



# *City College of San Francisco*

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 • (415) 239-3000

**Resolution includes authorization to transfer funds out of the Board Designated Reserve, which requires a 2/3's vote of the Board of Trustees.**

**DATE:** June 2, 2010 **B1a**

**TO:** Board of Trustees

**FROM:** Dr. Don Q. Griffin, Chancellor

**SUBJECT: GENERAL FUND**  
**Adoption of Tentative Annual 2011-2012 Budget**  
**(Preliminary Budget)**  
**(Resolution No. 100602-B1a)**

## **BACKGROUND INFORMATION:**

The California Code of Regulations requires the governing board of each community college district to adopt a preliminary budget for the ensuing fiscal year on or before June 30th. The Tentative Annual Budget for 2011-2012 realistic estimate of revenues, is a roll-over of current expenses plus unavoidable cost increases, minus anticipated savings, as reviewed by the planning and budget council. In addition the Board's Budget Committee conducted several public meeting to review the proposed budget. This budget is detailed in the "Tentative Annual Budget 2011-2012 Preliminary Recommendation", to be presented to the Board of Trustees at the June 2, 2011, meeting.

## **Tentative Annual Budget for 2011-2012: Preliminary Recommendations**

The 2011-2012 Tentative Annual Budget for the General Fund Unrestricted is based on the Legislative Conference Committee's Proposed Budget with projected revenue and resources totaling \$xxxxxxx of which \$xxxxxxx represents the sum of state and local allocations and fees and \$0 represents the prior year's estimated unreserved undesignated fund balance.

The General Fund Unrestricted Expenditure Budget for FY 2011-2012 is currently projected at \$xxxxxxx. This budget generally continues operational expenditures from the prior fiscal year. This budget includes a transfer in the amount of up to \$2,000,000 from the Board Designated Reserve, which would leave \$4.65 million in the reserve.

After the State budget is approved, a Final FY 2011-12 District Budget will be developed and will be presented at the September 2010 Board of Trustees meeting.

The recommended 2011-2012 Tentative Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows.

## **BOARD OF TRUSTEES**

**JOHN RIZZO, PRESIDENT • , CHRIS JACKSON, VICE PRESIDENT • DR. NATALIE BERG • .DR. ANITA GRIER • MILTON MARKS**

**CHRIS JACKSON • STEVE NGO • LAWRENCE WONG, ESQ. • JEFFREY FANG, STUDENT TRUSTEE**

**DR. DON Q. GRIFFIN, CHANCELLOR**



- Section 2 Any action taken by the Board of Trustees at its meetings on June 2, 2010 and June 23, 2010 shall be incorporated in the 2011-2012 Tentative Annual Budget and a copy of the 2011-2012 Tentative Annual Budget with modifications shall be placed in the official files of the Board of Trustees.
- Section 3 The estimated receipts, income and revenue enumerated in the Tentative Annual Budget are hereby appropriated to the several funds and departments indicated in the Tentative Annual Budget for the purpose of meeting expenditure appropriations provided in the Tentative Annual Budget. These proposed expenditures are hereby appropriated to the funds and departments enumerated in the Tentative Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Tentative Annual Budget.
- Section 4 The Chancellor and Vice Chancellor of Finance and Administration are also authorized to execute all necessary budgetary documents, including current and subsequent budget transfers as required to maintain depository accounts with the San Francisco Controller and Treasurer, provided they are within the purposes and amounts of the budgets adopted on Community College District forms.
- Section 5 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to withhold filing the documents described in Section 4 above until such time as they are legally required to be filed with the local and state agencies.
- Section 6 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative Provisions, 2011-2012.

## **Part 2: General Fund Restricted**

- Section 1 The General Fund - Restricted portion of the SFCCD Tentative Annual Budget contains appropriation of categorical funds from various granting agencies, thru RFP's, Apportionment, Allocations, Subcontracts, Sub-Recipient Agreements, Fee Based Programs, Property rentals and overhead. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2011-2012 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Throughout the year, General Fund - Restricted Awards, Allocations, Sub-contract, Sub-recipients Agreements accepted by the District are communicated to the Board of Trustees monthly and appropriated to the Annual Budget. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

### **Part 3: Child Development Fund**

Section 1 The Child Development Fund portion of the SFCCD Tentative Annual Budget contains appropriations of categorical funds from California Dept. of Education thru RFP's, Subcontracts, Sub-Recipient Agreements or gifts from various donors. Such appropriations shall be increased or decreased in accordance with the amount made available during fiscal year 2011-2012 by cash receipts or allocations from the State of California. Through out the year, General Fund - Restricted Awards, Allocations, Sub-contract, Sub-recipients Agreements accepted by the District are communicated to the Board of Trustees monthly and appropriated to the Annual Budget. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

### **Part 4: Board of Trustees Budget Modifications**

**PLACEHOLDER**

### **Administrative Provisions 2011-2012**

Section 1 Because total appropriations contained in the Tentative Annual Budget are based on estimated revenues which may not be fully realized, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration are authorized to freeze an equivalent amount of expenditure appropriations and report this action to the Board of Trustees. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.

Section 2 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct technical errors. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration.

Section 3 The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized; first, to expend from the available funds budgeted for any approved position; second, to transfer subject to the provisions of Title 5, California Code of Regulations, Section 58199 and expend from the available funds budgeted for personal services; and third, to transfer subject to the provisions of Title 5, California Code of Education, Section 58199 and expend from any other available budgeted funds for lump sum payments to classified employees upon death or retirement for service or separation caused by industrial accident for accumulated sick leave benefits in accordance with Civil Service Commission Rules 22, Section 22.02.B9. Provided, however, that the position held by an employee who is entitled to such lump sum payment will not be filled with either a permanent or temporary replacement until such lump sum payment has been recovered from funds budgeted for personal services, and further provided that in the event that said position must be filled immediately it may be so filled on the authorization of the Chancellor or the Vice Chancellor of Finance and Administration.

Section 4 That the San Francisco Community College District is hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The Chancellor and the Vice Chancellor of Finance and Administration are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.

Section 5 That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and for which it is held. Such an account or fund shall be maintained as long as any portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

Section 6 Permanent certificated and classified positions continued or created by the Board of Trustees in the Tentative Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided with approval of the Chancellor and Vice Chancellor of Finance and Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified

position. Funds provided in the Tentative Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.

Section 7 Money received as payment for damage to SFCCD property is hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not to be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.

**SHARED GOVERNANCE REVIEW:**

Yes: X ; No: \_\_\_; If yes, which Committee: Planning Budget Council

Date of Review:

*(A negative response indicates that a review is not necessary)*

**RECOMMENDATION:**

**RESOLVED:** That approval is hereby given for the Preliminary Fiscal Year 2011-2012 Tentative Annual Budget, including a transfer of up to \$2M from the Board Designated Reserve, and

**RESOLVED:** Any and all changes to the Preliminary Budget adopted by the Board of Trustees at its meetings on June 2<sup>nd</sup> and June 23, 2011 shall be incorporated into the final budget.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Recommended for adoption:  
Dr. Don Q. Griffin, Chancellor

