



*Kankakee Community College*

**Fiscal Year 2013**

**July 1, 2012 - June 30, 2013**

**Budget Draft**

**Community College District 520**

STATE OF ILLINOIS  
COMMUNITY COLLEGE DISTRICT #520

Tentative Budget for Fiscal Year 2013

KANKAKEE COMMUNITY COLLEGE  
DISTRICT NO. 520

100 COLLEGE DRIVE

KANKAKEE, ILLINOIS 60901

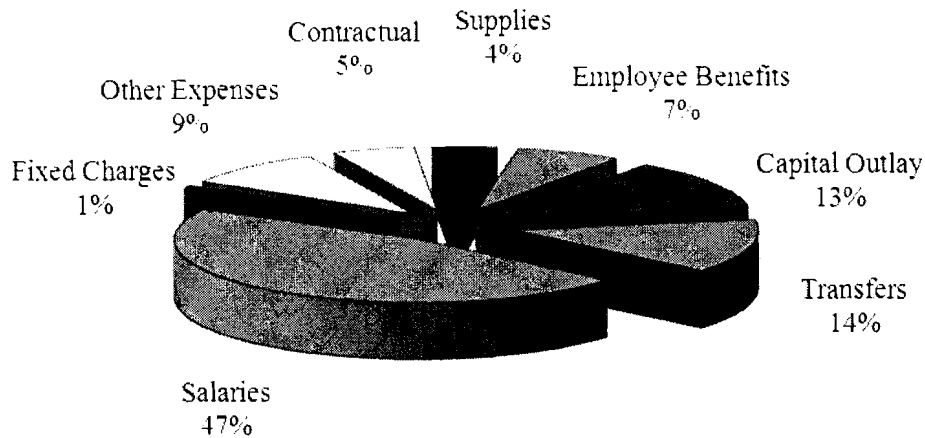
**INTRODUCTION TO THE FISCAL YEAR  
2012-2013  
PROPOSED BUDGET**

The proposed fiscal year 2013 budget plan reflects a continued commitment to enhance the quality of life through learning. The budget is prepared with input from budget managers' requests, the College's long-term and short-term planning objectives, preliminary information from the State of Illinois, estimates regarding assessed valuations for the College District, and many other resources. The process, due to revenue constraints and the College's commitment to meet its contractual obligations, requires prioritization and difficult choices among many good options. Decisions in this budget have been made with a view to assure the most effective utilization of institutional resources available for fiscal year 2013, and to provide the means necessary to accomplish institutional priorities.

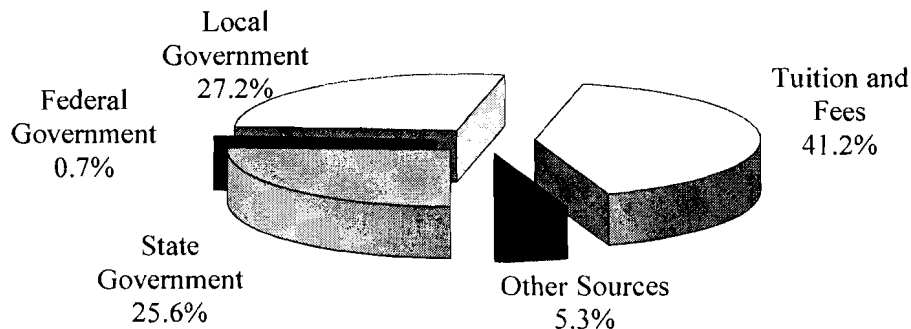
This publication of the Kankakee Community College tentative budget for the year beginning July 1, 2012 and ending June 30, 2013, has been prepared to provide the Board, staff, students and the community-at-large with an informative financial statement. It represents the best information available as of August 6, 2012.

The following charts illustrate the revenues and expenditure of funds in the proposed fiscal year 2013 general operating budget.

**FY2013 Budgeted Operating Expenditures**



**FY2013 Budgeted Operating Revenues**



**KANKAKEE COMMUNITY COLLEGE  
SUMMARY OF FISCAL YEAR 2013 BUDGET BY FUND**

	General			Special Revenue		
	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation & Maintenance Fund	Restricted Purposes Fund *	Audit Fund	Liability, Protection, and Settlement Fund
Beginning Balance	\$12,621,901	\$4,702,920	0	0	\$65,879	\$519,482
Budgeted Revenues	18,195,661	3,936,886	0	0	51,150	1,004,279
Budgeted Expenditures	20,010,030	5,112,557	0	0	51,900	1,146,534
Budgeted Transfers from (to) Other Funds	2,310,630	934,330	0	0	0	0
Budgeted Ending Balance	\$8,496,902	\$2,592,919	0	0	\$65,129	\$377,227
	Debt Service		Capital Projects		Proprietary Fund	
	Bond and Interest Fund	Public Building Commission Rental Fund	Operations and Maintenance Fund (Restricted)	Building Bond Proceeds Fund	Auxilliary Enterprises Fund	
Beginning Balance	\$1,059,799	0	\$32,200	0	\$5,412,659	
Budgeted Revenues	2,049,464	0	9,585,340	0	3,743,943	
Budgeted Expenditures	2,027,509	0	14,127,840	0	3,390,552	
Budgeted Transfers from (to) Other Funds	0	0	(4,542,500)	0	573,225	
Budgeted Ending Balance	\$1,081,754	0	\$32,200	0	\$5,192,825	

\*Information incomplete at this time

Said community college's current estimates of revenues anticipated for Fiscal Year 2013 are displayed above. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2013 budget.

**KANKAKEE COMMUNITY COLLEGE  
FISCAL YEAR 2013 BUDGET SUMMARY**

<u>Fund</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Revenue Over (Under)</u>
Education	18,865,031	22,990,031	(4,125,000)
Operations/Maintenance	4,002,556	6,112,556	(2,110,000)
Operations/Maintenance Restricted	14,127,840	14,127,840	0
Bond and Interest Fund	2,049,464	2,027,509	21,955
Athletics	507,572	507,572	0
Bookstore	2,615,940	2,825,050	(209,110)
Central Stores	35,000	35,000	0
Child Care	150,401	150,401	0
Radio Station	242,946	242,946	0
Student Activities	202,809	202,809	0
Liability, Protection & Settlement	1,004,279	1,146,534	(142,255)
Audit	51,150	51,900	(750)

**SUMMARY OF FISCAL YEAR 2013 ESTIMATED REVENUES  
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520**

	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Public Building Commission Operation and Maintenance Fund</u>	<u>Total Operating Funds</u>
<b><u>OPERATING REVENUES BY SOURCE</u></b>				
Local Government:				
Local Taxes	4,488,012	1,386,675	0	5,874,687
Personal Property Replacement	345,149	0	0	345,149
Chargeback Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL LOCAL GOVERNMENT</b>	<b><u>4,833,161</u></b>	<b><u>1,386,675</u></b>	<b><u>0</u></b>	<b><u>6,219,836</u></b>
State Government:				
ICCB Base Operating Grant	2,240,905	395,454	0	2,636,359
ICCB Equalization Grant	2,484,467	438,435	0	2,922,902
ICCB Square Footage Grant	0	13,152	0	13,152
ICCB Career & Technical Education Grant	240,770	0	<u>0</u>	240,770
Other-DECO EEPS	<u>0</u>	<u>37,500</u>	<u>0</u>	<u>37,500</u>
<b>TOTAL STATE GOVERNMENT</b>	<b><u>4,966,142</u></b>	<b><u>884,541</u></b>	<b><u>0</u></b>	<b><u>5,850,683</u></b>
Federal Government:				
Other-Indirect Cost Reimbursement	156,645	0	<u>0</u>	156,645
Other-ARRA Thermal Efficiency Grant	0	-	0	0
Other-EECBG Block Grant	<u>0</u>	<u>-</u>	<u>0</u>	<u>0</u>
<b>TOTAL FEDERAL GOVERNMENT</b>	<b><u>156,645</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>156,645</u></b>
Student Tuition Fees:				
Tuition	7,617,438	1,243,947	0	8,861,385
Fees	569,700	0	0	569,700
Other Student Assessments	<u>1,300</u>	<u>0</u>	<u>0</u>	<u>1,300</u>
<b>TOTAL TUITION AND FEES</b>	<b><u>8,188,438</u></b>	<b><u>1,243,947</u></b>	<b><u>0</u></b>	<b><u>9,432,385</u></b>
Other Sources:				
Sales and Service Fees	6,600	0	0	6,600
Facilities Revenue	0	103,282	0	103,282
Interest and Investment Revenue	27,975	3,175	0	31,150
Nongovernmental Grants	1,000	0	0	1,000
Transfers In	669,370	65,670	0	735,040
Miscellaneous	<u>15,700</u>	<u>315,266</u>	<u>0</u>	<u>330,966</u>
<b>TOTAL OTHER SOURCES</b>	<b><u>720,645</u></b>	<b><u>487,393</u></b>	<b><u>0</u></b>	<b><u>1,208,038</u></b>
<b>TOTAL 2011 BUDGETED REVENUE</b>	<b><u>18,865,031</u></b>	<b><u>4,002,556</u></b>	<b><u>0</u></b>	<b><u>22,867,587</u></b>
Less Nonoperating Items*:				
Tuition Chargeback Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ADJUSTED REVENUE</b>	<b><u>18,865,031</u></b>	<b><u>4,002,556</u></b>	<b><u>0</u></b>	<b><u>22,867,587</u></b>

\*Interdistrict revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

**FISCAL YEAR 2013 BUDGET**

Summary and Comparison with Fiscal Year 2012

**REVENUE BY MAJOR SOURCE GROUP**

**OPERATIONS FUND**

<u>Description</u>	<u>FY12 Budget</u>	<u>FY13 Budget</u>	<u>% Change</u>
Local Sources	\$9,314,901	\$6,219,836	-33.23%
State Sources	5,293,370	5,850,683	10.53%
Federal Sources	195,530	156,645	-19.89%
Tuition & Fees	10,259,768	9,432,385	-8.06%
Sales & Service Charges	6,250	6,600	5.60%
Facilities Rental	88,800	103,282	16.31%
Interest	13,975	31,150	122.90%
Other Income	<u>289,050</u>	<u>331,966</u>	14.85%
 SUBTOTAL	 25,461,644	 22,132,547	 -13.07%
 Transfers In	 <u>583,000</u>	 <u>735,040</u>	
 TOTAL OPERATIONS	 <u>\$26,044,644</u>	 <u>\$22,867,587</u>	

**AUXILIARY FUND**

Federal Sources	10,500	8,000	-23.81%
Activity Fees	756,461	805,133	6.43%
Sales & Service Charges	2,822,586	2,835,540	0.46%
Interest	4,800	2,600	-45.83%
Other Income	<u>95,720</u>	<u>92,670</u>	-3.19%
 SUBTOTAL	 3,690,067	 3,743,943	 1.46%
 Transfers In	 <u>0</u>	 <u>10,725</u>	
 TOTAL AUXILIARY	 <u>\$3,690,067</u>	 <u>\$3,754,668</u>	

## FISCAL YEAR 2013 BUDGET

Summary and Comparison with Fiscal Year 2012

### EXPENDITURES BY MAJOR PROGRAM GROUP

#### OPERATIONS FUND

<u>Description</u>	<u>FY12 Budget</u>	<u>FY13 Budget</u>	<u>% Change</u>
Instruction	\$8,287,957	\$8,672,661	4.64%
Academic Support	1,611,129	1,524,916	-5.35%
Student Services	1,566,723	1,632,966	4.23%
Public Service/Continuing Ed.	382,080	394,359	3.21%
Institutional Support	8,025,847	7,904,122	-1.52%
Physical Plant Maintenance	5,200,909	4,981,064	-4.23%
Chargebacks	<u>20,000</u>	<u>12,500</u>	-37.50%
 SUBTOTAL	 25,094,644	 25,122,587	 0.11%
 Transfers Out	 <u>0</u>	 <u>3,980,000</u>	
 TOTAL OPERATIONS	 <u>\$25,094,644</u>	 <u>\$29,102,587</u>	

#### AUXILIARY FUND

Bookstore	\$2,238,252	\$2,251,825	0.61%
Athletics	465,670	507,572	9.00%
Student Activities	192,717	202,809	5.24%
Central Stores	35,000	35,000	0.00%
Child Care Center	153,473	150,401	-2.00%
Radio Station	<u>235,007</u>	<u>242,946</u>	3.38%
 SUBTOTAL	 3,320,119	 3,390,552	 2.12%
 Transfers Out	 <u>160,000</u>	 <u>573,225</u>	
 TOTAL AUXILIARY	 <u>\$3,480,119</u>	 <u>\$3,963,777</u>	



## FISCAL YEAR 2013 BUDGET

Summary and Comparison with Fiscal Year 2012

### EXPENDITURES BY MAJOR EXPENDITURE GROUP

#### OPERATIONS FUND

<u>Description</u>	<u>FY12 Budget</u>	<u>FY13 Budget</u>	<u>% Change</u>
Wages	\$13,304,970	\$13,602,359	2.24%
Fringe Benefits	2,029,112	2,010,878	-0.90%
Contractual Expenses	1,702,730	1,578,553	-7.29%
Supplies and Materials	1,220,982	1,248,388	2.24%
Travel and Meetings	353,615	329,129	-6.92%
Fixed Charges	181,791	226,988	24.86%
Utilities	957,258	954,527	-0.29%
Capital Outlay	3,996,356	3,713,470	-7.08%
Other Expenses	<u>1,347,830</u>	<u>1,458,294</u>	8.20%
 SUBTOTAL	 25,094,644	 25,122,587	 0.11%
 Transfers to Other Funds	 <u>0</u>	 <u>3,980,000</u>	
 TOTAL OPERATIONS	 <u>\$25,094,644</u>	 <u>\$29,102,587</u>	

#### AUXILIARY FUND

Wages	\$617,853	\$633,684	2.56%
Fringe Benefits	83,863	90,687	8.14%
Contractual Expenses	189,497	194,729	2.76%
Supplies and Materials	2,034,500	2,046,032	0.57%
Travel and Meetings	159,737	175,287	9.73%
Fixed Charges	13,265	13,339	0.56%
Utilities	8,284	10,714	29.33%
Capital Outlay	4,970	3,000	-39.64%
Other Expenses	<u>208,150</u>	<u>223,080</u>	7.17%
 SUBTOTAL	 3,320,119	 3,390,552	 2.12%
 Transfers to Other Funds	 <u>160,000</u>	 <u>573,225</u>	
 TOTAL AUXILIARY	 <u>\$3,480,119</u>	 <u>\$3,963,777</u>	

**SUMMARY OF FISCAL YEAR 2013 OPERATING BUDGETED EXPENDITURES  
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520**

<u>BY PROGRAM</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Public Building Commission Operation and Maintenance Fund</u>	<u>Total Operating Funds</u>	<u>%</u>
Instruction	8,672,661	0	0	8,672,661	29.80%
Academic Support	1,524,916	0	0	1,524,916	5.24%
Student Services	1,632,966	0	0	1,632,966	5.61%
Public Service/Continuing Education	394,359	0	0	394,359	1.36%
Operations & Maint. Of Plant	0	4,981,064	0	4,981,064	17.12%
Institutional Support	7,772,630	131,492	0	7,904,122	27.16%
Scholarships, Student Grants and Waivers	12,500	0	0	12,500	0.04%
 INTERFUND TRANSFERS	 <u>2,980,000</u>	 <u>1,000,000</u>	 <u>0</u>	 <u>3,980,000</u>	 <u>13.68%</u>
 TOTAL 2013 BUDGETED EXPENDITURES	 <u>22,990,031</u>	 <u>6,112,556</u>	 <u>0</u>	 <u>29,102,587</u>	 <u>100.00%</u>
Less Nonoperating Items*:					
Tuition Chargeback	(12,500)	0		(12,500)	
Instructional Service Contracts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 ADJUSTED EXPENDITURES	 <u>22,977,531</u>	 <u>6,112,556</u>	 <u>0</u>	 <u>29,090,087</u>	
 <u>BY OBJECT</u>					
Salaries	12,732,610	869,748	0	13,602,359	46.74%
Employee Benefits	2,010,878	0	0	2,010,878	6.91%
Contractual Services	1,402,622	175,931	0	1,578,553	5.42%
General Materials & Supplies	990,973	257,415	0	1,248,388	4.29%
Travel and Conference/ Meeting Expenses	327,921	1,208	0	329,129	1.13%
Fixed Charges	23,404	203,584	0	226,988	0.78%
Utilities	102,133	852,394	0	954,527	3.28%
Capital Outlay	992,194	2,721,276	0	3,713,470	12.76%
Other	1,427,294	31,000	0	1,458,294	5.01%
Provision for Contingency**	2,299,003	611,256		2,910,259	0.00%
 INTERFUND TRANSFERS	 <u>2,980,000</u>	 <u>1,000,000</u>	 <u>0</u>	 <u>3,980,000</u>	 <u>13.68%</u>
 TOTAL 2013 BUDGETED EXPENDITURES	 <u>22,990,031</u>	 <u>6,112,556</u>	 <u>0</u>	 <u>29,102,587</u>	 <u>100.00%</u>
Less Nonoperating items*:					
Tuition Chargeback	(12,500)			(12,500)	
Instructional Service Contracts	<u>0</u>	<u>0</u>		<u>0</u>	
 ADJUSTED EXPENDITURES	 <u>22,977,531</u>	 <u>6,112,556</u>	 <u>0</u>	 <u>29,090,087</u>	

\*Interdistrict expenses that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
<b>INSTRUCTION</b>		
Salaries	7,529,090	
Employee Benefits	0	
Contractual Services	344,174	
General Materials and Supplies	332,432	
Travel and Conference/Meeting Expenses	100,018	
Fixed Charges	18,396	
Utilities	35,900	
Capital Outlay	204,851	
Other	<u>107,800</u>	8,672,661
<b>ACADEMIC SUPPORT</b>		
Salaries	961,318	
Employee Benefits	0	
Contractual Services	312,867	
General Materials and Supplies	194,047	
Travel and Conference/Meeting Expenses	9,914	
Fixed Charges	0	
Utilities	14,220	
Capital Outlay	31,500	
Other	<u>1,050</u>	1,524,916
<b>STUDENT SERVICES</b>		
Salaries	1,482,980	
Employee Benefits	0	
Contractual Services	12,558	
General Materials and Supplies	76,935	
Travel and Conference/Meeting Expenses	35,600	
Fixed Charges	4,818	
Utilities	19,225	
Capital Outlay	850	
Other	<u>0</u>	1,632,966
<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>		
Salaries	273,883	
Employee Benefits	0	
Contractual Services	26,200	
General Materials and Supplies	20,925	
Travel and Conference/Meeting Expenses	15,950	
Fixed Charges	0	
Utilities	2,400	
Capital Outlay	0	
Other	<u>55,000</u>	394,359

FISCAL YEAR 2013 BUDGETED EXPENDITURES  
(continued)

<u>EDUCATION FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	2,485,339	
Employee Benefits	2,010,878	
Contractual Services	706,823	
General Materials and Supplies	366,634	
Travel and Conference/Meeting Expenses	166,439	
Fixed Charges	190	
Utilities	30,388	
Capital Outlay	754,993	
Other	1,250,944	
Provision for Contingency**	<u>2,299,003</u>	7,772,629
SCHOLARSHIPS, STUDENT GRANTS AND WAIVERS		
Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	<u>12,500</u>	12,500
INTERFUND TRANSFERS		<u>2,980,000</u>
GRAND TOTAL		<u>22,990,031</u>

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>OPERATIONS AND MAINTENANCE FUND</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATIONS AND MAINTENANCE OF PLANT		
Salaries	869,748	
Employee Benefits	0	
Contractual Services	112,611	
General Materials and Supplies	257,415	
Travel and Conference/Meeting Expenses	1,208	
Fixed Charges	145,712	
Utilities	852,394	
Capital Outlay	2,721,276	
Other	<u>20,700</u>	4,981,064
INSTITUTIONAL SUPPORT		
Salaries	0	
Employee Benefits	0	
Contractual Services	63,320	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	57,872	
Utilities	0	
Capital Outlay	0	
Other	10,300	
Provision for Contingency**	<u>611,256</u>	131,492
INTERFUND TRANSFERS		<u>1,000,000</u>
GRAND TOTAL		<u>6,112,556</u>

\*\* Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2013 BUDGETED REVENUES

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	4,055,340	4,055,340
State Governmental Sources	5,360,000	5,360,000
Federal Governmental Sources	0	0
Other Sources		
Student Tuition and Fees	170,000	
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	0	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	0	
Other	0	<u>170,000</u>
INTERFUND TRANSFERS		<u>4,542,500</u>
GRAND TOTAL		<u>14,127,840</u>

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>OPERATIONS AND MAINTENANCE FUND (Restricted)</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	0	
Employee Benefits	0	
Contractual Services	143,500	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	13,984,340	
Other	<u>0</u>	<u>14,127,840</u>
INTERFUND TRANSFERS		<u>0</u>
GRAND TOTAL		<u>14,127,840</u>

FISCAL YEAR 2013 BUDGETED REVENUES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources	0	
Sales and Service Fee Sources	2,835,540	
Investment Revenue Sources	2,600	
Nongovernmental Gifts, Grants, and Bequests Sources	0	
Other Sources		
Federal Nutrition Grant	8,000	
Student Activity Assessment	805,133	
CCR&R Grant	0	
Other Sources	<u>92,670</u>	3,743,943
INTERFUND TRANSFERS	<u>10,725</u>	<u>10,725</u>
GRAND TOTAL		<u>3,754,668</u>

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>AUXILIARY ENTERPRISES FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	633,684	
Employee Benefits	90,687	
Contractual Services	194,729	
General materials and Supplies	2,046,032	
Travel and Conference/Meeting Expenses	175,287	
Fixed Charges	13,339	
Utilities	10,714	
Capital Outlay	3,000	
Other	223,080	
Provision for Contingency**	<u>396,378</u>	3,390,552
INTERFUND TRANSFERS	<u>573,225</u>	<u>573,225</u>
GRAND TOTAL		<u>3,963,777</u>

FISCAL YEAR 2013 BUDGETED REVENUES

<u>BOND AND INTEREST FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	2,049,324	
Chargeback Revenue	0	
Other	0	2,049,324
Other Sources		
Investment Revenue	140	
Other	<u>0</u>	<u>140</u>
GRAND TOTAL		<u>2,049,464</u>

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>BOND AND INTEREST FUND</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Debt Principal Retirement	1,760,000	
Interest (on Bonds)	264,984	
Other Fixed Charges	<u>2,525</u>	<u>2,027,509</u>
GRAND TOTAL		<u>2,027,509</u>



FISCAL YEAR 2013 BUDGETED REVENUES

<u>AUDIT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	51,150	
Chargeback Revenue	0	
Other	0	51,150
Other Sources		
Grant Administrative Fees	0	
Investment Revenue	0	
Other	<u>0</u>	<u>0</u>
GRAND TOTAL		<u>51,150</u>

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>AUDIT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Contractual Services		
Audit Services	51,900	
Consultants	0	
Architectural Services	0	
Maintenance Services	0	
Legal Services	0	
Office Services	0	
Instructional Service Contracts	0	
Other Contractual Services	0	
Other	<u>0</u>	<u>51,900</u>
GRAND TOTAL		<u>51,900</u>

FISCAL YEAR 2013 BUDGETED REVENUES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources		
Local Taxes	1,004,219	
Chargeback Revenue	0	
Other	0	1,004,219
Other Sources		
Investment Revenue	60	
Other	<u>0</u>	<u>60</u>
GRAND TOTAL		<u>1,004,279</u>

FISCAL YEAR 2013 BUDGETED EXPENDITURES

<u>LIABILITY, PROTECTION, AND SETTLEMENT FUND</u>	<u>Appropriations</u>	<u>Totals</u>
Salaries	244,306	
Employee Benefits	498,550	
Contractual Services	291,361	
General Materials and Supplies	10,628	
Fixed Charges	37,999	
Utilities	1,890	
Capital Outlay	56,000	
Other	<u>5,800</u>	<u>1,146,534</u>
GRAND TOTAL		<u>1,146,534</u>

## Illinois Community College Board

### FUND DEFINITIONS

Financial administration requires that each transaction be identified for administrative and accounting purposes. The first identification is by "fund" which is an independent fiscal and accounting entity, requiring its own set of books in accordance with special regulations, restrictions and limitations that earmark each fund for a specific activity or for attaining certain objectives. Each fund must be so accounted for that the identity of its resources and obligations and its revenues and expenditures is continually maintained.

#### Education Fund

The Education Fund is established by Section 3-1 of the *Public Community College Act* and is the most active of those maintained by the College. All transactions, which relate directly to the instructional program, are recorded here along with transactions involving Academic Support, Student Services, Public Services/Continuing Education, General Administration and Institutional Support. The sources of revenue credited to the Education Fund are local Education Fund tax levies, student tuition, state support, out-of-district chargebacks, state and federal monies for reimbursable programs and other revenue.

#### Operations and Maintenance Fund - Operational

The Operations and Maintenance fund is established by Section 3-1 and Section 3-20.3 of the *Public Community College Act* and is used to account for expenditures resulting from facilities improvements and operation and maintenance of plant. Local Operations and Maintenance Fund tax levies and Corporate Personal Property Replacement Taxes provide the primary means of financing the operation of this fund.

#### Operations and Maintenance Fund - Restricted

This fund is used to account for monies restricted for building purposes and site acquisition.

#### Bond and Interest Fund

The Bond and Interest Fund is established by Section 3A-1 of the *Public Community College Act*. This fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

#### Auxiliary Enterprises Fund

The Auxiliary Enterprises Fund is established by Section 3-31.1 of the *Public Community College Act* and accounts for college services where a fee is charged to students/staff. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include bookstores, childcare, and intercollegiate athletics.

Illinois Community College Board

FUND DEFINITIONS

(continued)

Restricted Purposes Fund

The Restricted Purposes Fund, established by ICCB Rules 1501.508 and 1501.509, is for the purpose of accounting for monies that have restrictions regarding their use. Each specific project should be accounted for separately using a complete group of self-balancing accounts within the Restricted Purposes Fund.

Audit Fund

The Audit Fund is established by 50 ILCS 310/9 of Illinois Compiled Statutes for recording the payment of auditing expenses. The audit tax levy should be recorded in this fund, and monies in this fund only should be used for the payment of auditing expenses.

Liability, Protection and Settlement Fund

This fund is established pursuant to 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of the Illinois Compiled Statutes. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund, including interest earned on the assets of this fund, should be used only for the purposes authorized under 745 ILCS 10/9-107, for example, the payment of tort liability, unemployment, or worker's compensation insurance or claims, or 40 ILCS 5/21-110.1, i.e., the cost of participation in the federal Medicare/Social Security programs. Revenue and expenditures for each type of insurance coverage should be accounted for separately using a complete set of self-balancing accounts within the Liability, Protection, and Settlement Fund.

## Illinois Community College Board

### REVENUE DEFINITIONS

#### Local Support

Revenues from district taxes, from chargebacks, and from all governmental agencies below the state level.

#### State Support

State revenues from all state governmental agencies. Major areas include credit hour grants and equalization.

#### Tuition and Fees

All tuition and fees, less refunds remissions and exemptions, assessed against students for educational and general purposes.

#### Other Revenue

Revenues which do not fit into specific revenue source categories, i.e., revenue from use of college facilities, revenue from refunds, revenue from investments, revenue from service fees and fines.

## Illinois Community College Board

### PROGRAM DEFINITIONS

#### Instruction

Instruction consists of those activities dealing directly with or aiding in the teaching of students or improving the quality of instruction. It includes the activities of the faculty in the transfer, career and evening programs (credit and equivalency) and all the supportive equipment, materials, supplies and costs that are necessary to implement the instructional program.

#### Academic Support

Academic Support includes activities designed to provide support services for the institution's primary missions of instruction, public service, and research. Academic support includes the operation of the library, educational media services, instructional materials center, and academic computing used in the learning process. It also includes expenditures for all equipment, materials, supplies, and costs that are necessary to support this function.

#### Student Services

Student Services provides assistance in the areas of admissions and records, counseling, testing, financial aid, placement and the administration of the Student Services program. It also includes all equipment, materials, supplies and costs that are necessary to support this function.

#### Public Services/Continuing Education

The Public Services/Continuing Education function includes the services provided to the general community, governmental agencies and business and industry for non-credit, continuing education and community service activities. Continuing education is considered to be those non-credit activities under Public Service which have been established to provide an educational service to the various members of the community, and are not part of degree credit or certificate credit curriculum. Continuing education includes but is not limited to professional review courses, workshops and seminars. Community services are those activities under Public Service concerned with making available to the public various resources and unique capabilities that exist within the institution. Examples of community service may be conference, and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio, television, consultation and similar activities which meet the test that the primary intent for establishment is to provide services which are beneficial to groups and individuals outside the institution.

Illinois Community College Board

PROGRAM DEFINITIONS

(continued)

Auxiliary Services

Auxiliary Services provides for the operation of the bookstore, student organizations, athletics and other related activities. It also includes all equipment, materials, supplies, and costs that are necessary to support this function. Activities included in Auxiliary Services should be self-supporting.

Operation and Maintenance of Plant

Operation of Plant consists of the custodial activities necessary in order to keep the physical facilities open and ready for use. Maintenance of plant consists of those activities necessary to keep the grounds, buildings and equipment operating efficiently. Costs also include all equipment, materials and supplies necessary to support this function.

Institutional Support

Institutional Support includes expenditures for central executive-level activities and administrative support services that benefit the entire institution. Examples include expenses for the Board of Trustees, executive management, community relations, administrative data processing, fiscal operations and general institution expenses including legal services, general insurance, building remodeling, and other items benefiting the institution.

## Illinois Community College Board

### OBJECT DEFINITIONS

#### Salaries

The compensation for services rendered by personnel employed by the College, as well as student help employed to complement the educational process and its supporting area.

#### Employee Benefits

The cost to the College for annual physical examinations, health, accident, long-term disability, life insurance and dental/optical reimbursements for its employees.

#### Contractual Services

Services contracted for by the College from organizations or businesses not on the payroll of the College. Included are fees paid to consultants (such as engineers or architects), lawyers and auditors. In addition, expenditures for equipment repairs and machine repairs and other items designated as contractual services.

#### Materials and Supplies

Expenditures for all supply items used by the College such as paper, printed materials, books, periodicals, computer software, postage, program brochures, advertising, vehicle supplies, and tools.

#### Conference and Meeting Expense

Expenditures incurred by the College personnel for travel in connection with the everyday activities of the College, such as instructors' travel to and from off-campus classes and articulation meetings with high schools by employees in Student Services. Travel to conventions, meetings, institutions and workshops by professional staff is also recorded here.

#### Fixed Charges

Obligations of the College for the rental of off-campus facilities, supportive computer equipment rentals, equipment and film rentals and property and casualty insurance.



Illinois Community College Board

OBJECT DEFINITIONS

(continued)

Utilities

Expenditures for utilities used by the College such as water, electricity, gas and telephone.

Capital Outlay

Expenditures resulting in the acquisition of capital assets or from initial or additional items of equipment, furniture and machines.

Other

All other expenditures not provided elsewhere in the object category series.