

# MONITORING REPORT

## CHANCELLOR LIMITATIONS

### FINANCIAL CONDITION AND ACTIVITIES; FINANCIAL PLANNING AND BUDGETING

#### Governing Board Agenda

Meeting Date: 12/12/23

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
	Budget Analysis Report General Fund For the Five Months Ending 11/30/2023	Kimberly Brainard Granio, Vice Chancellor, Business Services

Revenue Summary: \$425.5M year to date; projected revenue at year end: \$739.8M

- The two major revenues, property taxes and tuition, are collected in cycles. Tuition revenue is generally collected at the beginning of each semester while property tax revenue is mostly collected in the fall and spring when semi-annual payments are due from property owners.
- 57.8% of projected revenue have been recognized year to date.

Expenditure Summary: \$306.5M year to date; projected expenditure at year end: \$747.7M

- Expenses for Personal Services and Employee Benefits are generally consistent throughout the academic year (August through May) as faculty expenses are primarily recognized during this period. Expenses in July and June of each fiscal year are typically lower.
- 41.0% of projected expenditures have been recognized year to date.
- Contingencies of \$9.5M included in the Expenditure Analysis line items in the attached report are not expected to be expended.

#### Fund Balance and Financial Stability Requirements

- Projections are for the Fund 1 balance to decrease by \$7.8M (from \$235.6M to \$227.8M) in FY2024.
- MCCCCD is required to maintain a financial stability balance equal to 10% of the annual projected revenue. This currently equates to \$73.5M. An additional \$44.1M in fund balance has been reserved to provide another layer of financial protection and provide financial flexibility in uncertain times, such as unforeseen drops in enrollment, uncollected tax levy, unexpected increases in uncollectible student debt, unplanned/unavoidable expenses, etc. The combination of these two reserves provides approximately two months of expenses for the MCCCCD system. After these reserves and a designation for college carryforward of \$22.7M, a projected undesignated balance of \$49.3M remains.
- While the projected undesignated fund balance is expected to be just over \$49M, there are ongoing expenses that may potentially impact these balances (i.e., technology, etc.).
- Financial activities of the District comply with the Governing Board Policies, Chancellor Interpretations 2.4 and 2.6, though Restricted Fund revenue collection often lags behind expenditures given that the nature of grants and financial aid is one of reimbursement for expenditures and awards.
- The Governing Board contingency beginning balance was \$900,000. The remaining balance as of 11/30/23 is \$600,000. \$300,000 was transferred to operations for potential expenditure limit ballot preparation costs. \$122,400 has been encumbered or expended for polling and focus group activities.

#### Items of Particular Interest: Abnormal Deviations from Budget or Expectations

- None.

More information on the Budget Analysis Report access: <https://district.maricopa.edu/budget/financial-services-controller/financial-reports>

This report is also provided to the Audit & Finance Committee semi-annually.

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#### Funding

Source  
Account Information

Maricopa County Community College District

Budget to Actual

All Business Units

FUND: 110 - General Fund



Five months ending November 30, 2023

	Full Year Budget	Recognized	Percent Recognized 23-24	Percent Recognized 22-23	Percent Recognized 21-22	Percent Recognized 20-21	Projected Revenue	Projected Variance Over/(Under) Budget	Comments
<b>REVENUE ANALYSIS</b>									
Property taxes	537,797,972	283,336,751	52.68%	53.37%	52.82%	52.00%	537,797,972	-	Projected, see (a)
State aid	-	-						-	Per State Budget
In lieu taxes	8,836,631	4,694,161	53.12%	49.44%	50.03%	49.92%	8,836,631	-	Based on budget
General tuition	166,667,682	120,943,423	72.57%	68.03%	60.68%	56.01%	166,667,682	-	Based on budget
Out of state tuition	15,424,787	10,399,633	67.42%	88.78%	85.74%	55.86%	15,424,787	-	Based on budget
Out of county tuition	274,100	16,500	6.02%	5.34%	13.53%	5.19%	274,100	-	Based on budget
Other fees and charges	3,663,378	2,603,900	71.08%	64.42%	54.28%	52.61%	3,663,378	-	Based on budget
Investment income	300,000	4,646,186	1548.73%	139.78%	-22.42%	7.44%	300,000	-	Based on budget
Miscellaneous and other	1,640,811	(1,595,832)	-97.26%	4.48%	44.71%	53.36%	1,640,811	-	Based on budget
Transfers from other funds	5,219,511	499,820	9.58%	90.43%	90.42%	100.00%	5,219,511	-	Based on budget
<b>Subtotal Revenues</b>	<b>739,824,872</b>	<b>425,544,541</b>	<b>57.52%</b>	<b>56.49%</b>	<b>55.35%</b>	<b>53.18%</b>	<b>739,824,872</b>	<b>-</b>	
Fund balance carryforward	211,111,889	-	0.00%	0.00%	0.00%	0.00%	211,111,889	-	Based on budget
<b>Total Sources</b>	<b>950,936,761</b>	<b>425,544,541</b>	<b>44.75%</b>	<b>42.61%</b>	<b>42.58%</b>	<b>41.66%</b>	<b>950,936,761</b>	<b>-</b>	

	Full Year Budget	Year-To-Date Expended	Percent Expended 23-24	Percent Expended 22-23	Percent Expended 21-22	Percent Expended 20-21	Amount Encumbered	Unencumbered Balance Available	Percent of Budget Available
<b>EXPENDITURE ANALYSIS</b>									
<b>By Function</b>									
Instruction	262,710,497	108,113,910	41.15%	40.97%	33.74%	36.25%	100,588,921	54,007,666	20.56%
Public service	2,801,009	1,517,286	54.17%	35.24%	31.96%	39.66%	1,519,089	(235,366)	-8.40%
Academic support	92,346,966	39,223,488	42.47%	42.31%	38.91%	36.35%	46,487,798	6,635,680	7.19%
Student services	88,034,353	30,160,708	34.26%	35.03%	31.35%	30.49%	44,292,370	13,581,275	15.43%
Institutional support	237,937,899	88,870,649	37.35%	36.84%	32.51%	33.13%	84,845,866	64,221,384	26.99%
Operation and maintenance of plant	74,137,163	30,382,250	40.98%	38.80%	35.37%	38.04%	41,514,828	2,240,084	3.02%
Student financial assistance	19,614,637	8,259,078	42.11%	39.45%	38.35%	53.35%	26,446	11,329,112	57.76%
Unused carryforward and contingency	9,466,531	-	0.00%	0.00%	0.00%	0.00%	-	9,466,531	100.00%
<b>Total Operational by Function</b>	<b>787,049,056</b>	<b>306,527,370</b>	<b>38.95%</b>	<b>38.61%</b>	<b>33.73%</b>	<b>34.93%</b>	<b>319,275,319</b>	<b>161,246,367</b>	<b>20.49%</b>

	Full Year Budget	Year-To-Date Expended	Percent Expended 23-24	Percent Expended 22-23	Percent Expended 21-22	Percent Expended 20-21	Amount Encumbered	Unencumbered Balance Available	Percent of Budget Available
<b>By Account</b>									
Personal services	462,074,688	177,087,258	38.32%	37.87%	33.58%	33.57%	215,835,275	69,152,155	14.97%
Employee benefits	136,254,269	53,417,563	39.20%	39.15%	35.46%	36.36%	55,308,664	27,528,042	20.20%
Contractual services	73,260,561	37,206,614	50.79%	50.42%	37.46%	37.39%	32,849,376	3,204,572	4.37%
Supplies, materials, parts	10,922,072	3,875,373	35.48%	33.22%	27.30%	36.57%	2,027,839	5,018,859	45.95%
Current fixed charges	13,213,053	11,453,075	86.68%	85.80%	91.81%	70.40%	1,661,635	98,344	0.74%
Communications and utilities	17,335,701	7,893,271	45.53%	38.05%	33.22%	37.07%	9,221,804	220,626	1.27%
Travel operating expenses	4,903,516	1,605,915	32.75%	27.38%	11.73%	6.19%	1,132,717	2,164,885	44.15%
Student aid and miscellaneous	44,899,387	11,520,134	25.66%	24.39%	24.03%	32.82%	1,238,010	32,141,243	71.59%
Intrafund transfers	9,929,517	1,200	0.01%	0.01%	0.00%	0.00%	-	9,928,317	99.99%
Transfers to other funds	4,789,761	2,466,967	51.51%	49.21%	47.35%	88.04%	-	2,322,794	48.49%
Unused carryforward and contingency	9,466,531	-	0.00%	0.00%	0.00%	0.00%	-	9,466,531	100.00%
<b>Total Operational by Account</b>	<b>787,049,056</b>	<b>306,527,370</b>	<b>38.95%</b>	<b>38.61%</b>	<b>33.73%</b>	<b>34.93%</b>	<b>319,275,319</b>	<b>161,246,367</b>	<b>20.49%</b>

**FINANCIAL CONDITION ANALYSIS**

Total projected revenues	739,824,872
Less total projected expenditures (b)	<u>(747,696,603)</u>
Projected increase / (decrease) in fund balance	(7,871,731)
Beginning fund balance (unaudited)	<u>235,648,947</u>
Projected ending fund balance 6/30/24	<u><u>227,777,216</u></u>
<b>Less projected designations for future operations:</b>	
3.5% college carry forward	22,660,788
Less minimum financial condition measure (c)	73,460,536
Less additional reserves (d)	44,076,322
Less designations for system-wide strategic efforts (e)	<u>38,237,644</u>
Total Designations	<u>178,435,290</u>
Projected undesignated balance	<u><u>49,341,926</u></u>

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

(b) - Represents budgeted expenses less contingencies.

(c) - The financial condition measure represents that portion of the undesignated general fund balance equal to 10% of the annual projected revenues, excluding transfers-in from other funds. 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.

(d) - Additional reserves are intended to provide another layer of financial protection and provide financial flexibility in uncertain times. The intention is to have a combined reserve (minimum financial condition measure plus additional reserves) which provides two months of expenses should the district face financial uncertainties (i.e., unforeseen drops in enrollment, uncollected tax levy, unexpected increases in uncollectible student debt, unplanned/unavoidable expenses, etc.).

(e) - Funded from recoveries of lost revenue (FY21) with Higher Education Emergency Relief Funds; includes efforts such as strategic scheduling software, advising case management, scholarship software, changes to SIS and Admissions.

**REVENUE DESCRIPTIONS**

Property Tax	Primary property taxes levied and collected for use in current operations without restrictions.
State Aid	Effective in FY 16, the State of Arizona no longer provides operational support to the Maricopa County Community College District.
In Lieu Tax	Monies paid to the District by SRP for use in current operations as a substitution for property taxes.
General Tuition	Tuition and fees received from students whether directly or from a third party.
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.
Out-of-County Tuition	Counties that do not have a community college district provide monies for operations to the districts where their students attend.
Other Fees and Charges	Includes funds received from students for various fees such as registration, transcripts, evaluation by examination registration fees, music lessons, etc.
Investment Income	Idle monies of the District are invested per Governing Board policy and the income is available for operating purposes. Based on accounting standards, the District adjusts the value of its investments monthly to that of the market and these adjustments are reflected in the investment income line. Therefore, the actual amount for this revenue line can fluctuate up and down over the course of the year. The projected revenue is what the District expects the final income amount to be at the end of the fiscal year regardless of the increases and decreases that can occur monthly.
Miscellaneous and Other	Includes funds recovered from previously written off student debts as well as other small types of revenues. The negative balance in November is due to an accrual reversal. We expect to book an adjusting entry in December.
Transfers from Other Funds	Includes transfers from auxiliary and plant funds. The annual transfer from plant for capital tax levy revenues will be completed in December.
Fund balance carryforward	Includes budget capacity to allow colleges and district office divisions to carry forward up to 3.5% of operating budgets from one fiscal year to the next, enrollment growth funding for the colleges, and contingencies for unanticipated expenses. Fund balance will not be recognized as a source until used.

**EXPENDITURE DESCRIPTIONS****By Function**

Instruction	Includes expenditures directly related to instruction including credit courses and vocational and technical courses.
Public Service	Includes expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the District. Year to date expenditures appear higher than normal due to the wrong function being used for dual enrollment expenditures. Adjustments will be made to the correct function.
Academic Support	Includes activities to support the District's primary mission, such as student computing and library services.
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.
Institutional Support	Includes activities that provide safety, security, printing, travel, marketing, insurance, management, business and human resource operations, and planning.
Operation/Maintenance of Plant	Includes expenditures allocated for the operation and maintenance of the physical plant, such as utility costs and staff responsible for the maintenance of buildings and grounds for all units.
Student Financial Assistance	Maricopa funded scholarships such as the President's scholarship, and honors awards.
Unused carryforward and contingency	Includes amounts carried from one fiscal year to the next by the colleges and district office units (up to 3.5% of adopted budget) and basic contingency for unexpected needs as

**By Account**

Personnel 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.
Employee Benefits	Includes all employer paid costs of employee health insurance, retirement contributions, social security and Medicare, life insurance, workers compensation, unemployment, etc.
Contractual Services	Includes expenditures such as funding for professional services, advertising, marketing, etc.
Supplies, Materials, Parts	Includes the cost of classroom and office supplies and materials, software, audiovisual aids, etc.
Current Fixed Charges	Includes expenditures for facilities rentals, liability and property insurance, subscriptions, etc.
Communications and Utilities	Includes all costs relating to telephone, postage, electricity, water, sewer, etc.
Travel	Includes mileage, in and out of state travel, international travel, registration, hotel, airfare, etc.
Student Aid and Miscellaneous	Includes statutory waivers, employee and dependent waivers, non-capital equipment, bad debt expense relating to student accounts, etc.
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 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), etc.
Unused carryforward and contingency	Includes amounts carried from one fiscal year to the next by the colleges and district office units (up to 3.5% of adopted budget) and basic contingency for unexpected needs as