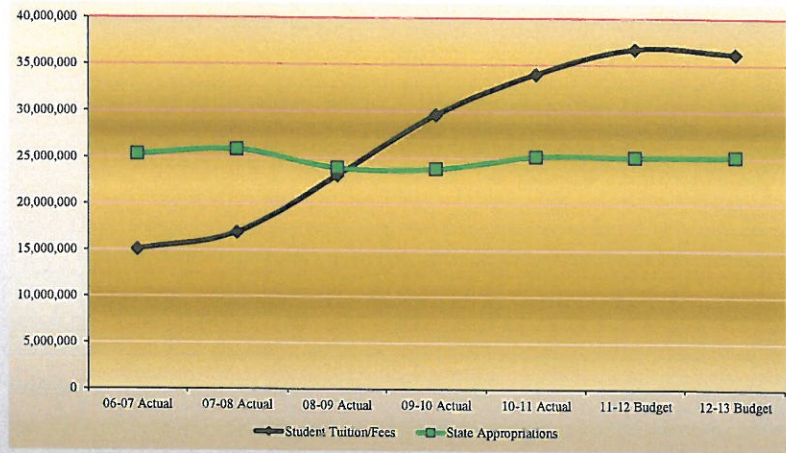
Edison State College

Budget Development

- 
- Operating Fund
 - Course/Application/Testing Fees
 - Continuing Education

Fund 1 – Unrestricted Fund





Fund 1 – Unrestricted Fund

- New Budget Requests
 - Mandatory Increases
 - New Initiatives
 - New Positions/Reclasses
 - Technology Requests
 - Furniture/Equipment Requests

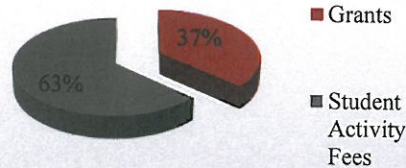
Fund 1 – Unrestricted Fund

- Development of Budget
 - Revenue projections are prepared by Budget Office
 - Budget Administrators develop their operating budgets using the Portal
 - Course fees will be developed by Dean's with Discipline Chair involvement
 - Continuing Education budget will be developed Associate Dean, Continuing Education
 - New Budget Requests will be approved by Campus President and/or appropriate Vice President

Fund 1 – Unrestricted Fund

% of Fund 2 Budget

- Grants
- Student Activity Fees

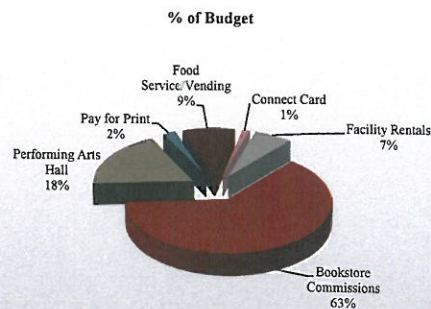


Fund 2 – Restricted Fund

- Development of Budget
 - Grants Accountant will work with Grant Program Directors to develop budget
 - Student Activity Fee revenue will be projected and budgets will be allocated by FTE
 - Each campus SGA will review and sign off on budget

Fund 2 – Restricted Fund

- Sources of Funds
 - Bookstore Commissions
 - Performing Arts Hall
 - Food Service
 - Facility Rentals



Fund 3 – Auxiliary Fund

- Uses of Funds
 - Campus Auxiliary Budgets
 - Tuition Reimbursement
 - Salary/Fringe
 - Management of BB Mann
 - Other Expenses

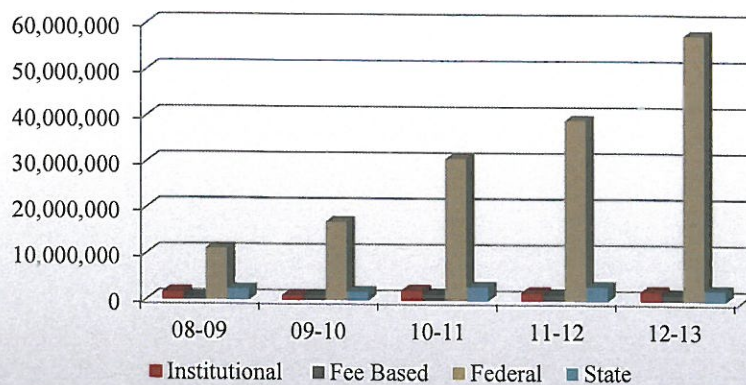
Fund 3 – Auxiliary Fund

- Development of Budget
 - Director, Auxiliary Services projects revenue and expenses
 - Facility rental budgets are completed by the Director, Administrative Services on each campus

Fund 3 – Auxiliary Fund

- Fee based Funds – part of tuition rate
- Institutional Funds – outside donations
- Federal Funds – received from Federal Government
 - Pell Grants
 - Direct Loans
- State Funds – received from State Government
 - Bright Futures
 - Student Assistant Grant

Fund 5 – Financial Aid Fund



Fund 5 – Financial Aid Fund

- Development of Budget
 - Fee based fund projections are provided to VP, Student Affairs & Enrollment Mgmt by Budget Office
 - Director, Financial Aid projects funding from State and Federal Sources
 - Institutional Funds are provided by the Foundation

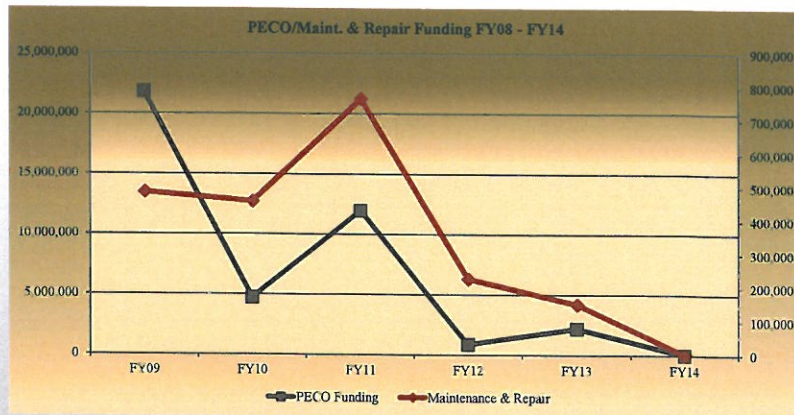
Fund 5 – Financial Aid Fund

- Local & Reserved Funds
- Capital Improvement Fees & Bonds
- License Tag Fees
- PECO (Public Education Capital Outlay)

Fund 7 – Plant Fund

- Development of Budget
 - Current projects are budgeted until completion
 - Director of Facilities and VP, Administrative Services will discuss needs with Campus personnel to prioritize requests

Fund 7 – Plant Fund



Fund 7 – Plant Fund

Agenda Item: II

Edison State College Budget Development Process for FY 2013 - 2014

February

February 2 – Complete initial revenue projections (tuition, state appropriations, and fees (*other than course fees*))

February 8 – 13 – Budget kickoff meetings scheduled with each campus

February 13 – Online Budget Development for cost to continue and new budget requests available

February 20 – Budget Council Meeting

March

March 1 – New Budget requests completed online. No new requests can be made but approvals will continue

March 1 – Online budget development for cost to continue closed

Week of March 11 – High School budget meetings and meetings with Student Service personnel to discuss Student Activity Fee budgets

March 15 – Staffing plans sent to budget administrators for review

March 21 – Budget Council Meeting

March 29 – Signed staffing plans due. Continuing education and course fee budget complete

April

April 3,4 – Budget hearings with Budget Council

Month of April – Auxiliary, Facility, Grants, Construction, Scholarships and loan fund budget process begins. All budgets to be completed by **April 26**

April 25 – Budget Council Meeting

End of April – Wage & salary schedule and Technology plan to be submitted to Financial Services

May

May 1 – 10 – Preparation of draft budget book for Board of Trustees meeting as well as presentation for Board workshop

May 23 – Budget Council Meeting

June

June 20, 2013 – Budget Council Meeting

June 25, 2013 – Board of Trustees Meeting



Edison State College
Preliminary Fiscal Year 2013 Operating Budget (Fund 10)
as of 2/20/13

---Fund 10 Draft Budget---

<u>Revenue</u>	<u>Cost to Continue</u>	<u>Revised Budget 1/31/13</u>
Tuition & Student Fees	29,208,707	29,997,740
Support from Fed Govt.	118,634	129,108
Support from State Govt.	25,144,443	25,144,443
Sales & Service	327,300	245,473
Other Sources	416,137	265,415
Fund Balance		2,365,986
Total Revenue	55,215,221	58,148,165
<u>Salaries</u>		
Executive & Mgt. Staff	4,373,416	4,149,481
Instructional Staff	13,237,811	13,318,255
Other Professional Staff	6,814,010	6,418,881
Tech., Clerical & Trade Staff	4,762,109	4,526,013
Instructional & Other Prof. Temp. [Adjuncts]	5,967,352	6,053,157
Student Employment	250,449	271,122
Benefits	8,664,877	8,275,051
Total Salaries	44,070,024	43,011,960
<u>Operating Expenses</u>		
Travel	589,588	629,906
Pooled Expenses	3,112,847	3,740,940
Rental - Facilities & Eq.	674,928	553,780
Insurance	790,695	787,094
Utilities	2,575,061	2,440,577
Contract Services	5,047,748	5,340,770
Other Expenses	33,930	34,759
District Contingency	0	600,196
Campus Contingency	135,000	107,000
Reserve for Technology/Furniture & Equipment	0	700,000
Total Expenses	13,019,797	15,136,205
Total Salaries & Expenses	57,089,821	58,148,165
Total College Profit (Loss)	-1,874,600	0

Current Assumptions:

0% Enrollment Increase/Decrease
0% Tuition Increase

1% Tuition Increase would result in an additional \$261,493

Budget Council Meeting

February 20, 2013

Proposed Future Meeting Schedule:

March 21, 2013	1:00 – 3:30	
April 3, 2013	9:00 – 4:30	Budget Hearing
April 4, 2013	9:00 – 12:00 (if needed)	Budget Hearing
April 25, 2013	1:00 – 3:30	
May 23, 2013	1:00 – 3:30	
June 20, 2013	1:00 – 3:30 (if needed)	