

SCF Budget

Budget Narrative

2019-20 Operating Budget

BUDGET SUMMARY

These reports are summaries of the financial plan for each of the funds through which revenues will be received and expenditures will be disbursed throughout the budget year. The summaries of Funds 1, 2, and 7 for the lower division, upper division, and Collegiate School reflect the budgets as presented on succeeding reports for review and approval.

BUDGET JUSTIFICATION

This report presents information to support the budget request. Included are student fee amounts per credit hour, transfers, and federal funds information.

Revenues

Current Funds

Tuition and Non-Resident Fees for Two Year Programs - for 2019-20 are estimated at \$13,704,352 for in state fees for credit courses (173,825 student load hours) and \$1,983,936 for out-of-state fees for credit courses (8,382 student load hours). The fee rate is the same as the 2018-19 rate (no increase), however the cumulative fees are \$662,868 higher due to an increase in load hours from 2017-18 to 2018-19 and a projection of an additional 3% increase in load hours from 2018-19 to 2019-20. Included in the fees are designated amounts for financial aid, student activities and services, technology and capital improvements. The portion of the fee for technology will be restricted to the enhancement of service to students by providing current technology standards as they relate to administrative services, student email, portal, instructional technology and online learning. Excess technology fees over expenses, should they occur, will be reserved in fund balance for future year student technology expenses.

Florida College System Program Fund and State Lottery – are budgeted at \$21,685,646 in recurring funds, \$2,150,000 in non-recurring funds for Nursing Center of Excellence and \$2,936,965 in lottery funds, respectively, for a total allocation of \$26,772,611. Additional Performance Based Equity Funding of \$698,351 is also budgeted in 2019-20.

Other Revenue – is budgeted at \$4,451,106 for 2019-20, which includes non-credit at an average rate of \$6.97 per hour, other student fees, dual enrollment, tuition waivers, indirect revenues, interest, cell tower lease, transfers-in from the Auxiliary Fund, proceeds from sales and services and rental of college facilities.

Baccalaureate Programs Revenue - is recorded in the current unrestricted fund as required by law. Tuition is estimated at \$1,211,812 in-state (13,202 student load hours) and \$45,650 for out-of-state (166 student load hours) for the continuation of seven programs (BAS Technology Management, BAS International Business and Trade, BS Nursing, BS Early Childhood Education, BAS Health Services Administration, BAS Homeland Security, and BAS Public Safety Administration). The tuition rate is the same as the 2018-19 rate. Included in the per-hour fees to students are designated fund amounts for financial aid, student activities and services, technology and capital improvements, and total \$273,025. Other budgeted revenues include college program funds at \$178,164, other student fees at \$74,187, interest at \$34,523, and \$185,500 from SABR fund balance.

Collegiate School, Bradenton Campus Revenue – are recorded in the current restricted fund. State funding through the School Board of Manatee County is budgeted at \$3,712,442. Other revenues are budgeted at \$11,000.

Collegiate School, Venice Campus Revenue – are recorded in the current restricted fund. State funding through the School Board of Sarasota County is budgeted at \$315,805. Other revenues are budgeted at \$114,013.

Expenditures

Current Funds

Personnel Expenses Lower Division – for 2019-20, are budgeted at \$34,833,711 as compared with \$33,854,729 budgeted in 2018-19, an increase of \$978,982 or 2.9%. Personnel costs are at 68.4% of total operating costs as compared to 71.6% for 2018-19. Included are earned faculty and career promotions and organizational changes to take best advantage of the considerable talents of individuals at the college. Also reflected in the personnel expenses is a continuation of supplemented dependent health coverage, an 8% increase in health insurance premiums and an increase in the retirement expenses paid by the College for all classes of employees. Employees will continue contributing 3% of their retirement cost.

Current Expenses Lower Division – for 2019-20 are budgeted at \$15,659,644 an increase of \$2,268,439 over 2018-19 mainly to include the costs for the Nursing Center of Excellence of \$2,150,000.

Capital Outlay Lower Division – for 2019-20 are budgeted at \$10,000, no changes from 2018-19.

Baccalaureate Programs Expenditures - are recorded in both the current unrestricted and restricted funds to include state, student and private grant supported expenses. Personnel expenses are budgeted at \$1,451,077. Current expenditures are budgeted at \$132,639 and include operating expenses for seven ongoing programs. There are no capital outlay expenditures budgeted for 2019-20.

Collegiate School, Bradenton Campus Expenditures – are recorded in the current restricted fund as required by contract. Personnel expenses are budgeted at \$2,341,940 for thirty-five full and part-time personnel, including administrative, full- and part-time instructors, and technical and professional staff. Current expenses are budgeted at \$1,366,251 and include purchased services, enhanced security, technology, materials and supplies. Rent of \$175,000 is budgeted between current expenses and the unexpended plant fund.

Collegiate School, Venice Campus Expenditures – are recorded in the current restricted fund as required by contract. Personnel expenses are budgeted at \$172,384 for three full and part-time personnel, including administrative, technical and professional staff. Current expenses are budgeted at \$257,434 and include purchased services, enhanced security, technology, materials and supplies.

Plant Fund and Expenditures

The report for plant fund expenditures consists of three sections. Section A is a recapitulation of the unexpended plant fund by source of funds. Sections B and C project anticipated expenditures based upon state funding. Funds allocated from 2019-20 PECO appropriations will be used for general renovation and remodeling and deferred maintenance college-wide (\$323,000), renovation of the Bradenton Campus Science Building (\$4,000,000) and the renovation of the old Library Building (\$1,150,000).

The report also reflects funds generated from the Student Capital Improvement Fees to be used for various capital projects system-wide (\$1,350,000), capital projects in capital plan from fund balance (\$2,000,000), technology refresh (\$250,000), and to fund a portion of the Bradenton Campus Science Building (\$250,000) and from Capital Outlay and Debt Service funds of \$250,000 to be used for campus improvements.

CONCLUSION

The 2019-20 budget is a planning document. During the fiscal year, budget amendments will be presented for formal approval to reflect actual revenues and expenditures to meet the ever-changing needs of the College.

Student Fees

I. Student Fees for 2019-20 - Two Year Programs

	In State	Out-of-State
Per Credit or Load Hour:		
Tuition	\$ 78.84	\$ 78.84
Out-of-State Fee	.00	236.69
Financial Aid Fee	3.94	15.78
Capital Improvement Fee	7.88	31.55
Student Activity and Service Fee	7.88	7.88
Technology Fee	3.94	15.78
Total Per Credit or Load Hour	\$ 102.48	\$ 386.52

The District Board of Trustees is appropriating \$1,463,742 for Student Activities in 2019-20 that will be received from Student Activity and Service Fee assessment.

II. Student Fees for 2019-20 – Baccalaureate Programs

	In State	Out-of-State
Per Credit or Load Hour:		
Tuition	\$ 91.79	\$ 91.79
Out-of-State Fee	.00	275.00
Financial Aid Fee	4.37	18.12
Capital Improvement Fee	6.56	34.06
Student Activity and Service Fee	6.55	6.55
Technology Fee	2.81	16.56
Total Per Credit or Load Hour	\$ 112.08	\$ 442.08

III. Transfers Information

Transfers In:

Operating Funding from Auxiliary	\$ 200,000	from Fund 3 to Fund 1
Business Hospitality	\$ 8,512	from Fund 3 to Fund 1
Presidential Discretionary Fund	\$ 60,000	from Fund 3 to Fund 1
Human Resources – Mgmt. Development	\$ 7,200	from Fund 3 to Fund 1
Recognition	\$ 10,000	from Fund 3 to Fund 1
Wellness	\$ 34,400	from Fund 3 to Fund 1
VP's Deans In-District Meals	\$ 7,000	from Fund 3 to Fund 1

IV. Federal Funds Information

U.S. Department of Education - Federal Work-Study Program Award of \$255,177, inclusive of a 5% admin fee of \$12,082 and 5% SEOG admin fee of \$13,541.

State College of Florida
Schedule of Revenues and Expense
2019 - 2020 Fiscal Year
Lower Division

	Lower Division Current Unrestricted			Lower Division Current Restricted		
	Estimated Actual 2018-2019	Original Budget 2018-2019	Proposed Budget 2019-2020	Estimated Actual 2018-2019	Original Budget 2018-2019	Proposed Budget 2019-2020
<u>Revenues</u>						
Student Fees	17,163,357	16,754,286	17,418,399	2,020,552	2,045,421	2,235,693
Support from Local Government	1,362,005	1,215,000	1,458,000	0	0	0
Support from State Government	24,972,042	24,999,848	27,517,406	78,346	86,894	1,075,959
Support from Federal Government	52,173	71,280	52,173	1,090,006	956,016	1,101,572
Gifts & Private Grants	32,284	0	32,284	468,347	406,921	471,766
Sales & Services	568,482	582,753	568,481	4,556	47,367	41,963
Other Revenue	235,400	320,387	235,400	107,977	165,913	159,241
Non-Revenue Receipts	328,212	1,812,380	328,212	250,507	250,519	125,468
Total Revenues	44,713,955	45,755,934	47,610,355	4,020,291	3,959,051	5,211,662
<u>Expenditures</u>						
Salaries	21,852,568	21,978,514	22,651,969	1,468,669	1,558,912	1,984,940
Other Personnel Services	3,638,330	3,336,301	3,299,101	509,789	509,533	494,562
Personnel Benefits	7,472,698	8,539,914	8,882,641	504,192	524,440	662,841
Total Personnel Expenses	32,963,596	33,854,729	34,833,711	2,482,650	2,592,885	3,142,343
Services	7,952,708	8,746,101	8,855,229	1,131,641	952,826	1,281,237
Materials and Supplies	2,853,090	3,166,187	3,367,529	325,562	189,504	288,587
Other Current Expenses	204,135	1,478,917	3,436,886	114,961	223,836	198,751
Total Current Expense	11,009,933	13,391,205	15,659,644	1,572,163	1,366,166	1,768,575
Capital Outlay	230,883	10,000	10,000	15,883	0	300,744
Total Expenditures	44,204,412	47,255,934	50,503,355	4,070,696	3,959,051	5,211,662
Revenue (+) over Expense (-)	509,543	-1,500,000	-2,893,000	-50,405	0	0

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA
ANALYSIS OF PLANT FUND EXPENDITURES
2019 - 2020 FISCAL YEAR**

A. Recapitulation By Source - Unexpended Plant

	<u>TOTAL FUNDS</u>	<u>LOCAL</u>	<u>CO&DS</u>	<u>PECO</u>
Beginning Fund Balance July 1, 2019	\$ 26,544,137	\$ 19,337,933	\$ 1,041,781	\$ 6,164,423
Add Revenues	3,872,021	1,600,000	250,000	2,022,021
Deduct Expenditures	9,573,000	3,850,000	250,000	5,473,000
Ending Fund Balance June 30, 2020	<u>\$ 20,843,158</u>	<u>\$ 17,087,933</u>	<u>\$ 1,041,781</u>	<u>\$ 2,713,444</u>

B. Expenditures By Project and Source

#712200/720000 Undesignated CO&DS	\$ 250,000	0	\$ 250,000	\$ 0
#713110/710000 Capital Improvement Fee	1,350,000	1,350,000	0	0
#712800/770001 Sum of the Years Digits	323,000	0	0	323,000
#712758/770003 Rem/Ren Library Building Bradenton	1,150,000	0	0	1,150,000
#712759/770003 Rem/Ren Science Building 25	4,250,000	250,000	0	4,000,000
#713501/71050 Capital Plan - From Fund Balance	2,000,000	2,000,000	0	0
#713154/710000 Tech Refresh /CIF	250,000	250,000	0	0
Totals	<u>\$ 9,573,000</u>	<u>\$ 3,850,000</u>	<u>\$ 250,000</u>	<u>\$ 5,473,000</u>

C. Expenditures By Project and Type

	<u>Totals</u>	<u>G/L 75000</u>	<u>G/L 76000</u>	<u>G/L 79000</u>	<u>G/L 66507/70601</u>
#712200/720000 Undesignated CO&DS	\$ 250,000	0	\$ 250,000	\$ 0	\$ 0
#713110/710000 Capital Improvement Fee	1,350,000	1,350,000	0	0	0
#712800/770001 Sum of the Years Digits	323,000	0	0	323,000	0
#712758/770003 Rem/Ren Library Building Bradenton	1,150,000	1,150,000	0	0	0
#712759/770003 Rem/Ren Science Building 25	4,250,000	4,250,000	0	0	0
#713501/71050 Capital Plan - From Fund Balance	2,000,000	0	0	2,000,000	0
#713154/710000 Tech Refresh /CIF	250,000	0	0	0	250,000
Totals	<u>\$ 9,573,000</u>	<u>\$ 6,750,000</u>	<u>\$ 250,000</u>	<u>\$ 2,323,000</u>	<u>\$ 250,000</u>

**State College of Florida
Schedule of Revenues and Expense
2019 - 2020 Fiscal Year
Upper Division**

	Upper Division Current Unrestricted			Upper Division Current Restricted		
	Estimated Actual 2018-2019	Original Budget 2018-2019	Proposed Budget 2019-2020	Estimated Actual 2018-2019	Original Budget 2018-2019	Proposed Budget 2019-2020
Revenues						
Student Fees	1,325,040	1,474,003	1,371,029	232,078	236,837	233,645
Support from State Government	178,164	178,164	178,164	0	0	0
Other Revenue	31,476	10,000	34,523	0	0	0
Non-Revenue Receipts	0	0	0	0	0	185,500
Total Revenues	1,534,680	1,662,167	1,583,716	232,078	236,837	419,145
Expenditures						
Salaries	758,973	729,089	761,247	0	0	0
Other Personnel Services	327,915	370,216	344,944	0	10,000	7,500
Personnel Benefits	186,148	373,856	344,886	0	0	0
Total Personnel Expenses	1,273,036	1,473,161	1,451,077	0	10,000	7,500
Services	13,239	25,050	25,650	77,100	67,400	70,000
Materials and Supplies	92,278	86,789	86,989	148,695	155,237	152,745
Other Current Expenses	0	15,000	20,000	0	4,200	3,400
Total Current Expense	105,517	126,839	132,639	225,795	226,837	226,145
Capital Outlay	0	0	0	0	0	185,500
Total Expenditures	1,378,553	1,600,000	1,583,716	225,795	236,837	419,145
Revenue (+) over Expense (-)	156,127	62,167	0	6,283	0	0

**State College of Florida
Schedule of Revenues and Expense
2019 - 2020 Fiscal Year
Collegiate Schools**

	<u>Collegiate School Bradenton</u>			<u>Collegiate School Venice</u>		
	<u>Estimated Actual 2018-2019</u>	<u>Original Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>	<u>Estimated Actual 2018-2019</u>	<u>Original Budget 2018-2019</u>	<u>Proposed Budget 2019-2020</u>
<u>Revenues</u>						
Support from Local Government	3,323,242	3,561,467	3,712,442	0	0	315,805
Support from Federal Government	3,219	5,000	11,000	0	0	274,000
Other Revenue	107,526	3,609	0	68,579	68,579	114,013
Total Revenues	3,433,987	3,570,076	3,723,442	68,579	68,579	703,818
<u>Expenditures</u>						
Salaries	1,553,586	1,439,602	1,606,655	56,639	65,000	127,187
Other Personnel Services	63,803	49,200	59,200	0	0	6,000
Personnel Benefits	475,477	653,035	676,085	18,438	19,479	39,197
Total Personnel Expenses	2,092,866	2,141,837	2,341,940	75,077	84,479	172,384
Services	651,670	895,885	1,005,472	2,683	20,100	189,434
Materials and Supplies	227,951	343,614	360,779	937	4,000	68,000
Other Current Expenses	0	0	0	0	0	0
Total Current Expense	879,621	1,239,499	1,366,251	3,620	24,100	257,434
Capital Outlay	37,062	8,513	10,538	0	0	274,000
Total Expenditures	3,009,549	3,389,849	3,718,729	78,697	108,579	703,818
Revenue (+) over Expense (-)	424,438	180,227	4,713	-10,118	-40,000	0

FUND	Restrictions	June 30, 2018 Reserves & Unallocated Balances	June 30, 2019 Estimated Reserves & Unallocated Balances	Sources	Uses
Fund 1 Current Funds – Unrestricted: This fund is used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college. NOTE: The 6/30/19 fund balance includes \$1.12M for accounting (GASB) adjustments. The estimated cash balance for 6/30/19 is \$10.2M.	Restrictions on the resources of this fund are those imposed by law, regulation or the approved budget.	\$10,416,985	\$9,384,545	Legislative Appropriations, General Revenue, Lottery, Special Categorical Funds, Student Fees, Interest Earnings, Transfers and Other Fees	Salaries, Materials, Supplies, Utilities, Phones, Postage, Travel, Consulting, Services, etc., Furniture, Equipment, Library Books, Computers
Fund 2 Current Funds – Restricted: This fund is also used to account for those economic resources which may be used to accomplish the primary and supporting objectives of the college.	Restrictions on the resources of this fund are those imposed by donors or other outside agencies.	\$2,670,766	\$3,020,766	Federal Grants, State Grants, Restricted Funds, Local/Special Grants	Salaries, Supplies, Travel, Materials, etc.
Fund 3 Auxiliary Funds: Auxiliary enterprises are established primarily to provide non- instructional services for sale to students, faculty, staff and which are intended to be self-supporting.	Restrictions on the resources of this fund are those imposed by the College and aligned with best practices and generally accepted accounting principles (GAAP).	\$6,358,708	\$6,683,708	Bookstore Commissions, Food Service Commissions, Other Self-Supporting Activities	Salaries, Scholarships, Transfers Out
Fund 4 Loan Funds: Loan funds are those resources available for loans to students regardless of whether the institution is responsible for the collection of the loan.	Restrictions on the resources of this fund are those imposed by the College or other outside agencies.	\$484,713	\$484,713	Contributions, Parking Fines, Interest Earnings	Student Loans
Fund 5 Scholarship Funds: This fund is used to account for resources available for awards to students which are not in payment for services rendered to the College and will not require repayment to the College.	Restrictions on the resources of this fund are those imposed by the College, the donor or other outside agencies.	\$381,764	\$431,764	Federal Grants, State Grants, Local Scholarship Awards, General Donations	Scholarships
Fund 6 Agency Funds: This fund is used to account for resources held by a college as custodian or fiscal agent for others, such as funds of student or staff	Restrictions on the resources of this fund are those imposed by the club or organization for which the funds are held.	\$0	\$0	Fundraising by Student Clubs & Organizations	Student Club Project Activities

<p>Fund 7 Unexpended Plant Funds: This fund is used to account for resources that are available for the acquisition or construction of physical property to be used for institution purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.</p>	<p>Restrictions on the resources of this fund are imposed by statute for PECO funds and are restricted to new construction, renovations/ remodeling, major repairs, capital equipment, site acquisition and the associated services to</p>	<p>\$22,882,815</p>	<p>\$26,544,137</p>	<p>PECO Funds, CO&DS Bonds/License Tag Fees, Interest Earnings, Local Transfers</p>	<p>New Buildings, Renovation/Remodeling, Major Repairs, Site Acquisition, Capital Equipment, Plant Management Services</p>
<p>Fund 8 Debt Service Funds: This fund is used to account for the long-term debt of a college and for the resources which will be used to retire the debt and pay the interest on the obligation(s).</p>	<p>Restrictions on the resources of this fund are limited to debt service payments.</p>	<p>\$0</p>	<p>\$0</p>	<p>Transfers In, License Tag Fees</p>	<p>Debt Payments. Bond Interest and Principal Payments</p>
<p>Fund 9 Invested in Plant Funds: This fund is used to account for the cumulative costs of plant assets and associated liabilities. The assets consist of land, buildings, other structures and improvements, furniture, machinery, equipment, data software, construction in progress, assets under capital lease, if any.</p>	<p>Restrictions include a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed as follows: Buildings, 40 years; Other Structures, 10 years; Computer Equipment, 3 years; Vehicles, Office Machines and Ed. Eq., 5 years; and Furniture, 7 years.</p>	<p>\$84,346,040</p>	<p>\$86,846,040</p>	<p>Recordkeeping for Capital Purchases (Land, Buildings, Equipment, Library Books)</p>	<p>Depreciation and Deletions of Outdated, Obsolete, and Outmoded Equipment, Library Books, Furniture etc.</p>
<p>Total</p>		<p>\$127,541,791</p>	<p>\$133,395,673</p>		

Definitions

Encumbrances

Encumbrances representing outstanding purchase orders or other external commitments for materials or services not received as of the reporting date. Encumbrances are not reported as expenditures or liabilities. Rather, encumbrances are reported as a reserve against fund balance.

Fund Balance

The excess of assets over liabilities. To the extent that assets cannot or will not be converted to cash, reserves are established from fund balance.

Unallocated Fund Balance

A portion of ending fund balance which is available to fund new expenditures in the next fiscal year.

Community College Program Fund (CCPF)

Fund established in law which shall comprise the majority of appropriations made by the Legislature for the support of the current operating program of the State's colleges.

PECO Funding

The State allocates gross receipts taxes, generally known as Public Education Capital Outlay (PECO) funding, to the College on an annual basis. The College is authorized to expend these resources only upon applying for and receiving an encumbrance authorization from the Florida Department of Education. The allocation of PECO money is recognized as an addition to Unexpended Plant Funds when it is allocated and as a deduction if the allocation is subsequently reduced.