

BUDGET PROCESS

Annual Renewals

Dues & Memberships
Subscriptions
Licenses (professional & software)
Insurance & Utilities
Loan/Lease
Open POs

Budget Worksheets

Based on Current Year Adopted Budget (not Working Budget which reflects transfers made)
Payroll updates for contracted increases (Steps & COLA), new hires, new positions – from HR
PT Payroll benefits budgeted in Object Code -1600
Distribute for Dept review
Data includes:
 Previous 2 year Actuals
 Current year Adopted and Working Budgets and YTD
 Recommended Budget
Administrator review & initial
Data Entry in RogueNet Budget module
Transfer to Access for report writing

Prepare/Distribute Budget Book

Assembly/Sections (by Fund)
Account # build
 Fund
 Function
 Location*
 Department
 Organization Code
 Object
 Account
Summary sheets
 What is required
 What is reflected
Detail sheets

Budget Committee to Board

Legal Notice – *Notice of Budget Committee Meeting*

Advertise 5 to 30 days before meeting (2 times OR once in newspaper & once on webpage)
 Astorian (published T, Th, Sa)
 Submit 3 days prior to publication
Post to CCC webpage at least 10 days before meeting

Budget Committee Meeting

First meeting MUST include Budget Message & Proposed Budget
Opportunity for public comment
Absence of FTE – Proposed and Yr 2 Actual
Budget Committee Motion to Approve

BUDGET PROCESS

Budget Committee to Board (cont.)

Legal Notice – ***Notice of Budget Hearing***, Form OR-CC-1

Advertise 5 to 30 days before meeting (1 time in newspaper. Webpage is optional.)

Astorian (published T, Th, Sa)

Submit 3 days prior to publication

Financial Summaries of;

Resources

Requirements by Object

Requirements and FTE by Function

Statement of Changes in Activities & Sources of Financing

Property Tax Levies and Statement of Indebtedness

Budget Hearing

Resolution Amending Current Year Budget

Resolution Adopting (next years) Budget

Resolution Making Appropriations (by Fund then Function)

Resolution Imposing and Categorizing Taxes

\$.7785 per \$1,000

Bond payments

Distribution

Notice of Property Tax and Certification to County Assessor by July 15th (2 copies - Form ED-50 and signed Resolutions)

Publish Adopted Budget Book (webpage & hard copies)

Deliver full copy of the budget to CCWD by July 15th (digital)

Deliver complete budget document to County Records by September 30th (digital)

DIRECTIONS

1. **Do the Annual Renewals first and ensure funds are budgeted to cover the expense.**
2. Please review the budget worksheets for accuracy. Figures were copied from the 21-22 Adopted budget (except scheduled payroll increases, which are reflected).
3. Note changes/corrections in the **22-23 Proposed** column. Enter the total amount you want to appear on the budget. If you do not enter an amount, I will assume there is no change. If you want to zero a line, enter 0.
 - a. Pay close attention to transfers highlighted in FY21-22. If you expect the same expense next year, you will need to note the change in the 22-23 Proposed column.
 - b. If you keep a transfer, please do not return the source of the transfer to the 21-22 Adopted amount. I will call or email you to verify.
4. Non-General Fund accounts should have a ZERO balance (revenues + transfers = expenditures).
5. Please do not change **full-time** payroll amounts without checking with me (I will give you adjustments to benefits in addition to changes in salary). A spreadsheet is attached for calculating PT benefits.
6. **Once complete, have your President's Cabinet member (Admin) initial in the upper right corner, all pages, both the renewals and budget worksheets.**

Have Budget Worksheets turned in to Evon by the end of Friday, March 4th.

Keep this in mind...

Avoid Invalid Accounts - If you have a history of spending from an Object code, please ensure there are funds budgeted on that line. Even if it is \$1, it will activate the account number and avoid the dreaded "Invalid account" message when a transfer is attempted.

PT Payroll, Extra Duty, FT Summer & Overload, PT Travel –

There are two methods for budgeting for variable or unknown payroll expenses. Funds have been budgeted in 11111000 (Instruction General) and 11166400 (Instruction-Non Dept) then moved to a department as needed (as part of completing the Payroll Authorization forms?). Funds are also estimated and budgeted in the departments. Either method, or combining them, is acceptable. Please ensure that we are not budgeting for the same coverage under both methods.

Chris(?) will discuss additional concerns with President's Cabinet and the Budget Advisory Committee.

Information on the Budget Worksheet

- The *19-20* and *20-21 Actuals (not audited/subject to change)* provide you with a historical view of activity in the account. If you have spent funds from these accounts in the past and do not expect a change in the pattern of spending, you should ensure there are sufficient funds budgeted for the new year.
- *21-22 Adopted* – Budget adopted by Board on June 8, 2021.
- *21-22 Working* (as of 1/11/2022) – Includes budget transfers requested after the budget was adopted.
- *21-22 YTD* (as of 1/11/2022) – Year-To-Date expenditures. Encumbrances (PO's not yet paid) are NOT reflected.
- *Object* – Object code and description used to identify **type of expenditure**. We should always use the Object code that *best describes* the type of transaction. If there are not funds budgeted then funds should be transferred into the Object code.
The 9000 Object codes are for estimating Beginning Fund Balances. They will not appear in the Adopted budget in this format.
- *22-23 Recommend* – Copied from 21-22 Adopted Budget.
- Estimated benefits for unidentified PT employees are shown as object 1600-Fringe Benefits. If you change the estimate for one of the PT payroll, please email me the new total and I will provide you with a revised number for the benefits. I also have a spreadsheet that will allow you to do the calculation yourself which I have distributed via email.

- *22-23 Proposed* – **Make note of changes here. If you want the line to equal zero, please place a zero there.** I will assume any blank lines to be no changes requested and will leave the entry as displayed in the 21-22 Recommend column. (See "*Additions not reflected...*" if you need to add a line item you need to the budget)
- *Additions not reflected above* - This section is at the bottom of each worksheet to **add object lines that are not already represented** in your budget. Please include Object code & amount. You may be asked to explain the addition.

Signed Annual Renewal & Budget Worksheet is DUE To Evon by Friday, March 4th

Clatsop Community College
Dues and Memberships
July 15, 2009

The College recognizes the importance of representation by and participation in national, state and local organizations. These organizations typically charge dues or membership fees. The following is intended to provide guidance in where dues and memberships are typically charged.

College Board – National affiliations

- National community college associations
- Accreditation

College Relations – Statewide representation/local representation

- Chamber dues
- OCCA (per OCCWD)

Individual Departments – Department function-specific dues/memberships

- National organizations (NACUBO, SHRM, AACRO, CUPA...)
- Service club dues/Columbia Forum (charge to specific department where individual has been assigned responsibility to represent college; college doesn't pay service club dues unless assigned an individual has been assigned responsibility for attending)
- Fees to Oregon community college staff associations (OPC, OCCSA, CIA, OCCITA...)

Institutional Support (non-departmental) - Fees to cooperative purchasing organizations

- Local – COSTCO
- Statewide - ORPIN

1920 PO	2021 PO	2122 PO	Date Due	Vendor	Description YTD as of JANUARY 2020	Recommend Encumber for FY22-23	CHANGE	Acct	PC	Dept	Mgr	ADMIN INITIAL _____	
												Comments	
53942	56450	58437	Qtr	Philadelphia Nationwide Natl-Casualty	Med Assist Vocation Insur (est 26 @ \$1.75/qtr)	\$ 182.00		1111268-3162	Williams	Med Assist	Jepson		Verify fee rcvd in 11000000-8172
						\$ 182.00		1111268-3162 Total					
53944 54625	56449	58436	July	Knutsen Healthcare Providers- Malpractice Org- (NSO-HPSC) Insurance	Med Assist 1 instructor, (est 25 students @ \$15.00 ea) + \$5 fee	\$ 380.00		1111268-3164	Williams	Med Assist	Jepson		Verify fee rcvd in 11000000-8172
						\$ 380.00		1111268-3164 Total					
53954	56457	58441	OPEN	Columbia Mem Hospital	OPEN PO for Medical Assist supplies	\$ 500.00		1111268-4421	Williams	Med Assist	Jepson		
						\$ 500.00		1111268-4421 Total					
53955	56458	58442	Qtr	Mullins, Duane	CPR Training - Max est 40 students/yr @ \$40 ea	\$ 1,200.00		1111270-3011	Williams	Nursing Assist	Jepson		Verify fee rcvd in 11000000-8172
53956	56890	58592	Nov	Oregon State Bd of Nursing (OSBN)	Annual site visit process	\$ 50.00		1111270-3011	Williams	Nursing Assist	Jepson		1718 NEW - Please verify addition to this list
						\$ 1,250.00		1111270-3011 Total					
53946	56452 56729	58594	Qtr	Rogers, Michelle Clatsop-Care	Michelle Rogers, Physical Therapist Instruction on transfer training and body mechanics services (NA) \$75/hr*8 hrs	\$ 600.00		1111270-3022	Williams	Nursing Asst	Jepson		Agreement w/out expiration in place for provision of instruction
						\$ 600.00		1111270-3022 Total					
53957	57107	58593	See COMMENTS	Oregon State Bd of Nursing (OSBN)	CNA instructor/director fee 3 @ \$50	\$ 150.00		1111270-3061	Williams	Nursing Assist	Jepson		-Allison Jepson, NA Dir/Medication Aide Dir & Instr 3/2013 -Bi-ennial, NA & medication aide, \$50 per program (2013) -Colleen Schwindt, Instr 2/2014 -Allison Jepson, CNA 4/2015 -Re-approval CNA 7/2015
						\$ 150.00		1111270-3061 Total					
53942	56450	58437	Qtr	Philadelphia Nationwide Natl-Casualty	Nursing Assist Vocation Insur(est 40 @ \$1.75/qtr)	\$ 280.00		1111270-3162	Williams	Nursing Assist	Jepson		Verify fee rcvd in 11000000-8172
						\$ 280.00		1111270-3162 Total					
53944 54625	56449	58436	July	Knutsen Healthcare Providers- Malpractice Org- (NSO-HPSC) Insurance	CNA 4 instructors, (est 28 students @ \$15 ea) + \$5 fee	\$ 425.00		1111270-3164	Williams	Nursing Assist	Jepson		Verify fee rcvd in 11000000-8172
						\$ 425.00		1111270-3164 Total					
55311	56465	58449	OPEN	Helena's Drug Screening Drug Screens Inc	OPEN PO for drug screening	\$ 100.00		1111271-3011	Williams	Nursing	Jepson		Please check with HR first for use of free service from insurance
						\$ 100.00		1111271-3011 Total					

1920 PO	2021 PO	2122 PO	Date Due	Vendor	Description YTD as of JANUARY 2020	Recommend Encumber for FY22-23	CHANGE	Acct	PC	Dept	Mgr	ADMIN INITIAL _____	Comments
53958	56462	58446	OPEN	Rogers, Michelle Clatsop-Care	Wound care Workshop \$75/hr*4 hrs	\$ 300.00		11111271-3022	Williams	Nursing	Jepson		
53946	56462 56729	58594	Qtr	Rogers, Michelle Clatsop-Care	Physical Therapist Instruction on transfer training and body mechanics services (Nursing) \$75/hr*4 hrs	\$ 300.00		11111271-3022	Williams	Nursing	Jepson		Agreement w/out expiration in place for provision of instruction
						\$ 600.00		11111271-3022 Total					
55235 \$100	56905	58596	Nov	Oregon Council of Ad Nursing	OCAP Membership	\$ 150.00		11111271-3061	Williams	Nursing	Jepson		
						\$ 150.00		11111271-3061 Total					
53942 \$231	56450	58437	July	Philadelphia Nationwide Natl Casualty	Nursing Vocation Insur(est 48 @ \$1.75/qtr)	\$ 336.00		11111271-3162	Williams	Nursing	Jepson		Verify fee rcvd in 11000000-8172
						\$ 336.00		11111271-3162 Total					
53944 54625 \$551.15	56449	58436	July	Knutsen Healthcare Providers- Malpractice Org- (NSO + HPSO) Insurance	Nursing 8 instructors, (est 42 students @ \$15 ea) + \$5 fee	\$ 755.00		11111271-3164	Williams	Nursing	Jepson		Verify fee rcvd in 11000000-8172
						\$ 755.00		11111271-3164 Total					
53960	56463	58447	OPEN	Recology Western Oregon Western- Oregon Waste	garbage (sharps, etc)	\$ 100.00		11111271-3341	Williams	Nursing	Jepson		
						\$ 100.00		11111271-3341 Total					
53961	56464	58448	OPEN	Columbia Mem Hospital	OPEN PO for Skill Lab supplies	\$ 3,000.00		11111271-4421	Williams	Nursing	Jepson		sent email requesting whether to increase budgeted amount due to previous years actuals 12/15/14
	56467	58451	OPEN	Amazon	Open PO - supplies	\$ 2,500.00		11111271-4421	Williams	Nursing	Jepson		
	56468	58452	OPEN	Rockwest (QRF)	Open PO - supplies	\$ 500.00		11111271-4421	Williams	Nursing	Jepson		
53962	56891	58595	Oct/Feb	Mountain Measurement	Natl licensing exam results for RN	\$ 350.00		11111271-4421	Williams	Nursing	Jepson		
53964 55631	57084 56466	58597	Jan	Oregon Health Science Univ (OHSU)	EBI survey for graduating nursing students (prior year)	\$ 314.00		11111271-4421	Williams	Nursing	Jepson		
	new PO for eorting 57058	58598		Pocket Nurse	Open PO	\$ 1,000.00		11111271-4421	Williams	Nursing	Jepson		
56174	57756 57575	58599	Aug	Laerdal	4 teaching modules for 38 students, online product	\$ 14,000.00		11111271-4421	Williams	Nursing	Jepson		
56191	57754	58600	Feb	KeithRN	Case study access	\$ 1,295.00		11111271-4421	Williams	Nursing	Jepson		
						\$ 22,959.00		11111271-4421 Total					
53964	56459	58443	OPEN	Assessment Technologies Inst	RN Comprehensive Review Pkg. CLASS 20-21/21-22 YR 2 3 term @ \$236.33/term x 22 students	\$ 15,597.78		11111271-4611	Williams	Nursing	Jepson		Verify fee rcvd in 11000000-8172

1920 PO	2021 PO	2122 PO	Date Due	Vendor	Description YTD as of JANUARY 2020	Recommend Encumber for FY22-23	CHANGE	Acct	PC	Dept	Mgr	ADMIN INITIAL _____	Comments
53965	56460	58444	OPEN	Assessment Technologies Inst	RN Comprehensive Review Pkg, CLASS 21-22/22-23 YR 1 3 term @ \$248x 22 students + \$30 fee x 22 students	\$ 17,028.00		11111271-4611	Williams	Nursing	Jepson		Verify fee rcvcd in 11000000-8172
53966	56461	58445	OPEN	Assessment Technologies Inst	TEAS Admission (est 60 students * \$65)	\$ 3,900.00		11111271-4611	Williams	Nursing	Jepson		Verify fee rcvcd in 11000000-8172
55917 \$619	56466	58450		Insight Assessment	HSRT Exam for applicants (est 50 tests @ \$13.70)	\$ 685.00		11111271-4611	Williams	Nursing	Jepson		Verify fee rcvcd in 11000000-8172
						\$ 37,210.78		11111271-4611 Total					
55243 55243 \$160	56883	58631	Nov	Org Assn Degree Nursing	Membership	\$ 155.00		11264530-3061	Williams	Instr Support	Williams/Jepson		
	56906	58632	Nov	Natl League for Nursing (NLN)	Membership	\$ 160.00		11264530-3061	Williams	Instr Support	Williams/Jepson		
						\$ 315.00		11264530-3061 Total Please communicate changes needed to P Williams/S Dorcheus					
		59565	Ann	Wolters Kluwer	Nursing journal subscription	\$ 29.90		11264530-4461	Williams	Instr Support	Williams/Jepson		
						\$ 29.90		11264530-4461 Total Please communicate changes needed to P Williams/S Dorcheus					
53959	57745	58664	Jun	Elks	Pinning Cermony	\$ 210.00		11465610-3054	Sorber	Grad	Barnum/Jepson		
						\$ 210.00		11465610-3054 Total Please communicate changes needed to S Barnum					

Clatsop Community College

Admin approval
(initial) _____

2022-2023 Budget Worksheet based on 2021-2022 ADOPTED amounts 21-22 Working amounts as of 01/11/2022

***** ENTER CHANGES *****

11111271 Nursing

Manager
Dir Nursing & Allied Health

Director
VP Academic Affairs

19-20 Actual	20-21 Actual*	21-22 Adopted	21-22 Working	21-22 YTD	Object	22-23 Recommend	22-23 Proposed
369,948	381,481	395,397	395,397	166,517	1112 Faculty (FT)	440,750	_____
	8,516	15,000	15,000		1212 Faculty (PT)	15,000	_____
1,710	1,912	3,000	3,000	2,430	1222 Faculty (Extra Duty)	3,000	_____
	282				1227 Classified (Temp)		_____
		500	500		1242 PT Faculty Office Hr	500	_____
25,421	41,922	28,780	28,780		1412 FT Faculty Overload	28,780	_____
		11,344	11,344		1600 *****Fringe Benefits	11,344	_____
357	357	355	355	179	1612 Life Insurance	355	_____
1,120	1,194	1,266	1,266	633	1613 Long Term Disability	1,409	_____
68,990	72,150	75,765	75,765	37,730	1614 Medical Insurance	79,560	_____
783	863	792	792	408	1621 Unemployment Insurance	882	_____
1,101	1,207	1,659	1,659	569	1622 Worker's Compensation	1,852	_____
86,542	97,266	90,941	90,941	47,023	1631 Oregon PERS	101,372	_____
23,388	25,891	24,513	24,513	12,042	1641 Social Security	27,327	_____
5,470	6,055	5,732	5,732	2,816	1642 Medicare	6,390	_____
919	1,732	8,000	6,925		2221 In-state Travel	8,000	_____
		2,000	2,000		2222 PT Instate Travel	2,000	_____
100		100	100	0	3011 Professional Fees	100	_____
560	420	800	800	280	3022 Non-employee Wages	800	_____
100		150	150	0	3061 Dues and Memberships	150	_____
231	177	336	336	234	3162 Casualty Insurance Prem.	336	_____
551	808	755	755	618	3164 Malpractice Insurance Prem.	755	_____
37		100	100	0	3341 Water, Garbage, Sewer	100	_____
304	269	200	200		3452 Equipment Repairs	200	_____
156	236	200	218	218	4411 Food for Public Events	200	_____
17,314	23,348	23,550	26,648	11,359	4421 Instructional Supplies	23,550	_____

***** DUE March 4th *****

***FY20-21 are pre-Audit and in flux**

***Update your Annual Renewals FIRST and ensure there is budget**

Clatsop Community College

Admin approval
(initial) _____

**2022-2023 Budget Worksheet based on 2021-2022 ADOPTED amounts
21-22 Working amounts as of 01/11/2022**

***** ENTER CHANGES *****

19,744	27,633	37,211	37,211	9,750	4611 Student Testing Fees	37,211
624,846	693,719	728,446	730,487	292,806	Total: Nursing	791,923

Additions not reflected above

***** DUE March 4th *****

***FY20-21 are pre-Audit and in flux**

***Update your Annual Renewals FIRST and ensure there is budget**

1920 PO	2021 PO	2122 PO	Date Due	Vendor	Description YTD as of JANUARY 2020	Recommend Encumber for FY22-23	CHANGE	Acct	PC	Dept	Mgr	ADMIN INITIAL _____	Comments
BUDGET	BUDGET	58669	July	Oregon Community College Assn OCCA	Board Policy Service	\$ 2,700.00		11566100-3012	Breitmeyer	Board	Breitmeyer		BUDGET ONLY - for JE 9351 Three year pd in advance
						\$ 2,700.00		11566100-3012 Total					
54045	56514	58492	July	American Assn of University Women	Membership	\$ 175.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54046	56515	58493	July	Assn of Community College Trustees	Dues	\$ 3,440.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54047	56516	58494	July	Astoria Warrenton Chamber of Commerce	Membership	\$ 383.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54048	56517	58495	July	Cannon Beach Chamber of Commerce	Membership	\$ 135.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54049	56518	58496	July	Council for Higher Education	Membership	\$ 690.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54051	56519	58497	Aug	Seaside Chamber of Commerce	Annual Membership	\$ 250.00		11566100-3061	Breitmeyer	Board	Breitmeyer		1112 & 1213 - SCC 1314 Board 1415 started at Wrkfrce Dev Admin, Move back to Board
54044	56869	58665	Sep	American Assn of Community Colleges	AACC Annual Dues Jan-Dec (FTE 1,550ish)	\$ 2,646.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
54050	56870	58666	Sep	NW Commission on Colleges/ Universities NWCCU	Dues	\$ 10,617.00		11566100-3061	Breitmeyer	Board	Breitmeyer		+4%
55599 \$500 Did not clear	57079 VOID	58667	Feb	American Assn for Women in Community Colleges AAWCC	AAWCC Nat'l membership	\$ 500.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
53945 \$111	56640	58669	July	Oregon Community College Assn OCCA	Legislative Session Assessment	\$ 537.00		11566100-3061	Breitmeyer	Board	Breitmeyer		+3% was 11566460-3061 until 1314 Split w/President
53945 \$31232.14	56640	58669	July	Oregon Community College Assn OCCA	OCCA Membership	\$ 39,455.83		11566100-3061	Breitmeyer	Board	Breitmeyer		+3% was 11566460-3061 until 1314 Split w/President
53945 55598 \$677.21	56640 57119	58669	Jan	Oregon Community College Assn OCCA	OCCA MARKETING ASSESSMENT (NEW)	\$ 850.00		11566100-3061	Breitmeyer	Board	Breitmeyer		
						\$ 59,678.83		11566100-3061 Total					
54052	57089	58668	Jan	US Bank (Recognition Source)	Spirit of Clatsop award	\$ 300.00		11566100-4472	Breitmeyer	Board	Breitmeyer		
						\$ 300.00		11566100-4472 Total					
54053 \$577.50	57080 \$577.50	58670	Feb	Transamerica Banner Life Insurance	President policy	\$ 600.00		11566120-1616	Breitmeyer	President	Breitmeyer		\$756 premium through 2020 then \$15696 and up each year
						\$ 600.00		11566120-1616 Total					
54054	56520	58498	Qrt	Astoria Rotary Council for Advance & Support of Education (CASE)	Corporate Dues - \$200 quarterly	\$ 800.00		11566120-3061	Breitmeyer	President	Breitmeyer		
54055	56521	58499	Aug	Council for Advance & Support of Education (CASE)	Organization Dues	\$ 1,080.00		11566120-3061	Breitmeyer	President	Breitmeyer		Was NACCE in Wrkfrce Dev

1920 PO	2021 PO	2122 PO	Date Due	Vendor	Description YTD as of JANUARY 2020	Recommend Encumber for FY22-23	CHANGE	Acct	PC	Dept	Mgr	ADMIN INITIAL _____	Comments
54204	56525	58500	Oct May	Seaside Rotary	R Int Semi Ann Misc 2@\$18	\$ 36.00		11566120-3061	Breitmeyer	President	Breitmeyer		
54204	56525	58500	Oct	Seaside Rotary	District Dues	\$ 49.00		11566120-3061	Breitmeyer	President	Breitmeyer		
54204	56525	58500	Oct May	Seaside Rotary	R Int Semi Ann Dues 2@\$35	\$ 70.00		11566120-3061	Breitmeyer	President	Breitmeyer		
54204	56525	58500	Oct	Seaside Rotary	Club semi annual dues			11566120-3061	Breitmeyer	President	Breitmeyer		
54204	56525	58500	May	Seaside Rotary	2@\$45	\$ 90.00		11566120-3061	Breitmeyer	President	Breitmeyer		
54204	56525	58500	Mo	Seaside Rotary	Monthly dues \$55	\$ 660.00		11566120-3061	Breitmeyer	President	Breitmeyer		
53945 \$1863.28	56640	58669	July	Oregon Community College Assn OCCA	President's Council Membership	\$ 1,940.93		11566120-3061	Breitmeyer	President	Breitmeyer		Split w/Board
54205	VOID 56878 2021 not renewed	58671	Oct	Campus Compact	Membership	\$ 3,279.00		11566120-3061	Breitmeyer	President	Breitmeyer		Second item (Luncheon) discontinued FY2021
54202	VOID 56524	DISCON	Aug	Natl Assn for Comm College	NACCE Membership	DISCONTINUE		11566120-3061	Breitmeyer	President	Breitmeyer		
						\$ 8,004.93		11566120-3061 Total					
54054 55644	56526	58501	Mo	Verizon	President cell service (as requested by Board) 503- 298-7314	\$ 625.80		11566120-3311	Breitmeyer	President	Breitmeyer		
						\$ 625.80		11566120-3311 Total					
54054	56520	58498	Qrt	Astoria Rotary	President Meals	\$ 500.00		11566120-4412	Breitmeyer	President	Breitmeyer		
						\$ 500.00		11566120-4412 Total					
54056	VOID 56522	DISCON	Mo	Sierra Springs Earth-20- Coastal Enterprises	President - water: Equip - 12 mos @ \$6; Water - 36 @ \$6	DISCONTINUE		11566120-4422	Breitmeyer	President	Breitmeyer		
						\$ -		11566120-4422 Total					
53939	VOID 56447 57323	58434	Aug	The Astorian	Subscription President	\$ 135.00		11566120-4461	Breitmeyer	President	Breitmeyer		
54057	VOID 56523	DISCON	MO	US Bank (CB) NY Times	NY Times Educator	DISCONTINUE		11566120-4461	Breitmeyer	President	Breitmeyer		
						\$ 135.00		11566120-4461 Total					
54072 \$0 VOID	57743 58914 \$10,394.81	58680	BI-ENN 5/2020	Clatsop County Clerk	Board Member Election	\$ 5,000.00		11566240-3012	Breitmeyer	Election	Breitmeyer		odd years except if retire forces (1415, 1617, 1819, 2021, etc)
						\$ 5,000.00		11566240-3012 Total					

Clatsop Community College

Admin approval
(initial) _____

2022-2023 Budget Worksheet based on 2021-2022 ADOPTED amounts 21-22 Working amounts as of 01/11/2022

***** ENTER CHANGES *****

11566100 Governing Board

Manager
President

Director
President

19-20 Actual	20-21 Actual*	21-22 Adopted	21-22 Working	21-22 YTD	Object	22-23 Recommend	22-23 Proposed
444		460	460		1227 Classified (Temp)	460	_____
		39	39		1600 *****Fringe Benefits	39	_____
1					1621 Unemployment Insurance		_____
1					1622 Worker's Compensation		_____
98					1631 Oregon PERS		_____
28					1641 Social Security		_____
6					1642 Medicare		_____
10,221		8,000	3,844	50	2221 In-state Travel	8,000	_____
4,070		3,250	3,250	1,640	2231 Out-of-state Travel	3,250	_____
3,334		2,700	2,700	2,700	3012 Contracted Services	2,700	_____
175		100	100		3054 Space rent or lease	100	_____
50,205	55,495	55,523	59,679	55,914	3061 Dues and Memberships	55,523	_____
		125	125		3392 Newspaper Services	125	_____
		500	500		4411 Food for Public Events	500	_____
381		500	500		4412 Food for Staff Events	500	_____
278		100	100	80	4422 Operating Supplies	100	_____
	678	650	650	130	4472 Awards and Gifts	650	_____
69,242	56,173	71,947	71,947	60,514	Total: Governing Board	71,947	

Additions not reflected above

***** DUE March 4th *****

***FY20-21 are pre-Audit and in flux**

***Update your Annual Renewals FIRST and ensure there is budget**

##	#	#	####	####
Fund	Function	Location	Department	Object
Organization Code				
Account Number				

Adopted Budget

FY 21-22

Budget Committee

Appointed Members

Al Arp
Rachel Jensen
David Oser - Secretary
Robert Stricklin
Nicole Williams
Vacant
Vacant

Board of Education

Zone

Dave Zunkel	3
Anne Teaforde-Cantor	2
Tim Lyman	3
Rosemary Baker-Monaghan	3
Karen Burke	1
Sara Meyer	2
Robert Duehmig - Chair	2

Executive Officer

Chris Breitmeyer

Budget Officer

JoAnn Zahn

Budget Calendar

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Clatsop Community College

Summary by Fund

Revenues

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Fund	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-13,256,137		-14,089,643		-14,194,527		11 General Fund	-15,600,772	-15,600,772	-15,600,772	
20,812		99,662		-546,272		12 Auxiliary Enterprises Fund	715,780	715,780	715,780	
-4,247,656		-4,828,565		-4,572,992		21 Restricted Fund	-5,818,274	-5,818,274	-5,818,274	
-3,940,167		-3,584,379		-21,864,425		41 Unexpended Plant Fund	-21,583,567	-21,583,567	-21,583,567	
-935,893		-940,820		-952,778		42 Plant Debt Service Fund	-956,258	-956,258	-956,258	
-34,335		-11,432		-66,641		54 Clubs and Organizations Fund	-67,214	-67,214	-67,214	
-1,212,947		-1,379,538		-1,030,000		60 PERS Bond Debt Service Fund	-1,092,777	-1,092,777	-1,092,777	
-23,606,323		-24,734,715		-43,227,635		Total: Revenues	-44,403,082	-44,403,082	-44,403,082	

Expenditures

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Fund	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
13,173,688	107.74	13,989,187	107.64	14,084,027	121.07	11 General Fund	14,824,492	14,824,492	14,824,492	121.87
4,188	3.01	-64,662	2.41	596,272	4.23	12 Auxiliary Enterprises Fund				
4,302,394	26.02	4,891,428	24.47	4,630,492	20.33	21 Restricted Fund	5,875,774	5,875,774	5,875,774	22.44
3,389,517	1.41	3,036,029	2.15	21,114,425	2.00	41 Unexpended Plant Fund	21,037,367	21,037,367	21,037,367	
1,486,543		1,489,170		1,702,778		42 Plant Debt Service Fund	1,502,458	1,502,458	1,502,458	
37,046		14,025		69,641	0.28	54 Clubs and Organizations Fund	70,214	70,214	70,214	0.28
1,212,947		1,379,538		1,030,000		60 PERS Bond Debt Service Fund	1,092,777	1,092,777	1,092,777	
23,606,323	138.18	24,734,715	136.67	43,227,635	147.91	Total: Expenditures	44,403,082	44,403,082	44,403,082	144.59

Transfers

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Fund	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
82,449		100,456		110,500		11 General Fund	776,280	776,280	776,280	
-25,000		-35,000		-50,000		12 Auxiliary Enterprises Fund	-715,780	-715,780	-715,780	
-54,738		-62,863		-57,500		21 Restricted Fund	-57,500	-57,500	-57,500	
550,650		548,350		750,000		41 Unexpended Plant Fund	546,200	546,200	546,200	
-550,650		-548,350		-750,000		42 Plant Debt Service Fund	-546,200	-546,200	-546,200	
-2,711		-2,593		-3,000		54 Clubs and Organizations Fund	-3,000	-3,000	-3,000	
0		0		0		Total: Transfers	0	0	0	

0 138.18

0 136.67

0 147.91

Grand Total

0

0

0 144.59

Clatsop Community College

Summary by Object Code

Revenues

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-1,817,510		-1,889,772		-2,000,000		8111 Tuition - Credit	-2,000,000	-2,000,000	-2,000,000	
-358,785		-381,456		-360,000		8112 Tuition - Non credit	-360,000	-360,000	-360,000	
-4,284		-20,160		-2,000		8124 Tuition - Out of State	-2,000	-2,000	-2,000	
2,049		3,150		3,500		8144 Donated Tuition	3,500	3,500	3,500	
-12,185		-1,995		-15,000		8153 Fees - Self support	-20,000	-20,000	-20,000	
-213,296		-216,780		-215,000		8154 Fees - Technology	-215,000	-215,000	-215,000	
-7,010		-3,165		-7,000		8155 Fees - Admission/Appl	-7,000	-7,000	-7,000	
-7,769		-4,926		-8,000		8156 Fees - Testing/Assess	-10,350	-10,350	-10,350	
-156,526		-147,656		-160,000		8158 Professional Technical Fees	-160,000	-160,000	-160,000	
-33,360		-33,095		-40,000		8159 Material Fees	-40,000	-40,000	-40,000	
-93,258		-79,325		-95,000		8162 Community Ed Fees	-95,000	-95,000	-95,000	
-14,270		-8,920		-15,000		8163 Misc General Fees	-15,000	-15,000	-15,000	
-116,295		-101,971		-125,000		8164 MERTS Fee Income	-125,000	-125,000	-125,000	
-5,666		-3,381		-4,000		8167 Proctoring Fee	-4,000	-4,000	-4,000	
-5,870		-3,995				8168 Admission Fee				
-50,520		-37,712		-50,000		8170 Fire Science Self Support Fee	-50,000	-50,000	-50,000	
-67,155		-66,388		-77,250		8171 Drop/Add Fees	-77,250	-77,250	-77,250	
-19,659		-27,902		-20,000		8172 Nursing Program Fee	-20,000	-20,000	-20,000	
-10,265		-8,550		-15,000		8173 Late Registration Fee	-15,000	-15,000	-15,000	
-4,885		-3,615		-5,000		8175 Deferred Payment Fee	-5,000	-5,000	-5,000	
-7,090		-5,285		-8,000		8180 Event Admission Fee	-8,000	-8,000	-8,000	
						8191 Other Student Fees	-53,531	-53,531	-53,531	
-3,192,302		-4,134,090		-4,218,224		8221 State Appropriations	-4,218,224	-4,218,224	-4,218,224	
-450,000		-450,000		-450,000		8421 Timber Sales	-450,000	-450,000	-450,000	
-986		-3,807				8435 Sale of County Property				
-4,468,718		-4,593,274		-4,645,453		8441 Property Tax - Current Yr	-4,784,817	-4,784,817	-4,784,817	
-110,337		-187,238		-150,000		8442 Property Tax - Prior Yr	-150,000	-150,000	-150,000	
-1,149		-1,340				8443 Property Tax - WOST				
						8476 Local Grants/Contracts	-1,000	-1,000	-1,000	
-2,200		-2,700				8511 Private Gifts/Contracts	-9,000	-9,000	-9,000	
		-50,000				8513 Allied Health Program Support				
-350		-216		-500		8623 Library Patron Fee	-500	-500	-500	

Clatsop Community College

Summary by Object Code

Revenues

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-15,980		-15,331		-12,000		8635 Facility Lease/Rent	-52,000	-52,000	-52,000	
-26,808		-20,000				8636 PAC Rental Income				
-1,100		-7,700				8637 J Peper Rental Income				
-9,000		-5,100		-9,000		8638 MERTS Apt Rental Income	-9,000	-9,000	-9,000	
-40,370		-209		-50,000		8642 Sales and Services	-50,000	-50,000	-50,000	
						8652 Art Gallery Sales	-7,800	-7,800	-7,800	
						8653 Au Naturel Entry Fees	-7,500	-7,500	-7,500	
-838		-608		-500		8671 Sale of Surplus Items	-500	-500	-500	
-108		103		-100		8811 Library Fines/Loans	-100	-100	-100	
-15,959		-22,126		-15,000		8815 Miscellaneous Revenue	-17,700	-17,700	-17,700	
81		5				8816 Cash Over/Short				
-8,271		-427		-13,000		8825 Overhead Recovery	-13,000	-13,000	-13,000	
-2,009		-1,992		-5,000		8835 Admin Services Fee				
						8841 Sponsorship	-5,000	-5,000	-5,000	
-148,206		-92,923		-7,500		8881 Interest Income	-7,500	-7,500	-7,500	
-5,111		-4,588		-500		8882 Unsegrated Tax Interest	-500	-500	-500	
-4,335						8884 Issuance Premium				
-1,748,472		-1,453,183		-1,400,000		8899 Beginning Working Capital	-2,200,000	-2,200,000	-2,200,000	
						8932 Food Sales	-15,000	-15,000	-15,000	
						8941 Clothing Sales	-11,000	-11,000	-11,000	
						8942 Textbook Sales	-100,000	-100,000	-100,000	
						8943 Supply Sales	-45,000	-45,000	-45,000	
						8944 Used Textbook Sales	-75,000	-75,000	-75,000	
						8946 Sundry Sales	-3,000	-3,000	-3,000	
						8948 Rental Income-New Books	-14,000	-14,000	-14,000	
						8949 Rental Income-Used Books	-30,000	-30,000	-30,000	
						8972 Forerunner Rental Income	-45,000	-45,000	-45,000	
-13,256,137		-14,089,643		-14,194,527		Total: Revenues General Fund	-15,600,772	-15,600,772	-15,600,772	

Clatsop Community College

Summary by Object Code

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
166,595	1.00	160,742	1.00	166,142	1.00	1111 President	175,787	175,787	175,787	1.00
2,128,348	28.50	2,098,711	27.99	2,219,291	28.99	1112 Faculty (FT)	2,268,119	2,268,119	2,268,119	27.99
220,449	2.00	328,861	3.00	334,315	3.00	1113 Administrative (FT)	332,552	332,552	332,552	2.90
1,634,157	22.01	1,685,707	23.14	1,680,261	23.65	1114 Service/Supervisory (FT)	1,670,269	1,670,269	1,670,269	22.63
214,494	5.00	237,728	4.84	267,504	5.00	1116 Confident Classified (FT)	256,040	256,040	256,040	5.00
1,064,254	27.04	1,129,505	28.28	1,270,012	30.17	1117 Classified (FT)	1,330,973	1,330,973	1,330,973	30.80
570,772	6.95	635,620	7.47	624,582	10.69	1212 Faculty (PT)	640,646	640,646	640,646	10.95
		42,831	1.29			1214 Service/Supervisory (PT)	43,910	43,910	43,910	1.03
90,080	3.17	97,294	3.38	128,398	4.52	1217 Classified (PT)	152,905	152,905	152,905	5.56
6,888	0.10	14,788	0.20	39,659	0.93	1222 Faculty (Extra Duty)	40,530	40,530	40,530	0.55
19,832	0.21					1224 Service/Supervisory (Temp)	29,570	29,570	29,570	0.87
200,576	6.50	155,891	4.67	269,937	8.66	1227 Classified (Temp)	285,491	285,491	285,491	9.04
52,779	0.76	38,443	0.46	71,505	0.97	1232 FT Faculty PT Summer	94,666	94,666	94,666	1.17
11,583	0.26	2,024	0.05	6,929	0.11	1242 PT Faculty Office Hr	516	516	516	0.01
		9,241	0.41	3,990	0.20	1319 CWS Students	34,390	34,390	34,390	1.72
125,568	4.98	168,941	2.20	112,493	4.05	1412 FT Faculty Overload	123,593	123,593	123,593	1.52
-10						1514 Jury Duty reimbursement				
-68,382	-0.74	-70,000	-0.74	-65,000	-0.87	1516 Salary Reimburse	-65,000	-65,000	-65,000	-0.87
		-690		270,741		1600 *****Fringe Benefits	295,722	295,722	295,722	
6,296		6,804		6,575		1612 Life Insurance	6,601	6,601	6,601	
16,436		17,944		18,819		1613 Long Term Disability	19,306	19,306	19,306	
1,164,596		1,203,778		1,352,946		1614 Medical Insurance	1,452,144	1,452,144	1,452,144	
				1,500		1615 Flex Spend Admin Fee	1,500	1,500	1,500	
578		578		755		1616 GLT Insurance	755	755	755	
12,892		13,593		12,029		1621 Unemployment Insurance	12,316	12,316	12,316	
42,746		28,698		42,579		1622 Worker's Compensation	43,801	43,801	43,801	
1,200,998		1,350,404		1,388,621		1631 Oregon PERS	1,421,037	1,421,037	1,421,037	
393,824		410,942		373,228		1641 Social Security	381,958	381,958	381,958	
92,636		96,655		87,490		1642 Medicare	89,523	89,523	89,523	
-399						1648 Benefit Reimbursement				
26,072		65,403		20,000		1671 Vacation Accrual	20,000	20,000	20,000	
68,777		52,525		98,633		2221 In-state Travel	99,383	99,383	99,383	

Clatsop Community College

Summary by Object Code

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
4,544		3,132		10,900		2222 PT Instate Travel	10,900	10,900	10,900	
12,754		27,039		25,517		2231 Out-of-state Travel	29,316	29,316	29,316	
458		38		550		2241 Student Travel	550	550	550	
3,217		1,974		4,401		2242 Student Transportation	4,901	4,901	4,901	
318		600		3,000		2251 Applicant Travel	3,000	3,000	3,000	
						2261 Staff/Faculty Relocation	3,000	3,000	3,000	
20,899		16,901		42,901		2311 Travel	42,901	42,901	42,901	
500		879		1,771		2315 Miscellaneous	1,771	1,771	1,771	
14,441		7,897		29,404		2317 Registration	33,404	33,404	33,404	
117,683		77,129		104,551		3011 Professional Fees	77,901	77,901	77,901	
107,663		87,312		124,246		3012 Contracted Services	124,213	124,213	124,213	
				1,301		3014 Artistic & Graphic	1,701	1,701	1,701	
1,063		19,229		25,000		3015 Accreditation	25,000	25,000	25,000	
300		265		3,701		3021 Honoraria, Speakers	5,451	5,451	5,451	
2,140		560		7,850		3022 Non-employee Wages	3,375	3,375	3,375	
5,143		5,158		5,600		3041 Computer Services	5,600	5,600	5,600	
8,317		10,758		11,625		3042 Janitorial, Custodial Svcs	11,625	11,625	11,625	
29,521		32,723		33,300		3043 Payroll Services	33,300	33,300	33,300	
5,840		5,400		6,783		3044 Security Services	6,783	6,783	6,783	
65,792		67,239		82,748		3051 Equipment rent or lease	67,687	67,687	67,687	
22,748		22,748		22,748		3052 Auto, Boat rent or lease	22,748	22,748	22,748	
52,742		51,430		56,812		3054 Space rent or lease	60,101	60,101	60,101	
66,946		70,239		88,478		3061 Dues and Memberships	88,600	88,600	88,600	
15,998				12,000		3063 Cost of Issuance	12,000	12,000	12,000	
8,500						3064 Underwriter Discount				
108,539		111,556		129,263		3161 Property Insurance Prem.	150,928	150,928	150,928	
28,547		31,687		33,674		3162 Casualty Insurance Prem.	33,674	33,674	33,674	
418				3,000		3163 Insurance Deductible	3,000	3,000	3,000	
1,780		1,780		2,442		3164 Malpractice Insurance Prem.	1,987	1,987	1,987	
27,369		25,585		28,027		3311 Telephone charges	28,027	28,027	28,027	
2,160		1,770		2,000		3312 Long Distance charges	2,000	2,000	2,000	
35,688		35,781		36,031		3313 Leased Lines	36,031	36,031	36,031	

Clatsop Community College

Summary by Object Code

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
33,232		32,044		40,825		3321 Postage	49,325	49,325	49,325	
106,582		104,099		135,398		3331 Gas	135,398	135,398	135,398	
89,933		88,489		94,265		3341 Water, Garbage, Sewer	94,265	94,265	94,265	
170,191		166,803		173,000		3351 Electricity	173,000	173,000	173,000	
2,744		3,348		3,400		3352 Solar Array	3,400	3,400	3,400	
11,517		10,453		13,575		3392 Newspaper Services	13,975	13,975	13,975	
14,341		9,541		17,056		3393 Other Communication Svcs	17,656	17,656	17,656	
1,522		326		3,082		3451 Vehicle, Boat Repairs	35,846	35,846	35,846	
24		304		651		3452 Equipment Repairs	751	751	751	
304,764		316,688		364,371		3454 Maint/Svc Contracts	362,596	362,596	362,596	
22,522		35,295		28,256		3455 Other Repair Parts/Svcs	28,256	28,256	28,256	
		15		15		3461 Laundry	15	15	15	
12,310		10,235		9,514		3521 Taxes, Licenses, Permits	13,033	13,033	13,033	
31,558		25,022		30,000		3531 Credit Card Processing Fees	30,200	30,200	30,200	
8,747		8,562		7,800		3532 Bank Service Fees	7,800	7,800	7,800	
18,735		12,160		12,500		3561 Interest	12,500	12,500	12,500	
3,106		5,147		5,249		3591 Other Fees	5,549	5,549	5,549	
23,081		16,398		30,812		4402 Printing	31,812	31,812	31,812	
12,050		7,405		20,091		4411 Food for Public Events	24,040	24,040	24,040	
4,358		5,223		6,100		4412 Food for Staff Events	6,200	6,200	6,200	
122,157		98,189		171,232		4421 Instructional Supplies	193,586	193,586	193,586	
80,450		73,349		136,682		4422 Operating Supplies	136,149	136,149	136,149	
999		2,812		1,205		4429 Other Consumables	1,205	1,205	1,205	
52,486		55,671		72,350		4431 PC Software	87,350	87,350	87,350	
3,119		3,062		11,280		4441 Fuel, Oil, & Tires	22,680	22,680	22,680	
		400				4451 Tools				
35,849		32,034		45,178		4461 Subscriptions/Periodicals	45,078	45,078	45,078	
5,792		6,167		6,241		4472 Awards and Gifts	8,526	8,526	8,526	
						4511 Food for Resale	8,000	8,000	8,000	
						4512 Books for Resale	80,000	80,000	80,000	
						4513 Supplies for Resale	25,000	25,000	25,000	
						4514 Sundry Items for Resale	1,000	1,000	1,000	

Clatsop Community College

Summary by Object Code

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
						4515 Clothing for Resale	5,300	5,300	5,300	
						4519 Used Textbooks for Resale	60,000	60,000	60,000	
31,432		20,409		42,297		4611 Student Testing Fees	42,751	42,751	42,751	
				400		4613 Student Books	400	400	400	
		4,515		2,000		4615 Student Supplies	7,000	7,000	7,000	
299				151		4616 Student Special Events	151	151	151	
436				1,000		4617 Child Care	1,500	1,500	1,500	
		5,778		6,300		4628 ASG Officer Voucher	6,300	6,300	6,300	
						5511 Instructional Equipment	52,462	52,462	52,462	
286				4,000		5512 Operating Equipment	4,000	4,000	4,000	
						5514 Boats/Marine Equipment	7,775	7,775	7,775	
				20,000		5515 Computer Equipment	20,000	20,000	20,000	
21,159		11,170		10,120		5551 Network Software	10,120	10,120	10,120	
7,550		6,600		6,000		5561 Library Books	6,000	6,000	6,000	
4,665		4,070		5,000		5562 AUDIOVISUAL FORMATS	5,000	5,000	5,000	
10,178		11,181		22,051		5571 Non-capitalized Equip	23,551	23,551	23,551	
61,549		59,267		35,000		5575 Non-Cap Computer Equip	35,000	35,000	35,000	
39,950		48,427		48,000		6181 Tuition Waiver - Emp/Dep	48,000	48,000	48,000	
15,105		14,810		12,000		6182 Tuition Waiver - Sr Citizen	12,000	12,000	12,000	
3,087				3,000		6189 Tuition Waiver-Fallen Service Mem ber	3,000	3,000	3,000	
81,947		79,963		105,000		6199 Other Student Aid	105,000	105,000	105,000	
33,787		44,307		30,000		6931 Bad Debts	30,000	30,000	30,000	
1,443		920		876		6951 Other Miscellaneous	1,276	1,276	1,276	
						6954 Art Gallery Commissions	5,070	5,070	5,070	
1,453,183		1,848,759				6969 ENDING CASH - UNRESTRICTED				
				547,146		6999 Contingency	488,167	488,167	488,167	
13,173,688 107.74 13,989,187 107.64 14,084,027 121.07 Total: Expenditures General Fund							14,824,492	14,824,492	14,824,492	121.87

Clatsop Community College

Summary by Object Code

Transfers

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
2,895		4,243		2,500		7131 Transfer to FWS	2,500	2,500	2,500	
						7317 Transfer to Auxiliary	641,967	641,967	641,967	
35,000		41,091		35,000		7318 Transfer to Grant (PLUS)	35,000	35,000	35,000	
16,843		17,529		20,000		7319 Transfer FTE to SBM	20,000	20,000	20,000	
2,711		2,593		3,000		7321 Transfer to ASG	3,000	3,000	3,000	
25,000		35,000		50,000		7341 Transfer to Cafeteria	151,348	151,348	151,348	
						7416 Transfer from Auxiliary	-77,535	-77,535	-77,535	
82,449		100,456		110,500		Total: Transfers General Fund	776,280	776,280	776,280	

Clatsop Community College

Summary by Function

11 General Fund

Revenues

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Function	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-13,256,125		-14,089,631		-14,194,527		0 Undistributed	-15,600,772	-15,600,772	-15,600,772	
-12		-12				9 Reserves				
-13,256,137		-14,089,643		-14,194,527		Total: Revenues	-15,600,772	-15,600,772	-15,600,772	

Expenditures

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Function	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
4,766,932	49.68	4,877,008	47.68	5,367,095	54.56	1 Instruction	5,708,351	5,708,351	5,708,351	51.68
1,471,078	17.39	1,589,226	17.17	1,902,747	20.53	2 Academic Support	1,964,802	1,964,802	1,964,802	21.96
12,758	0.26	12,550	0.26	21,070	0.38	3 Public Service	82,653	82,653	82,653	1.63
1,100,638	13.44	1,198,897	14.85	1,405,786	16.84	4 Student Service	1,650,842	1,650,842	1,650,842	16.73
2,804,159	16.48	2,814,027	16.96	3,061,485	17.70	5 Institutional Support	3,099,360	3,099,360	3,099,360	17.95
1,424,851	10.49	1,499,742	10.72	1,604,398	11.06	6 Plant Operation & Maintenance	1,656,017	1,656,017	1,656,017	11.92
140,089		148,978		174,300		7 Scholarships & Fellowships	174,300	174,300	174,300	
1,453,183		1,848,759		547,146		9 Reserves	488,167	488,167	488,167	
13,173,688	107.74	13,989,187	107.64	14,084,027	121.07	Total: Expenditures	14,824,492	14,824,492	14,824,492	121.87

Transfers

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Function	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
82,449		100,456		110,500		5 Institutional Support	776,280	776,280	776,280	
82,449		100,456		110,500		Total: Transfers	776,280	776,280	776,280	

0	107.74	0	107.64	0	121.07	Fund Total: General Fund	0	0	0	121.87
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Clatsop Community College Summary by Organization

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Organization	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
4,038	0.03	3,084	0.02	17,583	0.08	11111000 Instruction General	17,583	17,583	17,583	0.08
195,252	1.79	196,001	1.72	211,060	1.94	11111112 Art	229,001	229,001	229,001	1.95
301,713	3.12	297,966	2.65	315,215	2.52	11111116 Biology	343,515	343,515	343,515	2.68
48,440	0.62	36,669	0.79	53,602	0.71	11111120 Chemistry	54,890	54,890	54,890	0.70
559,951	4.74	612,840	5.15	565,244	5.00	11111134 Communication & Humanitie	633,791	633,791	633,791	5.16
131,841	1.25	97,796	0.79	73,591	0.95	11111140 Health & Physical Education	97,892	97,892	97,892	1.36
409,761	4.27	463,530	4.45	507,044	5.02	11111144 Mathematics	514,445	514,445	514,445	4.86
153,333	1.33	179,476	1.40	161,399	1.25	11111148 Physical Science	174,392	174,392	174,392	1.23
192,336	1.69	221,441	1.80	197,779	2.10	11111152 Social Science	210,567	210,567	210,567	2.11
24,621	0.34	24,914	0.35	39,392	0.51	11111168 Human Development	39,392	39,392	39,392	0.51
24,827	0.33	46,931	1.58	85,755	1.19	11111205 Apprentice Instruction	87,840	87,840	87,840	1.19
75,068	0.79	74,827	0.67	89,549	0.93	11111209 Historic Preservation and Re	93,904	93,904	93,904	0.93
165,790	1.57	122,487	1.65	123,120	1.54	11111215 Business Administration	128,937	128,937	128,937	1.54
17,931	0.13	22,501	0.17	25,106	0.32	11111231 Criminal Justice	25,106	25,106	25,106	0.32
40,696	0.55	35,292	0.54	38,341	0.50	11111239 EMT Training	42,363	42,363	42,363	0.51
12,511	0.25	13,537	0.25	15,153	0.25	11111240 Paramedic Training	16,327	16,327	16,327	0.26
10,485	0.18	7,632	0.16	15,149	0.16	11111245 Summer Workshop	15,149	15,149	15,149	0.16
121,526	1.03	129,379	1.05	141,366	1.06	11111268 Medical Assistant	145,545	145,545	145,545	1.06
38,664	0.45	32,298	0.29	57,384	0.60	11111270 Nursing Assistant	58,115	58,115	58,115	0.52
565,032	5.15	624,846	5.36	694,612	8.66	11111271 Nursing	728,446	728,446	728,446	5.66
166,399	2.25	178,835	2.19	176,679	2.17	11111315 Adult Basic Education	184,606	184,606	184,606	2.17
65,634	1.16	62,875	0.93	60,596	0.75	11111335 Learning Support Services	63,368	63,368	63,368	0.75
		4,865	0.06	15,065	0.25	11121000 Workforce Development - In	15,422	15,422	15,422	0.25
97,099	1.00	101,860	1.00	127,744	1.20	11161425 Distance Education	130,229	130,229	130,229	1.21
134,120	3.47	113,269	1.05	143,208	1.41	11171211 Automotive Instruction	148,034	148,034	148,034	1.39
65,376	0.51	73,641	0.55	70,317	0.51	11171237 Auto CAD	76,975	76,975	76,975	0.51
577,832	5.81	599,637	5.51	722,258	6.79	11171252 Maritime Sciences	601,777	601,777	601,777	5.81
						11171253 Marine Science-Self Support	33,240	33,240	33,240	
221,182	2.00	162,695	1.88	234,299	2.27	11171254 Marine Fire Training	243,518	243,518	243,518	2.22
240,137	2.23	247,286	2.25	263,582	2.14	11171262 Welding	276,985	276,985	276,985	2.14
						11175245 M/V Forerunner	101,679	101,679	101,679	0.64
						11175265 Coast Guard Testing	43,222	43,222	43,222	
26,074	0.40	23,183	0.34	45,931	0.76	11181410 Extended Learning	47,650	47,650	47,650	0.76

Clatsop Community College Summary by Organization

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Organization	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
79,263	1.24	65,415	1.08	79,972	1.02	11181415 Extended Learning - Self Su	84,446	84,446	84,446	1.04
4,766,932	49.68	4,877,008	47.68	5,367,095	54.56	Total: Instruction	5,708,351	5,708,351	5,708,351	51.68
76,827	2.92	93,427	2.50	188,468	4.30	11214534 Patriot Hall Support	193,288	193,288	193,288	4.30
353,513	4.11	340,098	4.59	396,075	4.33	11214600 Library	436,953	436,953	436,953	5.86
		62		400		11214625 Audio-Visual	400	400	400	
62,745	1.19	53,523	0.79	64,330	0.82	11224575 Workforce Development Ad	65,828	65,828	65,828	0.82
40,001	0.40	40,171	0.40	46,021	0.45	11224576 SBDC Match	51,344	51,344	51,344	0.45
217,137	2.00	223,690	2.00	252,222	2.01	11264501 VP, Instruction	259,675	259,675	259,675	2.01
681,332	6.72	799,043	6.72	884,491	8.47	11264530 Instruct Dept Support Svc	886,574	886,574	886,574	8.38
3,999		6,271	0.06	6,000		11264715 Staff Development - PT Fac	6,000	6,000	6,000	
35,524	0.05	32,941	0.11	64,740	0.15	11264725 Staff Development - Faculty	64,740	64,740	64,740	0.14
1,471,078	17.39	1,589,226	17.17	1,902,747	20.53	Total: Academic Support	1,964,802	1,964,802	1,964,802	21.96
10,958	0.26	10,750	0.26	19,270	0.38	11312121 Art Gallery	20,920	20,920	20,920	0.42
						11312125 Art Gallery Commissions	6,170	6,170	6,170	
						11312126 Au Naturel	8,763	8,763	8,763	
						11312140 Events/Conferences/Tourna	45,000	45,000	45,000	1.21
1,800		1,800		1,800		11352110 Cultural Events	1,800	1,800	1,800	
12,758	0.26	12,550	0.26	21,070	0.38	Total: Public Service	82,653	82,653	82,653	1.63
38,042	0.51	38,682	0.51	47,383	0.95	11415150 Counseling	47,383	47,383	47,383	0.87
						11415201 Trio SSS Match	57,403	57,403	57,403	0.52
						11415240 Bookstore	290,484	290,484	290,484	1.38
44,632	0.47	80,057	1.15	124,801	1.08	11415350 Student Access Services	94,356	94,356	94,356	0.88
31,886	0.25	33,075	0.25	33,756	0.25	11415550 Career Planning & Employ				
29,825	0.21	30,033	0.25	31,027	0.25	11415650 Co-operative Education	551	551	551	
132,749	1.50	135,706	1.50	153,639	1.76	11415700 Lives in Transition Match	211,987	211,987	211,987	1.76
216,453	2.12	192,113	1.93	213,828	2.00	11465100 Student Services	204,489	204,489	204,489	1.90
59,595	0.93	79,370	1.00	82,990	1.00	11465120 Admissions	89,061	89,061	89,061	1.00
25,630	0.54	32,875	0.76	40,533	1.03	11465200 Assessment Testing	40,533	40,533	40,533	1.03
131,021	1.62	131,195	1.70	201,587	2.38	11465250 Retention & Advising	119,776	119,776	119,776	1.73
157,524	2.29	202,167	2.80	214,712	3.13	11465400 Student Records	283,826	283,826	283,826	3.65
229,604	3.00	241,750	3.00	256,485	3.00	11465450 Financial Aid Administration	205,948	205,948	205,948	2.00
3,677		1,874		5,045	0.01	11465610 Graduation	5,045	5,045	5,045	0.01

Clatsop Community College Summary by Organization

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Organization	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
1,100,638	13.44	1,198,897	14.85	1,405,786	16.84	Total: Student Service	1,650,842	1,650,842	1,650,842	16.73
60,000		60,000		60,000		11564505 Institutional Research	60,000	60,000	60,000	
4,000		1,480				11564750 Staff Development Non-Fac				
2,027		1,193		20,000		11564755 Staff Dev - Service & Superv	20,001	20,001	20,001	
62,045		69,242	0.02	72,580	0.01	11566100 Governing Board	71,947	71,947	71,947	0.01
330,963	2.54	324,675	1.87	365,332	2.06	11566120 President's Office	381,519	381,519	381,519	2.06
		789		30,000		11566130 General	5,000	5,000	5,000	
2,268		5,750		10,000		11566150 Diversity, Equity & Inclusion	10,000	10,000	10,000	
274,964	2.33	281,647	2.00	285,874	2.00	11566160 VP, Finance & Operations	293,017	293,017	293,017	2.00
73,432	1.00	79,438	1.00	84,656	1.00	11566170 Payroll	88,455	88,455	88,455	1.00
265,699	2.02	238,660	2.10	249,629	2.02	11566180 Human Resources	271,262	271,262	271,262	2.07
				218	0.01	11566200 Affirmative Action	3	3	3	
118,322		76,976		57,840		11566220 Legal and Audit Services	57,840	57,840	57,840	
9,854				5,000		11566240 Elections	5,000	5,000	5,000	
339,562	3.18	398,332	3.16	378,430	3.75	11566260 Accounting Services	345,844	345,844	345,844	4.03
94,525		94,008		103,650		11566300 PBX/Phone/Network/Commu	103,650	103,650	103,650	
476,525	3.00	476,097	4.00	588,638	4.22	11566320 Computer Services	610,135	610,135	610,135	4.22
202,330		193,532		225,533		11566330 Technology Fee Expenditure	214,472	214,472	214,472	
70,156	0.12	61,592	0.19	81,664	0.25	11566340 Copy Center	77,277	77,277	77,277	0.18
30,174		32,543		34,683		11566380 Insurance	34,683	34,683	34,683	
81,033		115,922		91,851		11566400 Non-Departmental	91,851	91,851	91,851	
57,759		18,537		27,500		11566410 Retirement Expenses	45,000	45,000	45,000	
81,333	1.00	87,527	1.00	103,512	1.00	11566420 Publication Service	107,120	107,120	107,120	1.00
115,452	1.00	116,620	1.00	131,971	1.00	11566430 Marketing	134,760	134,760	134,760	1.00
46,417	0.29	72,489	0.62	43,724	0.38	11566460 College Foundation	61,324	61,324	61,324	0.38
5,319		6,978		9,200		11567300 Safety & Security	9,200	9,200	9,200	
2,804,159	16.48	2,814,027	16.96	3,061,485	17.70	Total: Institutional Support	3,099,360	3,099,360	3,099,360	17.95
234,224	1.21	236,714	1.00	219,384	1.00	11617100 Plant Operations	180,147	180,147	180,147	1.00
384,132	7.06	397,543	7.70	444,211	6.70	11617110 Custodial Operations	522,589	522,589	522,589	7.56
311,654	2.22	369,088	2.02	386,126	3.36	11617120 Plant Maintenance	398,604	398,604	398,604	3.36
22,865		28,172		23,754		11617150 Grounds Maintenance	23,754	23,754	23,754	
369,329		362,543		405,138		11617500 Utilities	405,138	405,138	405,138	
102,647		105,682		125,785		11666380 Property Insurance	125,785	125,785	125,785	

Clatsop Community College Summary by Organization

Expenditures

11 General Fund

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Organization	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
1,424,851	10.49	1,499,742	10.72	1,604,398	11.06	Total: Plant Operation & Maintenance	1,656,017	1,656,017	1,656,017	11.92
140,089		148,978		174,300		11765450 Financial Aid Administration	174,300	174,300	174,300	
140,089		148,978		174,300		Total: Scholarships & Fellowships	174,300	174,300	174,300	
1,453,171		1,848,759		547,146		11966400 Non-Departmental	488,167	488,167	488,167	
12						11999999 Adjustment to balance w/Au				
1,453,183		1,848,759		547,146		Total: Reserves	488,167	488,167	488,167	
13,173,688	107.74	13,989,187	107.64	14,084,027	121.07	Total: Expenditures General Fund	14,824,492	14,824,492	14,824,492	121.87

Clatsop Community College

Detail Budget Report

11000000 GENERAL FUND						<i>Manager</i> VP Finance & Operations	<i>Director</i> VP Finance & Operations			
18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-1,817,510		-1,889,772		-2,000,000		8111 Tuition - Credit	-2,000,000	-2,000,000	-2,000,000	
-358,785		-381,456		-360,000		8112 Tuition - Non credit	-360,000	-360,000	-360,000	
-4,284		-20,160		-2,000		8124 Tuition - Out of State	-2,000	-2,000	-2,000	
2,049		3,150		3,500		8144 Donated Tuition	3,500	3,500	3,500	
-12,185		-1,995		-15,000		8153 Fees - Self support	-20,000	-20,000	-20,000	
-213,296		-216,780		-215,000		8154 Fees - Technology	-215,000	-215,000	-215,000	
-7,010		-3,165		-7,000		8155 Fees - Admission/Appl	-7,000	-7,000	-7,000	
-7,769		-4,926		-8,000		8156 Fees - Testing/Assess	-10,350	-10,350	-10,350	
-156,526		-147,656		-160,000		8158 Professional Technical Fees	-160,000	-160,000	-160,000	
-33,360		-33,095		-40,000		8159 Material Fees	-40,000	-40,000	-40,000	
-93,258		-79,325		-95,000		8162 Community Ed Fees	-95,000	-95,000	-95,000	
-14,270		-8,920		-15,000		8163 Misc General Fees	-15,000	-15,000	-15,000	
-116,295		-101,971		-125,000		8164 MERTS Fee Income	-125,000	-125,000	-125,000	
-5,666		-3,381		-4,000		8167 Proctoring Fee	-4,000	-4,000	-4,000	
-5,870		-3,995				8168 Admission Fee				
-50,520		-37,712		-50,000		8170 Fire Science Self Support Fee	-50,000	-50,000	-50,000	
-67,155		-66,388		-77,250		8171 Drop/Add Fees	-77,250	-77,250	-77,250	
-19,659		-27,902		-20,000		8172 Nursing Program Fee	-20,000	-20,000	-20,000	
-10,265		-8,550		-15,000		8173 Late Registration Fee	-15,000	-15,000	-15,000	
-4,885		-3,615		-5,000		8175 Deferred Payment Fee	-5,000	-5,000	-5,000	
-7,090		-5,285		-8,000		8180 Event Admission Fee	-8,000	-8,000	-8,000	
						8191 Other Student Fees	-53,531	-53,531	-53,531	
-3,192,302		-4,134,090		-4,218,224		8221 State Appropriations	-4,218,224	-4,218,224	-4,218,224	
-450,000		-450,000		-450,000		8421 Timber Sales	-450,000	-450,000	-450,000	
-986		-3,807				8435 Sale of County Property				
-4,468,718		-4,593,274		-4,645,453		8441 Property Tax - Current Yr	-4,784,817	-4,784,817	-4,784,817	
-110,337		-187,238		-150,000		8442 Property Tax - Prior Yr	-150,000	-150,000	-150,000	
-1,149		-1,340				8443 Property Tax - WOST				
						8476 Local Grants/Contracts	-1,000	-1,000	-1,000	
-2,200		-2,700				8511 Private Gifts/Contracts	-9,000	-9,000	-9,000	
		-50,000				8513 Allied Health Program Support				
-350		-216		-500		8623 Library Patron Fee	-500	-500	-500	
8/3/2021	3:12:24 PM									11000000

Clatsop Community College

Detail Budget Report

11000000 GENERAL FUND						<i>Manager</i> VP Finance & Operations	<i>Director</i> VP Finance & Operations			
18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
-15,980		-15,331		-12,000		8635 Facility Lease/Rent	-52,000	-52,000	-52,000	
-26,808		-20,000				8636 PAC Rental Income				
-1,100		-7,700				8637 J Peper Rental Income				
-9,000		-5,100		-9,000		8638 MERTS Apt Rental Income	-9,000	-9,000	-9,000	
-40,370		-209		-50,000		8642 Sales and Services	-50,000	-50,000	-50,000	
						8652 Art Gallery Sales	-7,800	-7,800	-7,800	
						8653 Au Naturel Entry Fees	-7,500	-7,500	-7,500	
-838		-608		-500		8671 Sale of Surplus Items	-500	-500	-500	
-108		103		-100		8811 Library Fines/Loans	-100	-100	-100	
-15,959		-22,126		-15,000		8815 Miscellaneous Revenue	-17,700	-17,700	-17,700	
81		5				8816 Cash Over/Short				
-8,271		-427		-13,000		8825 Overhead Recovery	-13,000	-13,000	-13,000	
-2,009		-1,992		-5,000		8835 Admin Services Fee				
						8841 Sponsorship	-5,000	-5,000	-5,000	
-148,206		-92,923		-7,500		8881 Interest Income	-7,500	-7,500	-7,500	
-5,111		-4,588		-500		8882 Unsegrated Tax Interest	-500	-500	-500	
-4,335						8884 Issuance Premium				
-1,748,460		-1,453,171		-1,400,000		8899 Beginning Working Capital	-2,200,000	-2,200,000	-2,200,000	
						8932 Food Sales	-15,000	-15,000	-15,000	
						8941 Clothing Sales	-11,000	-11,000	-11,000	
						8942 Textbook Sales	-100,000	-100,000	-100,000	
						8943 Supply Sales	-45,000	-45,000	-45,000	
						8944 Used Textbook Sales	-75,000	-75,000	-75,000	
						8946 Sundry Sales	-3,000	-3,000	-3,000	
						8948 Rental Income-New Books	-14,000	-14,000	-14,000	
						8949 Rental Income-Used Books	-30,000	-30,000	-30,000	
						8972 Forerunner Rental Income	-45,000	-45,000	-45,000	
-13,256,125		-14,089,631		-14,194,527		Total: GENERAL FUND	-15,600,772	-15,600,772	-15,600,772	

Clatsop Community College

Detail Budget Report

11111271 Nursing

Manager
Dir Nursing & Allied Health

Director
VP Academic Affairs

18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE
331,407	5.00	369,948	5.00	373,814	5.00	1112 Faculty (FT)	395,397	395,397	395,397	5.00
4,198	0.07			22,000	0.37	1212 Faculty (PT)	15,000	15,000	15,000	0.25
		1,710	0.02	3,000	0.40	1222 Faculty (Extra Duty)	3,000	3,000	3,000	0.04
						1227 Classified (Temp)				
				500	0.01	1242 PT Faculty Office Hr	500	500	500	0.01
20,481	0.08	25,421	0.34	21,780	2.88	1412 FT Faculty Overload	28,780	28,780	28,780	0.36
				9,687	1600	*****Fringe Benefits	11,344	11,344	11,344	
366		357		355	1612	Life Insurance	355	355	355	
1,037		1,120		1,196	1613	Long Term Disability	1,266	1,266	1,266	
65,710		68,990		72,440	1614	Medical Insurance	75,765	75,765	75,765	
701		783		748	1621	Unemployment Insurance	792	792	792	
1,550		1,101		1,570	1622	Worker's Compensation	1,659	1,659	1,659	
72,776		86,542		85,978	1631	Oregon PERS	90,941	90,941	90,941	
20,944		23,388		23,175	1641	Social Security	24,513	24,513	24,513	
4,898		5,470		5,421	1642	Medicare	5,732	5,732	5,732	
6,411		919		8,000	2221	In-state Travel	8,000	8,000	8,000	
				2,000	2222	PT Instate Travel	2,000	2,000	2,000	
		100		100	3011	Professional Fees	100	100	100	
490		560		800	3022	Non-employee Wages	800	800	800	
185					3054	Space rent or lease				
		100		150	3061	Dues and Memberships	150	150	150	
280		231		336	3162	Casualty Insurance Prem.	336	336	336	
570		551		815	3164	Malpractice Insurance Prem.	755	755	755	
121		37		100	3341	Water, Garbage, Sewer	100	100	100	
		304		200	3452	Equipment Repairs	200	200	200	
150		156		200	4411	Food for Public Events	200	200	200	
6,812		17,314		23,490	4421	Instructional Supplies	23,550	23,550	23,550	
25,945		19,744		36,757	4611	Student Testing Fees	37,211	37,211	37,211	
565,032	5.15	624,846	5.36	694,612	8.66	Total: Nursing	728,446	728,446	728,446	5.66

Clatsop Community College

Detail Budget Report

11566100 Governing Board						<i>Manager</i> President	<i>Director</i> President				
18-19 Actual	FTE	19-20 Actual	FTE	20-21 Adopted	FTE	Object	21-22 Proposed	21-22 Approved	21-22 Adopted	FTE	
		444	0.02	460	0.01	1227 Classified (Temp)	460	460	460	0.01	
				39	1600	*****Fringe Benefits	39	39	39		
		1			1621	Unemployment Insurance					
		1			1622	Worker's Compensation					
		98			1631	Oregon PERS					
		28			1641	Social Security					
		6			1642	Medicare					
6,427		10,221		8,000	2221	In-state Travel	8,000	8,000	8,000		
		4,070		3,250	2231	Out-of-state Travel	3,250	3,250	3,250		
3,333		3,334		3,333	3012	Contracted Services	2,700	2,700	2,700		
		175		100	3054	Space rent or lease	100	100	100		
47,735		50,205		55,523	3061	Dues and Memberships	55,523	55,523	55,523		
24				125	3392	Newspaper Services	125	125	125		
213				500	4411	Food for Public Events	500	500	500		
204		381		500	4412	Food for Staff Events	500	500	500		
75		278		100	4422	Operating Supplies	100	100	100		
610				650	4472	Awards and Gifts	650	650	650		
3,424					5571	Non-capitalized Equip					
62,045		69,242	0.02	72,580	0.01	Total: Governing Board	71,947	71,947	71,947	0.01	

MOTION TO APPROVE THE 2021-22 BUDGET:

Move that the 2021-22 Clatsop Community College budget in the aggregate amount of \$45,725,562 for all funds be approved as proposed and that the permanent tax rate of \$.7785 per \$1,000 of assessed value be assessed in support of the General Fund.

DocuSigned by:

Robert Duclunig

ED0ECC4E970C4F0...

5/4/2021

Budget Chair

Date

FORM CC-1

NOTICE OF BUDGET HEARING

A public meeting of the Clatsop Community College Board will be held on June 8, 2021, at 6:30 p.m. via teleconference. The meeting can be accessed online at <https://clatsopcc.zoom.us/j/98663352485?pwd=THJtbVh2cVNsVFM4d2YzTERhVTFoUT09> or by calling 1-669-900-6833 and entering Meeting ID 986-6335-2485, Passcode: 014771. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Clatsop Community College Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at <https://www.clatsopcc.edu/about-ccc/financial-budget-reports/budget/>, or by emailing ejacobsen@clatsopcc.edu, or by U.S. mail by leaving a message at 503.338.2422 and providing your mailing address and a request to have a hard copy of the Approved Budget mailed. This Budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the basis of accounting used during the preceding year.

Contact: JoAnn Zahn Telephone: (503) 338-2421 Email: jzahn@clatsopcc.edu

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Last Year 2019-2020	Adopted Budget This Year 2020-2021	Approved Budget Next Year 2021-2022
Beginning Fund Balance	\$3,806,203	\$2,290,059	\$2,117,847
Current Year Property Taxes, other than Local Option Taxes	\$5,722,672	\$5,748,231	\$5,891,075
Current Year Local Option Property Taxes	\$0	\$0	\$0
Tuition and Fees	\$3,076,718	\$3,298,631	\$3,298,631
Other Revenue from Local Sources	\$2,530,202	\$2,417,602	\$2,484,071
Revenue from State Sources	\$4,817,875	\$12,797,729	\$12,869,525
Revenue from Federal Sources	\$3,560,286	\$3,180,957	\$4,138,233
Interfund Transfers	\$968,534	\$860,500	\$1,477,550
All Other Budget Resources	\$1,220,759	\$13,494,426	\$13,603,700
Total Resources	\$25,703,249	\$44,088,135	\$45,880,632

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	\$11,974,531	\$12,649,059	\$12,908,686
Materials & Services	\$4,854,658	\$8,427,910	\$9,112,890
Financial Aid	\$2,793,116	\$2,561,273	\$2,646,988
Capital Outlay	\$156,459	\$14,563,097	\$14,935,899
Debt Service	\$2,148,960	\$2,599,981	\$2,232,680
Interfund Transfers	\$968,534	\$860,500	\$1,477,550
Operating Contingency	\$0	\$547,146	\$488,167
All Other Expenditures	\$439,891	\$1,879,169	\$2,077,772
Unappropriated Ending Fund Balance & Reserves	\$2,367,100	\$0	\$0
Total Requirements	\$25,703,249	\$44,088,135	\$45,880,632

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
Instruction	\$5,086,409	\$5,612,146	\$5,853,038
FTE	49.53	56.57	53.27
Instructional Support	\$1,758,628	\$2,340,516	\$2,427,842
FTE	19.01	22.36	23.69
Student Services other than Student Loans and Financial Aid	\$2,588,858	\$2,761,092	\$2,949,167
FTE	27.76	30.08	28.79
Student Loans and Financial Aid	\$2,993,746	\$2,642,962	\$2,733,649
FTE	4.73	0.81	0.89
Community Services	\$477,481	\$506,659	\$570,574
FTE	4.81	6.33	6.8
Support Serv. other than Facilities Acquisition and Construction	\$3,002,074	\$3,465,654	\$4,454,581
FTE	17.96	18.7	19.23
Facilities Acquisition and Construction	\$4,311,459	\$22,751,479	\$22,693,384
FTE	12.87	13.06	11.92
Interfund Transfers	\$2,148,960	\$2,599,981	\$1,477,550
Debt Service	\$968,534	\$860,500	\$2,232,680
Operating Contingency	\$0	\$547,146	\$488,167
Unappropriated Ending Fund Balance and Reserves	\$2,367,100	\$0	\$0
Total Requirements	\$25,703,249	\$44,088,135	\$45,880,632
Total FTE	136.67	147.91	144.59

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *	
Revenue	
* No change in tuition rate at \$105 per credit;	
* Estimated 100 Sfte enrollment increase	
* State support appropriations based on a \$641 million Community College allocation representing \$4.2 million;	
* \$450,000 timber revenue (exceeding debt service requirements);	
Expenditure	
* Steps for eligible employees;	
* 5 percent increase for medical, dental, vision;	
* PERS rate at 23 percent;	
* Increases for fixed cost items such as utilities and insurance.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed Last Year 2019-2020	Rate or Amount Imposed This Year 2020-2021	Rate or Amount Approved Next Year 2021-2022
Permanent Rate Levy (Rate Limit .7785 per \$1,000)	.7785 per \$1000	.7785 per \$1000	.7785 per \$1000
Local Option Levy			
Levy For General Obligation Bonds	\$996,628	\$1,035,085	\$1,038,813

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred July 1
General Obligation Bonds	\$9,415,000	\$0
Other Bonds	\$6,970,000	\$0
Other Borrowings	\$0	\$0
Total	\$16,385,000	\$0

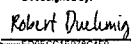
2020-21-01 RESOLUTION AMENDING 2020-2021 APPROPRIATION

BE IT RESOLVED, that the Board of Education amends the appropriations for the purposes indicated within the funds below beginning July 1, 2020

	2020-2021 Adopted	2020-2021 Amended	Variance
General Fund			
Total Instruction	\$ 5,367,095	\$ 5,369,277	\$ 2,182
Total Support Services	\$ 7,974,416	\$ 8,030,083	\$ 55,667
Total Enterprise and Community Service	\$ 21,070	\$ 21,070	\$ -
Total Other Uses	\$ 174,300	\$ 174,300	\$ -
Total Contingency	\$ 547,146	\$ 489,297	\$ (57,849)
Total Transfers	\$ 110,500	\$ 110,500	\$ -
Total General Fund Appropriations	\$ 14,194,527	\$ 14,194,527	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total General Fund Requirements	\$ 14,194,527	\$ 14,194,527	\$ -
Grants/Financial Aid Fund			
Total Instruction	\$ 133,145	\$ 190,559	\$ 57,414
Total Support Services	\$ 1,379,604	\$ 3,439,007	\$ 2,059,403
Total Enterprise and Community Service	\$ 399,081	\$ 821,990	\$ 422,909
Total Other Uses	\$ 2,718,662	\$ 2,960,449	\$ 241,787
Total Grants/Financial Aid Fund Appropriations	\$ 4,630,492	\$ 7,412,005	\$ 2,781,513
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Grants/Financial Aid Fund Requirements	\$ 4,630,492	\$ 7,412,005	\$ 2,781,513
Auxiliary Fund			
Total Instruction	\$ 111,906	\$ 111,906	\$ -
Total Support Services	\$ 408,668	\$ 408,668	\$ -
Total Enterprise and Community Service	\$ 75,698	\$ 75,698	\$ -
Total Contingency	\$ -	\$ -	\$ -
Total Auxiliary Fund Appropriations	\$ 596,272	\$ 596,272	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Auxiliary Fund Requirements	\$ 596,272	\$ 596,272	\$ -
Unexpended Plant Fund			
Total Facilities Acquisition and Construction	\$ 20,235,540	\$ 20,250,861	\$ 15,321
Total Contingency	\$ 878,885	\$ 863,564	\$ (15,321)
Total Transfers	\$ 750,000	\$ 750,000	\$ -
Total Unexpended Plant Fund Appropriations	\$ 21,864,425	\$ 21,864,425	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Unexpended Plant Fund Requirements	\$ 21,864,425	\$ 21,864,425	\$ -
Plant Debt Service Fund			
Total Other Uses	\$ 1,702,778	\$ 1,702,778	\$ -
Total Plant Debt Service Fund Appropriations	\$ 1,702,778	\$ 1,702,778	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Plant Debt Service Fund Requirement	\$ 1,702,778	\$ 1,702,778	\$ -
Clubs & Organizations Fund			
Total Enterprise and Community Service	\$ 10,810	\$ 10,810	\$ -
Total Other Uses	\$ 45,362	\$ 45,362	\$ -
Total Contingency	\$ 13,469	\$ 13,469	\$ -
Total Clubs & Organizations Fund Appropriations	\$ 69,641	\$ 69,641	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Clubs & Organizations Fund Requirements	\$ 69,641	\$ 69,641	\$ -
Non-Plant Debt Service Fund			
Total Other Uses	\$ 692,223	\$ 692,223	\$ -
Total Reserved for Future Expenditures	\$ 337,777	\$ 337,777	\$ -
Total Non-Plant Debt Service Fund Appropriations	\$ 1,030,000	\$ 1,030,000	\$ -
Total Unappropriated Ending Fund Balance	\$ -	\$ -	\$ -
Total Non-Plant Debt Service Fund Requirements	\$ 1,030,000	\$ 1,030,000	\$ -
TOTAL APPROPRIATIONS			
TOTAL APPROPRIATIONS	\$ 44,088,135	\$ 46,869,648	\$ 2,781,513
TOTAL UNAPPROPRIATED ENDING FUND BALANCE	\$ -	\$ -	\$ -
TOTAL BUDGET REQUIREMENTS	\$ 44,088,135	\$ 46,869,648	\$ 2,781,513

6/8/2021

Date Resolution Adopted

DocuSigned by:

 Robert Duenning, Board Chair

6/11/2021

Date

DocuSigned by:

 Chris Breitmeyer, President

6/11/2021

Date

DocuSigned by:

 JoAnn Zahn, Vice President Finance & Operations

6/11/2021

Date

2020-21-02 RESOLUTION ADOPTING THE 2021-2022 BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES

BE IT RESOLVED, that the Board of Education of Clatsop Community College adopts the budget for fiscal year 2021-2022 in the total sum of \$45,880,632 as now on file in the office of the Vice President of Finance & Operations, Clatsop Community College, 1651 Lexington Avenue, Astoria, OR 97103, and

BE IT RESOLVED, that for the fiscal year beginning July 1, 2021, the amounts below are hereby appropriated for Clatsop Community College for the purpose indicated within the funds listed as follows:

<u>General Fund</u>	
Total Instruction	\$ 5,708,351
Total Support Services	8,371,021
Total Enterprise and Community Service	82,653
Total Other Uses	174,300
Total Contingency	488,167
Total Transfers	853,815
Total General Fund Appropriations	\$ 15,678,307
Total Unappropriated Ending Fund Balance	-
Total General Fund Requirements	<u>\$ 15,678,307</u>

<u>Grants/Financial Aid Fund</u>	
Total Instruction	\$ 144,687
Total Support Services	2,694,627
Total Enterprise and Community Service	477,111
Total Other Uses	2,559,349
Total Grants/Financial Aid Appropriations	\$ 5,875,774
Total Unappropriated Ending Fund Balance	-
Total Grants/Financial Aid Requirements	<u>\$ 5,875,774</u>

<u>Auxiliary Fund</u>	
Total Instruction	\$ -
Total Support Services	-
Total Enterprise and Community Service	-
Total Other Uses	-
Total Transfers	77,535
Total Auxiliary Fund Appropriations	\$ 77,535
Total Unappropriated Ending Fund Balance	-
Total Auxiliary Fund Requirements	<u>\$ 77,535</u>

<u>Unexpended Plant Fund</u>	
Total Facilities Acquisition and Construction	\$ 20,158,482
Total Contingency	878,885
Total Transfers	546,200
Total Unexpended Plant Fund Appropriations	\$ 21,583,567
Total Unappropriated Ending Fund Balance	-
Total Unexpended Plant Fund Requirements	<u>\$ 21,583,567</u>

<u>Plant Debt Service Fund</u>	
Total Other Uses	\$ 1,502,458
Total Plant Debt Service Fund Appropriations	\$ 1,502,458
Total Unappropriated Ending Fund Balance	-
Total Plant Debt Service Fund Requirements	<u>\$ 1,502,458</u>

<u>Clubs & Organizations</u>	
Total Enterprise and Community Service	\$ 10,810
Total Other Uses	46,362
Total Contingency	13,042
Total Clubs & Organizations Appropriations	\$ 70,214
Total Unappropriated Ending Fund Balance	-
Total Clubs & Organizations Requirements	<u>\$ 70,214</u>

<u>Non-Plant Debt Fund</u>	
Total Other Uses	\$ 730,242
Total Reserved for Future Expenditures	362,535
Total Non-Plant Debt Fund Appropriations	\$ 1,092,777
Total Unappropriated Ending Fund Balance	-
Total Non-Plant Debt Fund Requirements	<u>\$ 1,092,777</u>

<u>TOTAL APPROPRIATIONS</u>	
TOTAL APPROPRIATIONS	\$ 45,880,632
TOTAL UNAPPROPRIATED ENDING BALANCE	-
TOTAL BUDGET REQUIREMENTS	<u>\$ 45,880,632</u>

AND:

BE IT RESOLVED, that the Board of Education for Clatsop Community College hereby imposes the taxes provided for in the adopted budget at the rate of \$.7785 per \$1,000 of assessed value for operations and in the amount of \$1,038,813 for bonds; and that these taxes are hereby imposed and categorized for the tax year 2021-2022 upon the assessed value of all taxable property within the College district.

	Education	Excluded from
General Fund	\$.7785/\$1,000	Limitation
Plant Debt Service		\$1,038,813

6/8/2021
Date Resolution Adopted

DocuSigned by:
Robert Duehmig
ED08C1E71BC9F0
Robert Duehmig, Board Chair

6/11/2021
Date

DocuSigned by:
Chris Breitmeyer
7031FE0993041E
Chris Breitmeyer, President

6/11/2021
Date

DocuSigned by:
John Zahn
80627A547C0267
John Zahn, Vice President Finance & Operations

6/11/2021
Date

Notice of Property Tax and Certification of Intent to Impose a Tax on Property for Education Districts

FORM ED-50 2021-2022

To assessor of CLATSOP County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The Clatsop Community College has the responsibility and authority to place the following property tax, fee, charge, or assessment
District name

on the tax roll of CLATSOP County. The property tax, fee, charge, or assessment is categorized as stated by this form.
County Name

<u>1651 Lexington Ave.</u> <small>Mailing Address of District</small>	<u>Astoria</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97103</u> <small>ZIP Code</small>	<u>07/15/2021</u> <small>Date Submitted</small>
<u>JoAnn Zahn</u> <small>Contact person</small>	<u>VP Finance & Operation</u> <small>Title</small>	<u>503.338.2421</u> <small>Daytime telephone number</small>	<u>jzahn@clatsopcc.edu</u> <small>Contact person e-mail address</small>	

CERTIFICATION—You must check one box if you are subject to local budget law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

	Subject to Education Limits		Excluded from Measure 5 Limits
	Rate	— or — Dollar Amount	
1. Rate per \$1,000 levied (within permanent rate limit).....1	.7785 per \$1000		
2. Local option operating tax2			Dollar Amount of Bond Levy
3. Local option capital project tax.....3			
4a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001.....4a			0
4b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001.....4b			1,038,813
4c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 4a + 4b).....4c			1,038,813

PART II: RATE LIMIT CERTIFICATION

5. Permanent rate limit in dollars and cents per \$1,000.....5	.7785 per \$1000
6. Election date when your new district received voter approval for your permanent rate limit.....6	
7. Estimated permanent rate limit for newly merged/consolidated district.....7	

PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount — or — rate authorized per year by voters

(see the back for worksheet for lines 4a, 4b, and 4c)
File with your assessor no later than **JULY 15**, unless granted an extension in writing.