

**MONITORING REPORT**  
**POLICY TYPE: EXECUTIVE BOUNDARIES**  
**POLICY TITLE: FINANCIAL CONDITION**

Governing Board Agenda  
 ITEM NUMBER

Meeting Date: 10/27/09  
 RESPONSIBLE AGENTS

ITEM TITLE  
 Budget Analysis Report  
 Fund 1: General Unrestricted Fund  
 For the Three Months Ending 9/30/2009

Ms. Debra Thompson  
 Ms. Kim Granio

Expenditure Summary: \$120.5M (year to date)

- Projected expenditure at year end: \$583.5M
- 19.0% of expenditures have been recognized year to date (versus 19.7% in 08/09, 20.7% in 07/08, and 18.4% in 06/07).
- 37.8% of the budget remains unexpended or unencumbered (versus 35.1% last year).

Revenue Summary: \$158.5M (year to date)

- Projected revenue at year end: \$584.1M
- 25.0% of the budget has been recognized year to date (versus 23.2% in 08/09, 20.8% in 07/08, and 22.1% in 06/07).

Fund Balance and Financial Stability Requirements

- Projections are for the Fund 1 balance to increase by ~\$.6M (from \$122.2M to \$122.8M) in FY 09-10.
- MCCCDC is required to maintain a financial stability balance equal to 8% of the annual projected revenue. This currently equates to \$46.7M. The remaining fund balance of \$76.1M is comprised of college carryforward, designations for future operations, minimum financial condition measure for future years, medical insurance reserve, stimulus funds received, and a projected undesignated balance of \$7.0M.

Items of Particular Interest: Substantial Deviations from Budget or Expectations

More information on the Budget Analysis Report access:

<http://www.maricopa.edu/business/reporting/reports.html>

This report is also provided to the Audit & Finance Committee quarterly.

<b>Funding</b>	<b>Approvals/Certifications</b>
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic &amp; Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev &amp; Com Relations _____</p> <p>College President _____</p>

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
 BUDGET ANALYSIS REPORT  
 FUND 1 - CURRENT UNRESTRICTED FUND  
 September 2009

**EXPENDITURE ANALYSIS**

<u>By Function:</u>	Budget (a)	Amount Expended	Percent Expended 09-10	Percent Expended 08-09	Percent Expended 07-08	Percent Expended 06-07	Amount Encumbered	Unencumbered Balance Available	Percent of Budget Available
INSTRUCTION	267,538,358	53,970,634	20.2	17.9	18.9	19.0	133,096,450	80,471,274	30.1
PUBLIC SERVICE	2,163,371	252,846	11.7	54.1	60.9	42.2	996,297	914,228	42.3
ACADEMIC SUPPORT	62,506,225	12,425,681	19.9	19.7	21.0	20.1	31,036,404	19,044,140	30.5
STUDENT SERVICES	53,087,712	11,706,953	22.1	23.4	23.5	24.3	27,368,473	14,012,286	26.4
GENERAL INSTITUTIONAL	97,867,920	12,214,397	12.5	17.2	20.5	12.9	18,583,567	67,069,956	68.5
ADMINISTRATION	66,478,469	13,529,506	20.4	27.4	31.2	20.7	37,692,040	15,256,923	23.0
PHYSICAL PLANT	40,241,875	10,104,137	25.1	25.8	25.4	24.4	25,797,949	4,339,789	10.8
SCHOLARSHIPS	15,661,993	6,245,900	39.9	N/A	N/A	N/A	0	9,416,093	60.1
CONTINGENCIES	29,369,164	0					0	29,369,164	
<b>TOTAL OPERATIONAL</b>	<b>634,915,087</b>	<b>120,450,054</b>	<b>19.0</b>	<b>19.7</b>	<b>20.7</b>	<b>18.4</b>	<b>274,571,180</b>	<b>239,893,853</b>	<b>37.8</b>
<b><u>By Object:</u></b>									
PERSONAL SERVICES	336,214,482	66,819,594	19.9	19.6	20.3	20.5	206,974,622	62,420,266	18.6
EMPLOYEE BENEFITS	92,238,325	17,054,497	18.5	18.4	18.9	19.5	35,447,887	39,735,941	43.1
CONTRACTUAL SERVICES	43,158,476	9,377,443	21.7	25.5	25.4	23.4	14,675,988	19,105,045	44.3
SUPPLIES, MATERIALS, PARTS	11,725,986	1,966,499	16.8	19.5	17.1	18.1	3,591,025	6,168,462	52.6
CURRENT FIXED CHARGES	8,937,679	2,413,109	27.0	21.7	31.9	25.5	1,587,530	4,937,040	55.2
COMMUNICATIONS AND UTILITIES	16,566,309	3,638,095	22.0	24.8	24.7	23.6	11,875,100	1,053,114	6.4
TRAVEL	3,039,242	264,506	8.7	28.8	20.2	29.8	181,496	2,593,240	85.3
STUDENT AID AND MISCELLANEOUS	13,246,468	762,396	5.8	7.1	27.9	22.0	237,532	12,246,540	92.5
TRANSFERS-INTRAFUND	50,212,916	0	0.0	0.0	0.0	0.0	0	50,212,916	100.0
TRANSFERS TO OTHER FUNDS	30,206,040	18,153,915	60.1	74.1	78.4	19.9	0	12,052,125	39.9
CONTINGENCIES	29,369,164	0					0	29,369,164	
<b>TOTAL OPERATIONAL</b>	<b>634,915,087</b>	<b>120,450,054</b>	<b>19.0</b>	<b>19.7</b>	<b>20.7</b>	<b>18.4</b>	<b>274,571,180</b>	<b>239,893,853</b>	<b>37.8</b>

(a) Represents budget as amended by approved transfers.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
 BUDGET ANALYSIS REPORT  
 FUND 1 - CURRENT UNRESTRICTED FUND  
 September 2009

REVENUE ANALYSIS ( a )	Budget ( b )	Recognized	Percent Recognized 09-10	Percent Recognized 08-09	Percent Recognized 07-08	Percent Recognized 05-06	Projected Revenue	Projected Variance Over/(Under) Budget	Comments
PROPERTY TAX	359,942,153	19,308,216	5.4	7.6	5.4	3.3	352,606,476	-7,335,677	Projected, see (a)
STATE AID	51,128,000	11,331,850	22.2	24.1	25.0	25.0	45,327,400	-5,800,600	Per State Budget
IN LIEU TAX, SALT RIVER PROJECT	4,658,414	0	0.0	0.0	0.0	0.0	4,658,414	0	Based on budget
GENERAL TUITION	158,516,175	80,256,375	50.6	44.4	44.4	43.9	158,516,175	0	Based on budget
OUT-OF-STATE TUITION	13,523,310	6,960,378	51.5	62.4	65.5	46.9	13,523,310	0	Based on budget
OUT-OF-COUNTY TUITION	470,852	4,041	0.9	5.4	2.4	7.8	470,852	0	Based on budget
OTHER FEES AND CHARGES	5,974,060	2,589,639	43.3	40.3	39.3	41.6	5,974,060	0	Based on budget
INVESTMENT INCOME	1,925,000	45,508	2.4	0.4	24.9	32.1	1,925,000	0	Based on budget
MISCELLANEOUS AND OTHER	1,091,200	275,066	25.2	18.9	18.8	19.4	1,091,200	0	Based on budget
TRANSFERS IN	0	0	0.0	0.0	0.0	0.0	0	0	Based on budget
COLLEGE CARRYFORWARD	37,685,923	37,685,923	100.0	100.0	100.0	100.0	37,685,923	0	Based on budget
<b>TOTAL</b>	<b>634,915,087</b>	<b>158,456,996</b>	<b>25.0</b>	<b>23.2</b>	<b>20.8</b>	<b>22.1</b>	<b>621,778,810</b>	<b>-13,136,277</b>	

**FINANCIAL CONDITION ANALYSIS**

Less college carryforward	-37,685,923	
Total projected revenues	584,092,887	
Less total projected expenditures ( c )	-583,486,965	
Projected increase / (decrease) in fund balance	605,922	
<b>Beginning fund balance (unaudited)</b>	<b>122,163,899</b>	
Projected ending fund balance 6/30/10	122,769,821	21%
Less projected designations for future operations		
3.5% college carryforward	14,839,854	
Enrollment Growth Funding	3,733,145	
Additional carryforward allocations	19,112,924	
Total budgeted designations:	37,685,923	
Operating costs (impact of capital development)	4,657,747	
Total other designations:	42,343,670	
Less minimum financial condition measure ( d )	46,727,431	8%
<b>Less minimum financial condition measure for future years</b>	<b>8,584,674</b>	
<b>Stimulus funds received for FY 08-09</b>	<b>15,093,592</b>	
<b>Less additional funding for medical insurance reserve</b>	<b>3,000,000</b>	
Projected undesignated balance	7,020,454	

(a) See specific revenue analysis by type on page 4

(b) Represents adopted budget, as amended by approved budget transfers.

(c) Projections based on college actuals, district office averages, and assumptions regarding transfers and reserve lines.

(d) The financial condition measure represents that portion of the undesignated general fund balance equal to 8% of the annual projected revenues. This measure represents the minimum level of the undesignated general fund balance that must be continuously maintained to ensure continued operations in the event of unforeseen circumstances and contingencies.

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
BUDGET ANALYSIS REPORT  
FUND 1 - CURRENT UNRESTRICTED FUND  
September 2009**

**EXPENDITURE COMMENTS**

Expenditures have been selected for comment (1) if the percent of budget expended varies from the prior year by at least five percentage points or (2) if transactions or activities during the month are unusual. Some of these variations result from fluctuations in budget amounts allocated from year to year. Others are the result of timing differences for annually recurring expenditures.

**By Function**

Instruction	Includes expenditures directly related to instruction including credit courses and vocational and technical courses. Amount recognized is consistent with prior year.
Public Service	Includes expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the District. The Budget increase by about \$1,400,000 due to the combination of funds 110 and 210. A decrease in the amount recognized combined with an increase in the budgeted amount results in a lower percentage recognized year to date.
Academic Support	Includes activities to support the District's primary mission. Amount recognized is consistent with prior year.
Student Services	Includes activities that contribute to the students' emotional and physical well being; to promote intellectual, cultural, and social development outside the context of the formal classroom; and to facilitate student enrollment in courses. Examples are Admissions and Records, student activities, financial aid, counseling, etc. Amount recognized is consistent with prior year.
General Institutional	Includes activities that provide safety, security, printing, travel, marketing, and insurance. An increase in the budget combined with a decrease in expenditures results in a lower percentage recognized year to date.
Administration	Includes activities relating to management, business and human resources operations, and planning. Decrease is due to the combination of funds 110 and 210. This resulted in a reduction of transfers to the auxiliary fund.
Physical Plant	Amount recognized is consistent with prior year.
Scholarships	Scholarships is a new line item for FY 10 and includes all transfers from fund 1 to fund 2 for scholarships such as the President's scholarship, honors awards and employee waivers.
Contingencies	Includes amounts carried from one fiscal year to the next by the colleges and district office units, amount of property tax levied but not collected, basic contingency for unexpected needs as prioritized by the Governing Board.

**By Object**

Personal Services	Includes salaries and wages for all employees in all types of positions such as full-time, part-time, temporary, permanent, all employee groups, etc. Percent recognized is consistent with prior year.
Employee Benefits	Includes all employer paid costs of employee health insurance, retirement contributions, social security and Medicare, life insurance, workers compensation, unemployment, etc. Percent recognized is consistent with prior year.
Contractual Services	Includes expenditures such as funding for professional services, advertising, marketing, etc. Percent recognized is consistent with prior year.
Supplies, Materials, Parts	Includes the cost of classroom and office supplies and materials, software, audiovisual aids, etc. Percent recognized is consistent with prior year.
Current Fixed Charges	Includes expenditures for facilities rentals, liability and property insurance, subscriptions, etc. Increase is due to an overall increase in rental expense combined with student insurance now being recorded in fund 110 rather than fund 210.
Communications and Utilities	Includes all costs relating to telephone, postage, electricity, water, sewer, etc. Percent recognized is consistent with prior year.
Travel	Includes mileage, in and out of state travel, international travel, registration, hotel, airfare, etc. An increase in the budget combined with a decrease in expenditures results in a lower percentage recognized year to date. A decrease is expected for the fiscal year as professional growth was reduced by almost half.
Student Aid and Miscellaneous	Includes statutory waivers, employee and dependent waivers, non-capital equipment, bad debt expense relating to student accounts, etc. Percent recognized is consistent with prior year.

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT**  
**BUDGET ANALYSIS REPORT**  
**FUND 1 - CURRENT UNRESTRICTED FUND**  
September 2009

Transfers-Intrafund	Includes allocations for enrollment growth funding (reserved to help fund additional courses for increased student enrollment), funds for incremental costs from capital development facilities, etc. Transfers will be made near the end of FY 10.
Transfers to Other Funds	Includes transfers for programs accounted for in other funds of the district, such as the Maricopa and Southwest Skill Centers, mandatory match associated with federal programs (financial aid and Small Business Development Center), funds for Meet and Confer, etc. Decrease in percentage recognized is due to the combination of funds 110 and 210.
Contingencies	Includes amounts carried from one fiscal year to the next by the colleges and district office units, amount of property tax levied but not collected, basic contingency for unexpected needs as prioritized by the Governing Board.
<b>REVENUE COMMENTS</b>	
Property Tax	Primary property taxes levied and collected for use in current operations without restrictions. The projected variance under budget is made up of the usual uncollected tax levy of \$7,335,677.
State Aid	The State of Arizona provides financial support to community college districts based on formulas that are set in statute and this support is largely based on enrollment levels. State aid is provided for enrollment growth that occurred two years before the fiscal year being developed. The decrease of \$5.8M is due to a reduction in state aid operating funds for fiscal year 09-10.
In Lieu Tax, Salt River Project	Monies paid to the District by SRP for use in current operations as a substitution for property taxes. Percent recognized is consistent with previous year.
General Tuition	Tuition and fees received from students whether directly or from a third party. The increase is due to an increase in student enrollment in addition to students enrolling earlier than in previous years. Over time we will determine if this trend will continue.
Out-of-State Tuition	Tuition and fees received from students who do not reside within the state or are not otherwise eligible for in-state tuition, whether directly or from a third party. An increase in the budgeted amount combined with a smaller amount recognized year to date results in a lower percentage recognized year to date.
Out-of-County Tuition	Counties that do not have a community college district provide monies for operations to the districts where their students attend. An increase in the budgeted amount combined with a smaller amount recognized year to date results in a lower percentage recognized year to date.
Other Fees and Charges	Includes funds received from students for various fees such as registration, transcripts, evaluation by examination registration fees, music lessons, etc. Percent recognized is consistent with previous year.
Investment Income	Idle monies of the District are invested per Governing Board policy and the income is available for operating purposes. Percent recognized is consistent with prior year.
Miscellaneous and Other	Includes funds recovered from previously written off student debts as well as other small types of revenues. Increase is due to additional bad debt recovery.
Transfers In	Includes funds set aside for FTSE growth in the Auxiliary Fund. No transfers have been made in FY 10.
College Carryforward	Includes funds to allow colleges and district office to carryforward up to 3.5% of operating budgets from one fiscal year to the next per Governing Board policy and enrollment growth funding for the colleges. 100% of the budgeted amount has been recognized as in previous years.