



Budget Committee Preparation Workshop

Presented by Natalya Brown
April 01, 2022





What is a budget



A financial plan



For one fiscal year (July 1 – June 30) , or biennial budget period (July 1, 2021 – June 30, 2023)



Based on estimates of revenues & expenditures and other requirements

The budget is the basis for appropriations, which create the authority to spend public money.

Budget document has to comply with [Oregon Budget law](#)

UCC adopts [annual budget](#) based on a fiscal year starting July 1 and ending June 30.





Budget Process

November – March: College

Develop College Budget

April: Budget
Committee

Hear Presentation and Approve College Budget

May: Board of
Education

Hold Public Hearing

June: Board of
Education

Adopt College Budget





Who's on the Budget Committee

The Board of Education
+
An Equal Number of Appointed Electors

Appointed members

- “Electors” are registered voters in the district
- Cannot be officers, agents or employees
- Appointed for staggered 3-year terms
- All members have the same authority
- If you can't fill all appointed positions, committee will be fewer

ORS 294.414





Budget Committee Duties to comply with local budget law

<https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>

- Receives the budget document prepared by the College
- Hears the budget message
- Hears & considers public comment
- Discusses and revises the budget as needed
- Approves the budget
- Approves the property taxes



Approving the Budget and Tax levy

- **2 motions required**

Sample for approving the budget

“ I move that the budget committee of Umpqua Community College approve the budget for the 2022-23 fiscal year in the amount of

Sample for approving taxes:

I move that the budget committee of Umpqua Community College approve property taxes for the 2022-23 fiscal year at the rate of \$0.4551 per \$1000 of assessed value for permanent tax levy





Budget Layers

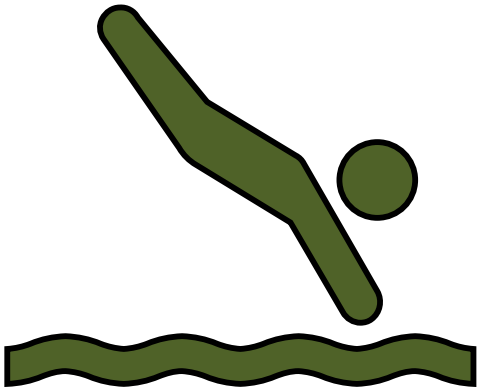
Budget

Fund

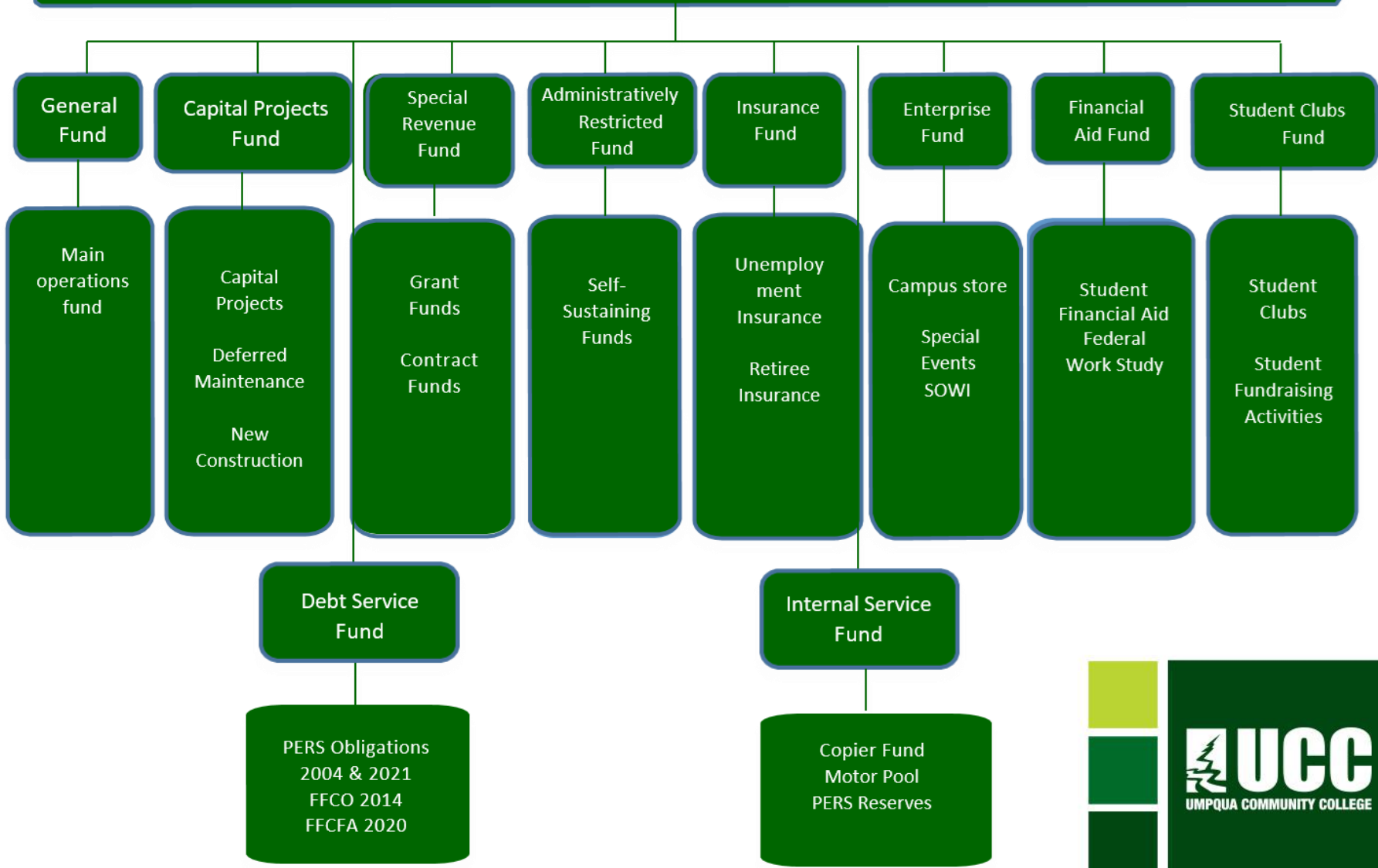
Function

Object Classification

Diving into Financial structure

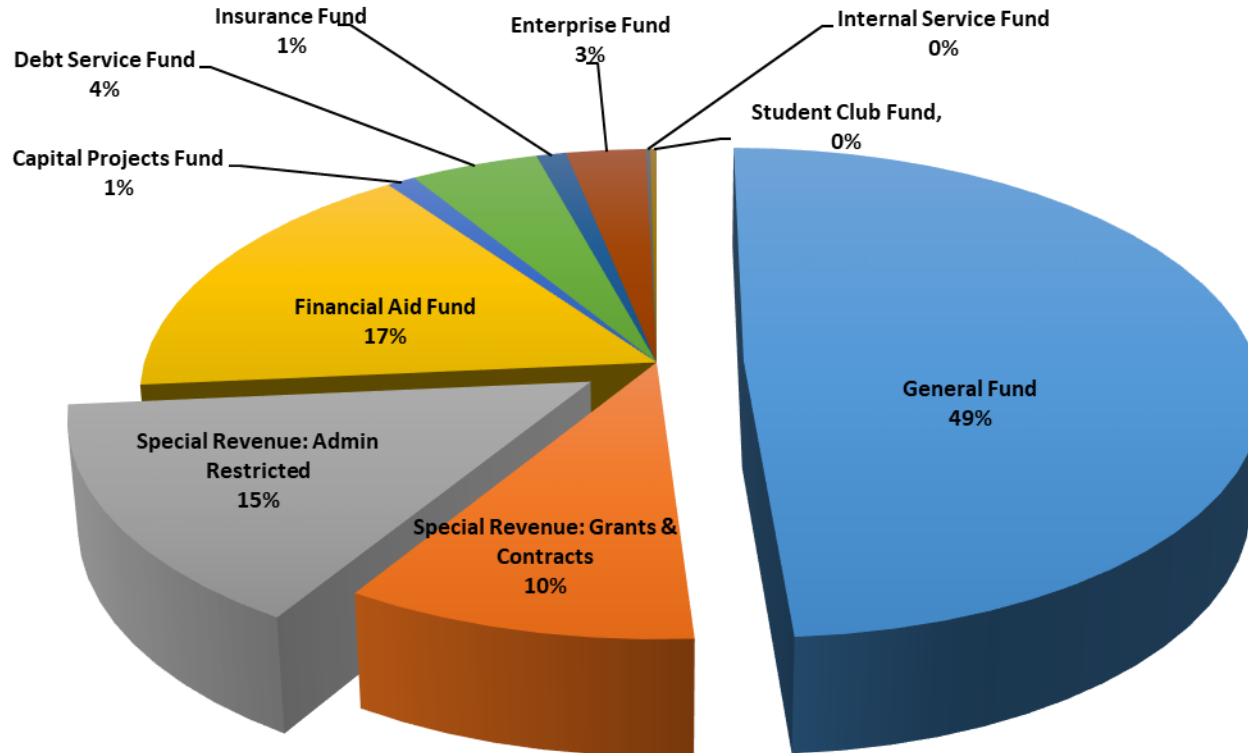


Umpqua Community College Funds





Umpqua Community College Funds

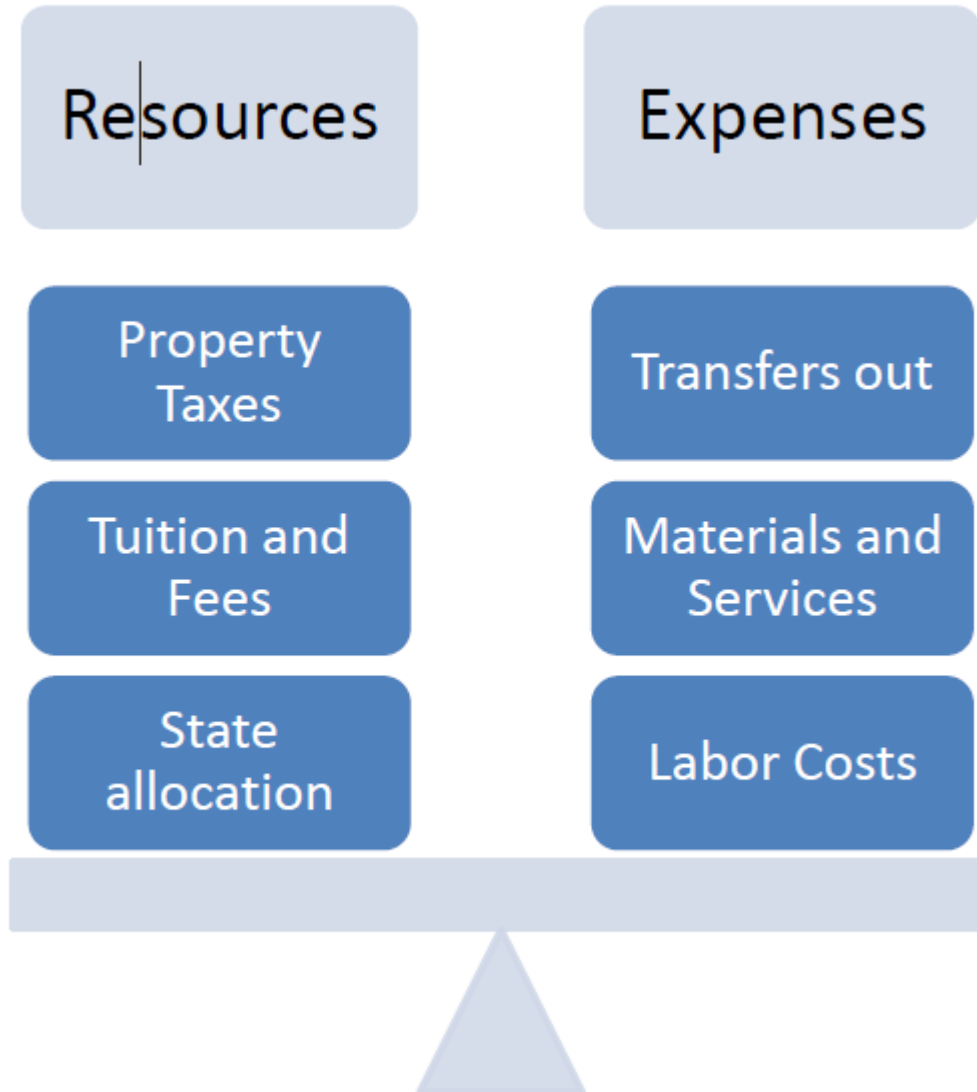


More information about College funds can be found [here](#).



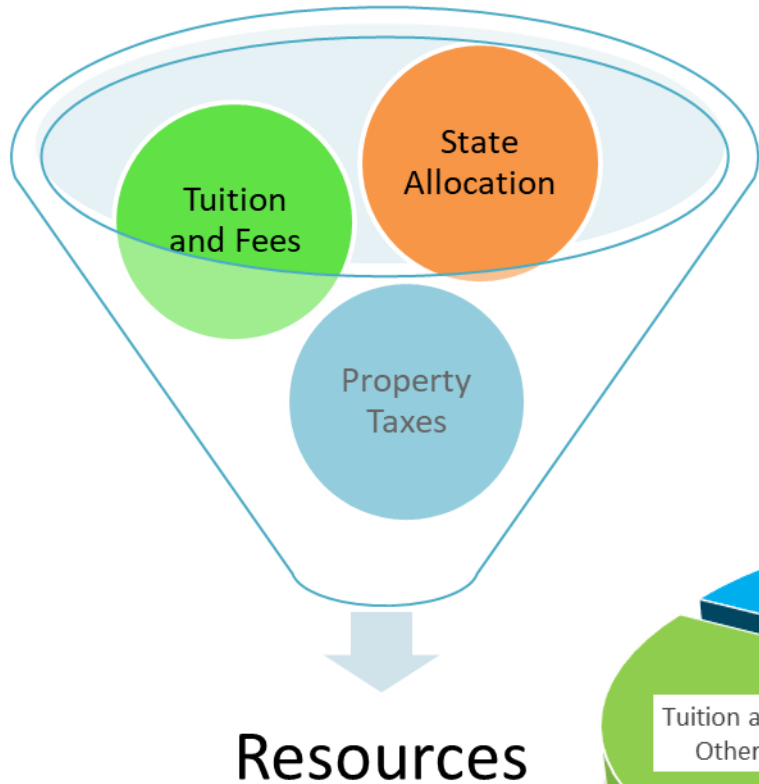


Balancing Budget – General Fund

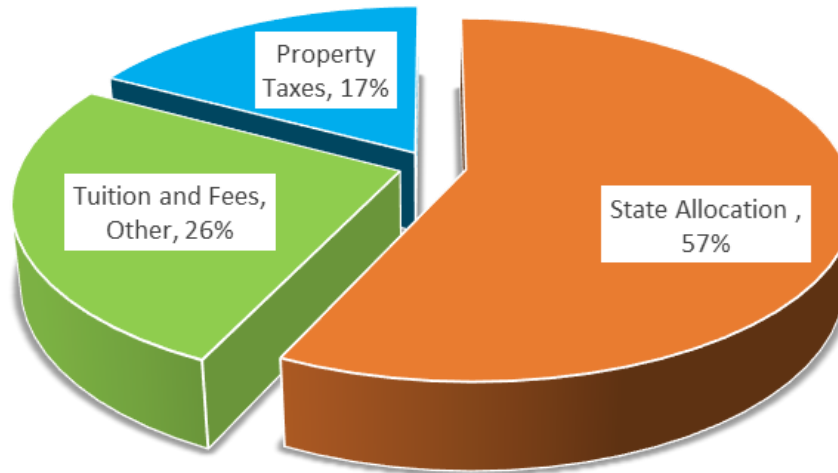




Funding Sources – General Fund

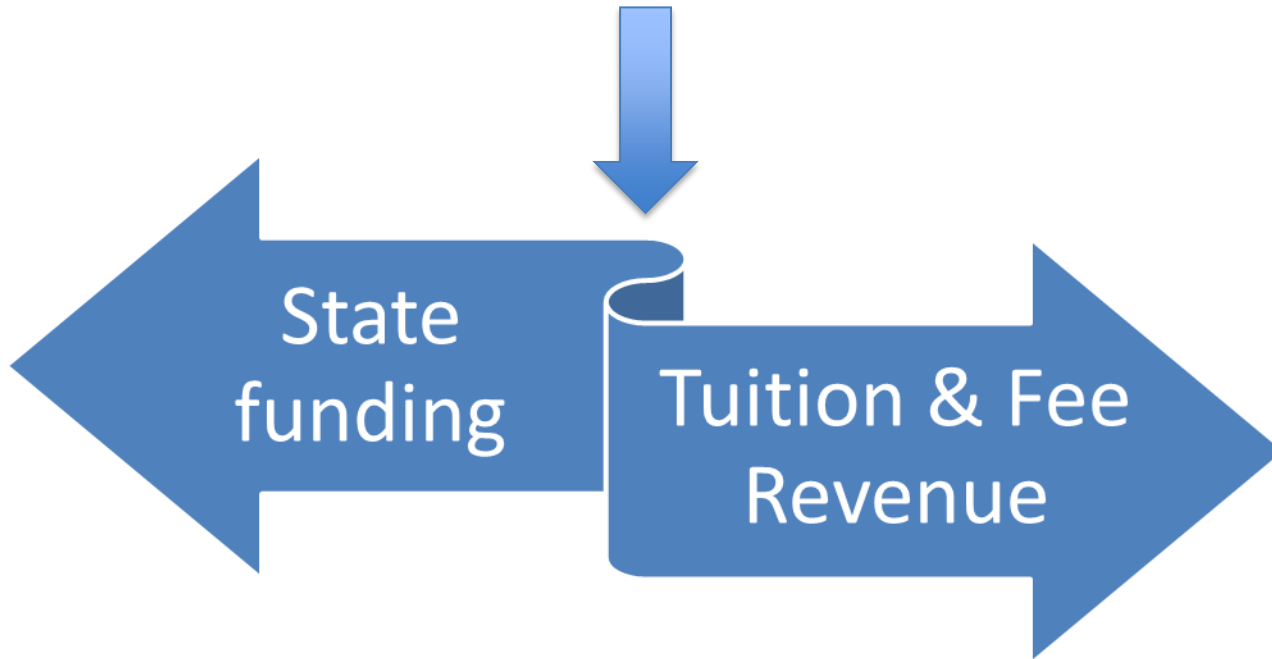


Higher Education Emergency Relief Funding, designated to combat impacts of pandemic and loss of revenue was an additional source of funding during last and current fiscal year. We are not anticipating any similar funding next year.



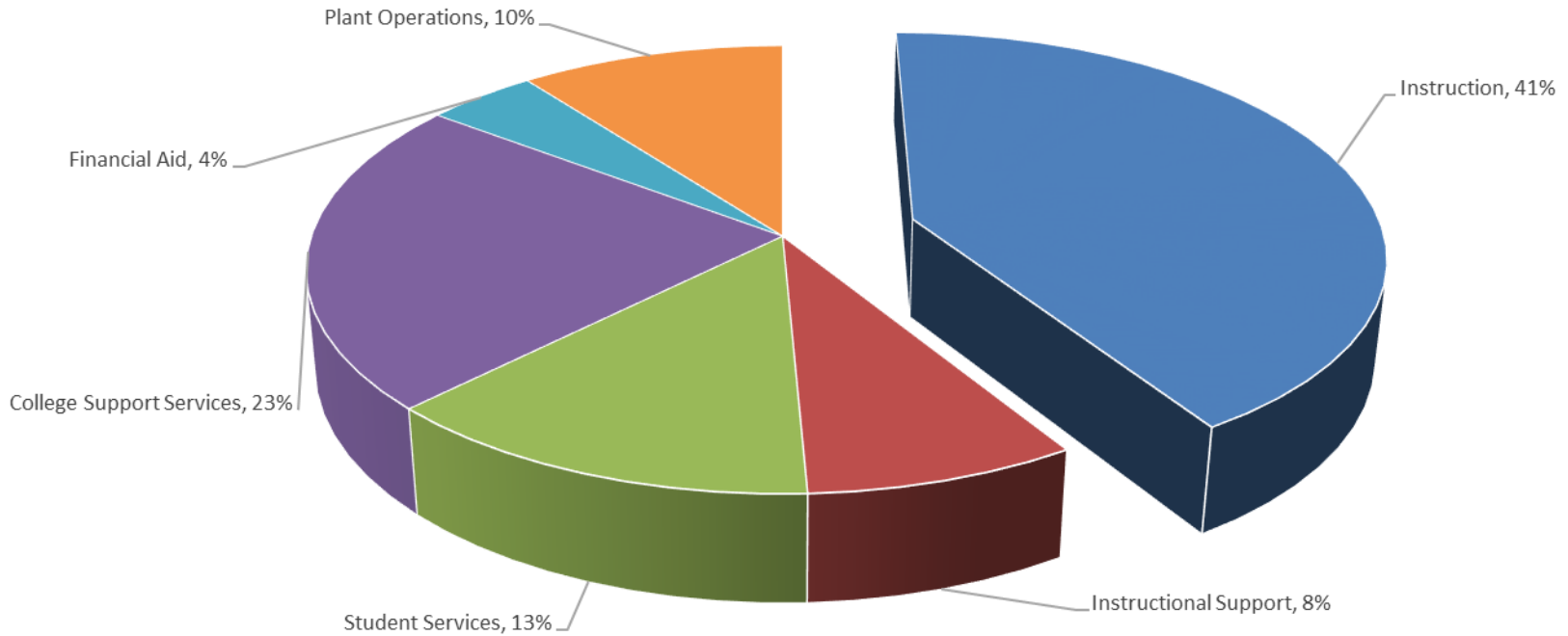


Enrollment



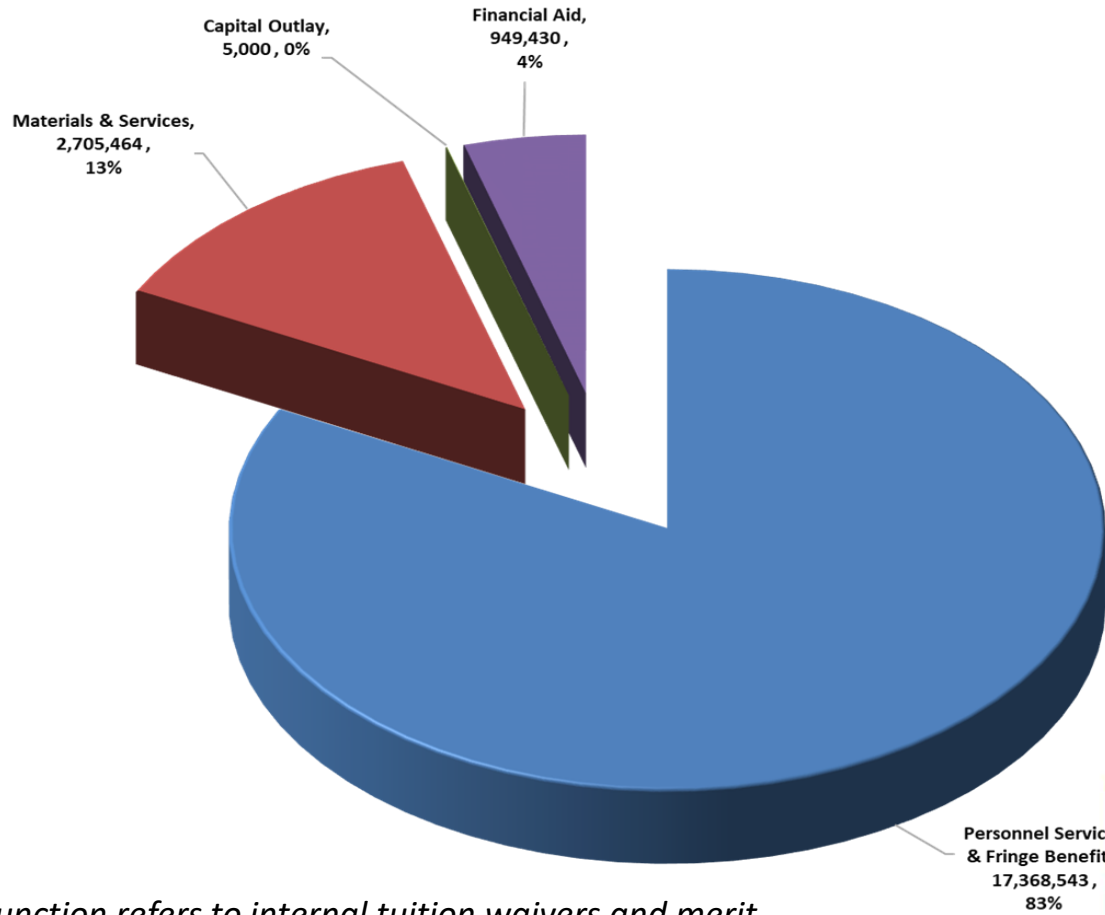


General Fund: Operating Expenses by Function





General Fund: Operating Expenses by Object Classification



Financial Aid function refers to internal tuition waivers and merit awards





General Fund – Transfers Out to

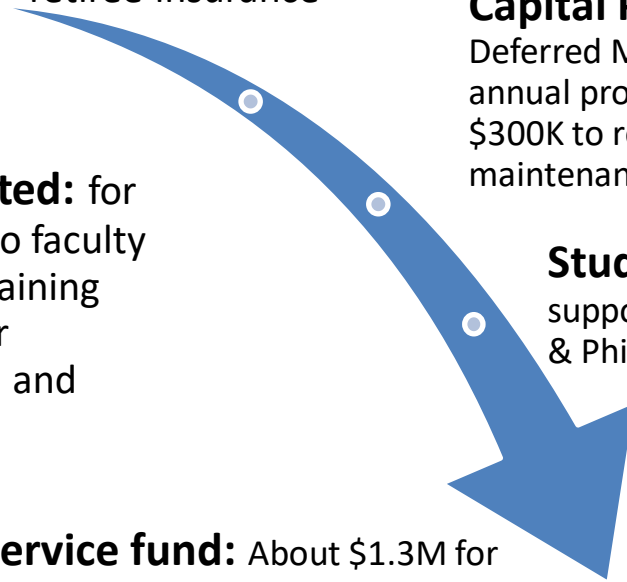
Insurance fund: About \$200K; only source of revenue that pays for unemployment and retiree insurance

Capital Projects fund: \$50,000 to Deferred Maintenance; \$200-300K for annual projects to update/repair facilities; \$300K to reserves for future deferred maintenance

Student Clubs fund: \$35K to support student government, Skills USA & Phi Theta Kappa travel

Special Revenue Fund – Administratively Restricted: for professional development to faculty and classified staff per bargaining agreements; to Reserves for technological infrastructure and strategic investments

Debt Service fund: About \$1.3M for debt service payments scheduled for the year





General Fund – Contingency & Reserves

- Set by [Administrative Procedure 6305](#)
 - Contingency: an ongoing, base budgeted source of funding set aside annually, yet not committed for a specific purpose. College maintains at least 5% of the approved annual operating budget
 - Reserves: funds “saved” for use in the future fiscal years for economic uncertainties, expenses, cash flow, etc. College established a minimum target of 20% of the annual operating budgeted expenditures

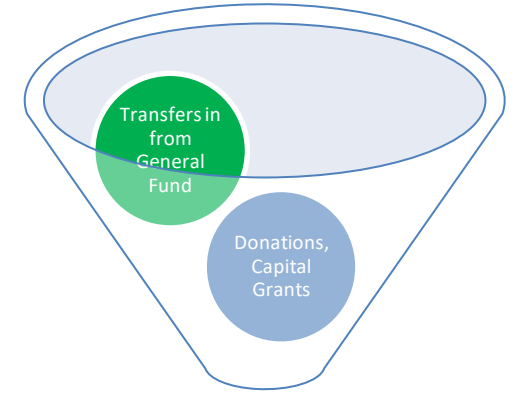




Capital Projects Fund

BUILDING CONSTRUCTION AND ACQUISITION

Year	Building Name	Square Footage	Cumulative Square Footage
1967	Del Blanchard Welcome Center & Administration	8,060	8,060
1967	Library	18,394	26,454
1967	Science	14,838	41,292
1969	Life Sciences Laboratory	1,740	43,032
1969	Lockwood Hall	20,468	63,500
1969	Wayne Crooch Hall	19,824	83,324
1970	Warehouse	6,360	89,684
1970	LaVerne Murphy Student Center	31,975	121,659
1970	Jackson Hall	11,750	133,409
1970	PE Complex & Tom Keel Fitness Center	50,697	184,106
1970	Jacoby Auditorium	29,360	213,466
1979	Whipple Fine Arts Center	23,322	236,788
1982	Educational Skills Building	13,415	250,203
1984	Wooley Center	4,200	254,403
1996	Ford Family Enrichment Center	6,395	260,798
2001	Technology Center	10,432	271,230
2008	Swanson Amphitheatre	2,086	273,316
2011	Tower Building	2,453	275,769
2012	Danny Lang Teaching, Learning and Event Center	21,889	297,658
2016	Bonnie J Ford Health Nursing and Science Building	34,842	332,500
2018	Tap ^h oyt ^h a Hall	9,476	341,976
2021	1199 NE Grandview Building	21,646	363,622



New construction, deferred maintenance, furnishings & capital equipment





Debt Service Fund FY22

Pension Obligation
Bonds , 2004 & 2021

Funded through GF
Payments through June
30, 2028 &
June 30, 2040

Funded College's portion of
Unfunded Actuarial Liability
determined by the State

*Balance: \$6,445,000 for
2004 issue, \$17,345,000
for 2021 issue*

FFCO 2014,
Series B

**Funded through
Legacy Fee:**
Balance
\$1,835,000
Payments through
June 1, 2034

*Proceeds used for
construction of Bonnie J
Ford Health, Nursing &
Science Building*

FFCFA 2020

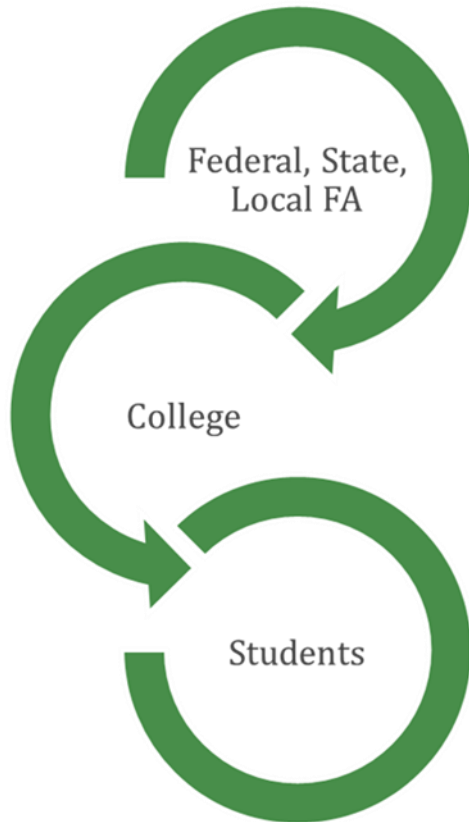
**Funded by Transfer
from General fund;**
Balance:
\$2,552,544
Payments through June
30, 2035

*Refinanced FFCO2010; Proceeds
used for construction of Danny
Lang Teaching and Learning Center*





Financial Aid Fund



- Accounts for student financial assistance
- Passes through the College to students





Special Revenue Funds

Grants & Contracts

Accounts for proceeds of revenue sources restricted for special purposes

Revenue sources: federal, state, local grants and contracts

Administratively Restricted

Accounts for activities that supplement the regular General fund programs and intended to be self-supporting in nature

Revenue sources: fees and other revenue-generating activities; transfer from general fund for future allocation in support of strategic priorities





Insurance Fund

- Accounts for self-funded unemployment insurance and early retirement health insurance provided to employees meeting specific service criteria requirements.
- Revenue source: General fund transfer





Enterprise Fund

Accounts for the
Campus Store,
Incubator Program,
Special Events and
Wine Sales programs

Revenue source: sales
of good and services





Internal Service Fund

- Accounts for revenue and expenses for activities where departments are charged back for services provided. Examples include transportation (Motor Pool), copy machines (Copiers). Additionally, the fund accounts for PERS Reserves fund established in anticipation for PERS rate increases
- Revenue source: internal service charges





Student Clubs Fund

- Accounts for activities of the student government (ASUCC) and student clubs
- Revenue is derived from a variety of sources such as student club activities, a \$35,000 transfer from the General Fund, and a \$14,000 transfer from Administratively Restricted fund





Questions

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Umpqua Community College Budget Document on Internet:

<https://www.umpqua.edu/budget-documents>

Oregon Local Budget Law on Internet:

<https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx>

