Date: November 10, 2010

To: Dr. Greg Chamberlain; and Executive Team

Re: Quarterly Report for GU001 Funds (1/3 YR)

From: LaMont D. Schiers
Executive Director of Administrative Services

In keeping with accordance to our budget development calendar, this report is to communicate current financial activity for Bakersfield College as a whole, and pertains to labor, benefits, supplies and services. It will also show current status of the college’s carryover balance. The information shared is to make sure the executive team is informed as to spending trends and what is currently committed as to each category as we strive to meet the needs of our campus community.

This information was pulled from the monthly Budget Status Reports received at my office at the beginning of each month. Attached you will find a copy of this report as of the end of October 2010, completing our 4th month of this fiscal year. Thus this report is 33% or a 1/3 YR report.

1000’s
- In the category of faculty labor we are slightly above a linear curve in our 1110 account for academic administration at 36.4% due to changes in chair assignments after our budget was implemented.
- Also we are at 70.47% in summer adjunct faculty labor. This is due to the majority of summer intersession being paid for at the beginning of this fiscal year, this percentage has not changed for two periods.
- The percentage for 1000 is 31.47%; or 1.86% below the curve.

2000’s
- Classified management is at 35.91%. or 2.58% over budget. This is due to 6 individuals annual salary being understated. Total discrepancy for the year is $22,548.40 this is salary only without benefits.
- Classified Overtime is 10.38% over budget YTD or $12K. The departments with the largest amounts of overtime are M&O with $23,945.93 which is 60% of their overtime budget ($16,916.23 associated with HVAC/Honeywell/TES monitoring) Public Safety has $15,288.36 (30% of their OT budget) covering other officers shifts and Football games. Athletics is at $11,789.78 or 54% of their budget and co-curricular is at $5,624.61 or 26%.
- Professional Expert is at 83.76%; the starting budget was $11,231.29; $9,759.51 has been spent, $8,107.50 of which has been form the Nursing Program from period 8 alone.
- Overall the percentage for 2000 is at 32.15% still within an acceptable range.
3000’s
- There are several areas where the percentages are experiencing heavy activity, but I will mention two. 3210 or PERS for Instructional Aids are at 73.01% or $26,631.56 out of $36,478.25; and 3322 (OASDHI) for confidential employees are at 173.86% or almost double its budget at $1,901.19 versus its budget of $1,081.07.
- The overall budget for 3000’s is 29.61%.

4000’s
- Supplies overages are namely from commitments or standing purchase orders within M&O’s operation. Maintenance Repairs and Supplies are at 45.47% with standing purchase orders with Cleansource (Custodial Supplies); Argo Chemical (Pool); Furgeson and Winnels (Plumbing)
- Vehicle Supplies are at 39.71% for Fleet commitments with Carquest and A-1 Battery; this line item has not changed since our last report in September.
- Fuel and Lubricants are at 39.5% with commitments with Chevron and Schwebels; both supply gas, diesel and oil.
- The total percentages for our 4000 accounts are at 29.25%.

5000’s
- Under 5400 or Comprehensive Liability for Property/Automotive Insurance is at 100% due to a one time purchase at the beginning of our fiscal year.
- Laundry Service is at 44.65% for both Public Safety and the Renegade Room, this line item is ahead of the curve because DPS has committed all of the funds under this account, for this line item.
- Utilities are all above the curve due to the commitments made with standing purchase orders for Electricity, Water/Sanitation, Disposal Services, Hazardous Waste and Pest control. Water/Sanitation, Disposal Services and Pest Control percentages have not changed for the past two periods.
- Operating Expenses are all ahead of the curve due to committing dollars in the following areas: Finger Printing & Examination Tests; General Advertizing (Creative Concepts) and Printing and Duplicating (Graphics Center).
- Overall percentage for 5000 is 54.76% ; 20.68 percent being in commitments. This should fall into line as time passes.

6000’s
- For Capital Outlay the total percentage is 16.26%
- Addition to buildings is at 73.15% due to an electrical job associated with the installation of voice and data cabling from the Auto Tech Building to the Horticulture Lab for a total of $7,315.00.
- Library books are at 56.67% due to a commitment or standing PO with Baker& Taylor (Book Vendor).
- Magazines and Periodicals are at 68.97% which has remained the same since last period.
- Audio Visual Equipment is at 100% due to all funds being either spent or committed.
7000’s

- Current balance on our campus carryover is $2,300,687.64
- Some of the reductions to this balance are:
  - Shift of labor dollars for DSPS ($119K)
  - Benefits increase from Tentative to Adopted Budget ($433K)
  - PV Field Loan Payments ($548K)

Should there be further questions as to this report please direct them to me and I will share the response(s) with all.

cc: Nan Gomez-Heitzeberg
    Joyce Ester
    Tom Burke