

# MONITORING REPORT

## CHANCELLOR LIMITATIONS

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

Governing Board Agenda

Meeting Date: 8/14/2018

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
	Budget Analysis Report	Mr. Elliott Hibbs
	Fund 1: General Unrestricted Fund	Ms. Kim Granio
	For the Twelve Months Ending	
	6/30/2018 - PRELIMINARY	

Expenditure Summary: \$645.8M (year to date); projected expenditure at year end: \$667.6M

- Typically evenly spread across each month, as the majority is payroll and benefits which are recorded every two weeks.
- 88.1% of expenditures have been recognized year to date (versus 89.3% in 16/17, 89.3% in 15/16, and 84.7% in 14/15).
- 11.9% of the budget remains unexpended or unencumbered (versus 10.7% in 16/17, 10.7% in 15/16, and 15.3% in 14/15).

Revenue Summary: \$670.1M (year to date); projected revenue at year end: \$670.1M

- 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.
- 97.7% of the budgeted revenue has been recognized year to date (versus 95.6% in 16/17, 95.7% in 15/16, and 95.4% in 14/15).

#### Fund Balance and Financial Stability Requirements

- Projections are for the Fund 1 balance to increase by ~\$2.5M (from \$178.0M to \$180.5M) in FY 17/18.
- MCCCCD is required to maintain a financial stability balance equal to 8% of the annual projected revenue. This currently equates to \$53.6M. The remaining fund balance of \$126.9M is comprised of college carryforward, designations for future operations, minimum financial condition measure for future years, allowance for student bad debt, priority initiatives, capital master planning, reserves for potential claims/contingency, enrollment growth/retention, and a projected undesignated balance of \$34.3M.
- 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 is \$900,000. The remaining balance as of 6/30/18 is \$900,000.

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

None.

More information on the Budget Analysis Report access: <https://district.maricopa.edu/data-reports/finances/reports>

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

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### Funding

**Source**  
**Account Information**

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
 BUDGET ANALYSIS REPORT  
 FUND 1 - CURRENT UNRESTRICTED FUND  
 June 2018 PRELIMINARY

**EXPENDITURE ANALYSIS**

<b>By Function:</b>	<b>Budget (a)</b>	<b>Amount Expended</b>	<b>Percent Expended 17-18</b>	<b>Percent Expended 16-17</b>	<b>Percent Expended 15-16</b>	<b>Percent Expended 14-15</b>	<b>Amount Encumbered</b>	<b>Unencumbered Balance Available</b>	<b>Percent of Budget Available</b>
INSTRUCTION	280,041,433	272,546,531	97.3	93.3	90.0	94.6	0	7,494,903	2.7
PUBLIC SERVICE	4,246,920	3,709,147	87.3	98.3	97.9	98.2	0	537,773	12.7
ACADEMIC SUPPORT	85,774,774	76,776,804	89.5	89.6	93.0	91.5	0	8,997,970	10.5
STUDENT SERVICES	85,486,668	77,260,678	90.4	86.7	95.6	90.0	0	8,225,990	9.6
INSTITUTIONAL SUPPORT	153,796,413	134,617,643	87.5	91.7	86.4	90.9	0	19,178,770	12.5
OPERATION/MAINTENANCE OF PLANT	70,869,789	64,471,657	91.0	99.4	96.2	94.1	0	6,398,131	9.0
STUDENT FINANCIAL ASSISTANCE	17,797,098	16,441,837	92.4	89.6	80.8	82.5	0	1,355,261	7.6
CONTINGENCIES	35,168,702	0	0.0	0.0	0.0	0.0	0	35,168,702	100.0
<b>TOTAL OPERATIONAL</b>	<b><u>733,181,797</u></b>	<b><u>645,824,297</u></b>	<b>88.1</b>	<b>89.3</b>	<b>89.3</b>	<b>84.7</b>	<b><u>0</u></b>	<b><u>87,357,500</u></b>	<b>11.9</b>
<b>By Account:</b>									
PERSONNEL SERVICES	393,758,133	380,070,222	96.5	97.1	97.1	98.1	0	13,687,911	3.5
EMPLOYEE BENEFITS	118,196,397	114,407,669	96.8	96.4	99.4	99.4	0	3,788,728	3.2
CONTRACTUAL SERVICES	67,186,342	66,943,781	99.6	99.1	100.0	92.8	0	242,561	0.4
SUPPLIES, MATERIALS, PARTS	10,783,999	10,558,531	97.9	86.4	94.2	89.1	0	225,468	2.1
CURRENT FIXED CHARGES	9,881,045	9,666,154	97.8	96.0	100.0	90.8	0	214,891	2.2
COMMUNICATIONS AND UTILITIES	20,040,772	15,616,654	77.9	80.8	78.9	80.1	0	4,424,118	22.1
TRAVEL	5,691,481	5,068,672	89.1	95.1	99.9	96.3	0	622,809	10.9
STUDENT AID AND MISCELLANEOUS	34,165,847	30,841,794	90.3	98.6	62.6	64.1	0	3,324,053	9.7
TRANSFERS-INTRAFUND	19,913,399	0	0.0	0.0	0.0	0.0	0	19,913,399	100.0
TRANSFERS TO OTHER FUNDS	23,395,680	12,650,820	54.1	96.2	100.0	109.0	0	10,744,860	45.9
CONTINGENCIES	30,168,702	0	0.0	0.0	0.0	0.0	0	30,168,702	100.0
<b>TOTAL OPERATIONAL</b>	<b><u>733,181,797</u></b>	<b><u>645,824,297</u></b>	<b>88.1</b>	<b>89.3</b>	<b>89.3</b>	<b>84.7</b>	<b><u>0</u></b>	<b><u>87,357,500</u></b>	<b>11.9</b>

(a) Represents budget as amended by approved transfers.

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT  
 BUDGET ANALYSIS REPORT  
 FUND 1 - CURRENT UNRESTRICTED FUND  
 June 2018 PRELIMINARY

REVENUE ANALYSIS ( a )	Budget ( b )	Recognized	Percent Recognized 17-18	Percent Recognized 16-17	Percent Recognized 15-16	Percent Recognized 14-15	Revenue	Variance Over/(Under) Budget	Comments
PROPERTY TAX	457,339,611	453,769,902	99.2	99.3	99.8	99.0	453,769,902	-3,569,708	Projected, see (a)
STATE AID	0	0	0.0	0.0	0.0	100.0	0	0	Per State Budget
IN LIEU TAX, SALT RIVER PROJECT	9,065,516	8,967,699	98.9	99.4	98.8	99.3	8,967,699	-97,817	Based on budget
GENERAL TUITION	196,258,020	183,638,131	93.6	88.7	85.9	87.6	183,638,131	-12,619,889	Projected, see (c)
OUT-OF-STATE TUITION	15,160,346	13,544,296	89.3	76.7	108.8	98.3	13,544,296	-1,616,050	Based on budget
OUT-OF-COUNTY TUITION	302,202	291,050	96.3	100.5	96.6	106.7	291,050	-11,152	Based on budget
OTHER FEES AND CHARGES	4,593,128	4,957,822	107.9	109.3	112.5	106.1	4,957,822	364,694	Based on budget
INVESTMENT INCOME	505,000	2,871,887	568.7	204.2	287.1	161.9	2,871,887	2,366,887	Based on budget
MISCELLANEOUS AND OTHER	2,623,974	2,090,111	79.7	70.8	70.2	78.6	2,090,111	-533,863	Based on budget
<b>SUBTOTAL REVENUES</b>	<b>685,847,797</b>	<b>670,130,898</b>	<b>97.7</b>	<b>95.6</b>	<b>95.7</b>	<b>95.4</b>	<b>670,130,898</b>	<b>-15,716,898</b>	
BUDGETED USE OF FUND BALANCE	47,334,000	0	0.0	0.0	0.0	0.0	47,334,000	0	Based on budget
<b>TOTAL SOURCES</b>	<b>733,181,797</b>	<b>670,130,898</b>	<b>91.4</b>	<b>89.9</b>	<b>90.1</b>	<b>85.1</b>	<b>717,464,898</b>	<b>-15,716,898</b>	

**FINANCIAL CONDITION ANALYSIS**

Total revenues	670,130,898	
Less total expenditures ( c )	-667,586,357	<b>% of</b>
Increase / (decrease) in fund balance	2,544,541	<b>Revenues</b>
Beginning fund balance (audited)	177,941,660	
Ending fund balance 6/30/18	180,486,201	27%
Less projected designations for future operations		
3.5% college carry forward	18,525,541	
Additional allocations	4,965,349	
Total budgeted designations:	23,490,890	
Less minimum financial condition measure ( d )	53,610,472	8%
Less minimum financial condition measure for future years	14,791,169	
Less allowance for student bad debt	3,000,000	
Less priority initiatives (Transformation)	13,991,341	
Less capital reserve	25,000,000	
Less uncollected tax levy	3,806,692	
Less reserves for potential claims	5,000,000	
Less Campus Works	3,500,000	
Undesignated balance	34,295,637	

(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**  
June 2018 PRELIMINARY

**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. Percent 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. Decrease in percent recognized is due to the budget decreasing slightly while the actual expenditures decreased at a greater rate.
Academic Support	Includes activities to support the District's primary mission, such as student computing and library services. Percent 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. Percent recognized is consistent with prior year.
Institutional Support	Includes activities that provide safety, security, printing, travel, marketing, insurance, management, business and human resource operations, and planning. Percent recognized is consistent with prior year.
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. The final transfers for FY18 have not yet been made, causing a decrease in percent recognized.
Student Financial Assistance	Maricopa funded scholarships such as the President's scholarship, and honors awards. Percent recognized is consistent with prior year.
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 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. 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. Increase in percent recognized is due to actual expenditures for General Supplies and Expendable Software increasing at a faster rate than the budget increased.
Current Fixed Charges	Includes expenditures for facilities rentals, liability and property insurance, subscriptions, etc. Increase in percent recognized is due to the budget decreasing slightly while the expenditures increased.
Communications and Utilities	Includes all costs relating to telephone, postage, electricity, water, sewer, etc. Percent recognized is consistent with prior year.

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Travel	Includes mileage, in and out of state travel, international travel, registration, hotel, airfare, etc. Decrease in percent recognized is due to the budget for Registration increasing at a faster rate than actual expenditures increased.
Student Aid and Miscellaneous	Includes statutory waivers, employee and dependent waivers, non-capital equipment, bad debt expense relating to student accounts, etc. Decrease in percent recognized is due to the budget for Contingency, Carryforward, and Bad Debt - Tuition increasing while the actual expenditures for Bad Debt - Tuition decreased.
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 FY2018.
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. Decrease in percent recognized is due to end of year transfers that have not yet been made for FY18.
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 estimated uncollected tax levy of \$3,916,502. Percent recognized is consistent with prior year.
State Aid	Effective in FY2016, the State of Arizona no longer provides financial support to the Maricopa County Community College District.
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 prior year.
General Tuition	Tuition and fees received from students whether directly or from a third party. Percent recognized is consistent with prior year.
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. Increase in percent recognized is due to a timing difference in recording Educational Service Partnership adjustment for FY16.
Out-of-County Tuition	Counties that do not have a community college district provide monies for operations to the districts where their students attend. Percent recognized is consistent with prior year.
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 prior year.
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. Increase in percent recognized is due to an increase in bookstore revenue received.
Budgeted Use of Fund Balance	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.