

Napa Valley Community College District

Budget Committee Orientation

Flex Day Presentation
August 22, 2025

Introduction and Orientation to the Napa Valley Community College District Budget Committee

The information contained in this presentation is an overview of how California Community Colleges are funded, and how the District Budget Committee serves a vital role in the annual resource allocation process.

Agenda

1. Funding Sources for California Community Colleges
    1. Apportioned Colleges and the Student-Centered Funding Formula (SCFF)
    2. Community Supported or “Basic Aid” Districts (NVC)
2. Other Funding Sources
    1. Federal Funding
    2. State Funding
    3. District Auxiliary Services (DAS)
    4. Napa Valley College Foundation
    5. Other sources
3. District Committees and their Role in Shared Governance
4. Annual Budget and Planning
    1. Five-year projections
    2. The Annual Budget Development Process
5. Roles & Responsibilities for Members of the Budget Committee
    1. The Budget Committee Charge
    2. Best Practices for Committee Members
6. Review - Sources of Funds
7. Overview of 2025 – 2026 Fund 11 Budget

Sources of Funding

Community Supported Funding vs. Apportionment Based Funding

Community Supported Institutions – Source of Revenues (NVC Becomes Community Supported in 2017-2018)	State Apportioned Institutions Source of Revenues
Property Taxes	Funded based on metrics defined in the Student-Centered Funding Formula (SCFF) • Base Allocation • Supplemental Allocation • Success Allocation
$100/FTES for Education Protection Act (EPA)	Categorical, Grant, and Special Program Funds
Enrollment Fees	Enrollment Fees
Categorical, Grant, Special Program Funds	Enrollment and Student Achievement drives Apportionment Funding
Limited Apportionment Funding for state mandated programs	Apportionment increases by annual COLA
Unrestricted revenues not subject to state COLA allocation	

Sources of Funding
Restricted Funding Sources (Fund 12)

State Provided or "Categorical" Funding (state funding – partial list) See *Compendium of Allocations and Resources* on the website	Grant and Federal Funds
State Sources • Student Equity & Achievement (SEA funds) • Disability Services (DSPS) • EOPS • Basic Needs Center • Adult Education Block Grant (AEBG)	Federal Sources • Hispanic Serving Institutions (HSI) (Title III and Title V) • SSS Trio (funding phasing out) • Pell Grants (Title IV) • SEOG Funds (Title IV) • Federal Work-Study
• Student Success Completion Grant • Veterans Resource Center Support • Mental Health • CalWORKS	
• Next Up • CARE • UMOJA Learning Community	
• Asian American, Native American and Pacific Islander Learning Community • LGBTQ Learning Community	
• Cal – Grants – Student Aid	

Sources of Funding
District Auxiliary Services (DAS) / NVC Foundation

District Auxiliary Services (DAS)

Operates on behalf of the College as a separate entity

Provides oversight and support to services including:

- Bookstore
- Food Services
- Print Shop
- Supports selected community service programs
- Provides the coordination and support for special programs and events
    - Writers Conference
    - Festival Napa Valley

NVC Foundation

Operates as an independent 501(c) 3 in support of the District

Raises funds to meet college and student needs, including the Wine Education Center, student scholarships (including student housing assistance).

Other Sources

- Lease of Upper Valley Campus to the City of St. Helena
- Blue Note Music Festival

Key Metrics, Reports

Budget Data

- Projected 25-26 Unrestricted General Fund Budget – Fund 11 (UGFB) for 25-26 - $54.2 M (subject to Board approval)
- Projected 25-26 Restricted General Fund Budget – Fund 12 (RGFB) for 25-26 - $13.6 M (subject to confirmation of Federal Revenue and Board approval)
- Percentage of Revenue in the UGFB (Fund 11) derived from Property Tax Receipts – 88.7%
- Percentage of budget devoted to employee compensation – 83% (subject to audit)
- State & Federal funding projected in the RGFB (Fund 12) - $13.6 M

Key Financial Indicators

- Balanced Budget
- Minimum Reserve Balance at 16.67% of annual expenditures (required by state Chancellor's Office and recommended by the Government Finance Officers Association)
- 50% Law Compliance
- Salaries & Benefits at approximately 85% of Total Expenditures (includes annual SERP and OPEB costs)
- Community Based vs. Apportionment Calculation

Scorecards

- CCFS 311 Report – File with the Chancellor's Office in October of each year
- Annual Audit of Financial Statements – Typically completed in November of each year
- Monthly Budget Report
- Five-Year Projection of Revenues and Expenses

The Role of the Budget Committee in Shared Governance and College Operations

- District Committees, including the Budget Committee, are convened by the Superintendent/President to provide information and recommendations representative of a collaborative and consultative process that engages all stakeholders.
- The District Budget Committee is the *recommending* body for college constituents, including students, faculty, and staff to have a representative voice in the budget development process.
- The District Budget Committee is charged with ensuring that prioritized plans, District priorities, and emerging needs developed through the planning process are reflected in annual budget considerations.
- The District Budget Committee assists to ensure that resource allocation processes are linked to institutional planning.
- In collaboration with the District Planning Committee, the District Budget Committee serves to review and revise the process of budget development in support of AB 1725, the 10 + 1 responsibilities afforded to college faculty.
- The District Budget Committee shall assist in identifying areas, based on available data, that support improvements in the efficient operation of the institution.
- The District Budget Committee is responsive to best practice standards as provided by ACCJC, FCMAT, and the state Chancellor's Office.

The Role of the Budget Committee in Shared Governance and College Operations (contd.)

The Role of the Committee

- To make recommendations regarding resource priorities based upon information provided by the Planning Committee in support of the Educational Master Plan, DEI plan, Facilities Master Plan, and Technology Plan.
- The Committee shall view the annual operating budget utilizing an equity-minded lens, operationalized in part by the recognition of investments in achieving the goals outlined in the Student Equity Plan.
- To recommend to the Superintendent/President the Tentative & Final Budget within the timeframes required by statute.
- To review monthly institutional budget reports and recommend budget action as appropriate and necessary.
- To review material changes to the Fund 11 Budget with a recommendation to the Superintendent/President.
- To identify areas of interest in the budget that can benefit from additional review to achieve improved transparency and operating efficiency.

Best Practices for Committee Members

- To represent the perspectives and priorities of the *constituent group you represent* in the consideration of budget priorities. Bargaining unit matters are not within the purview of the Budget Committee.
- To employ an equity-minded lens in budget considerations over which the Committee has purview.
- To communicate and solicit feedback regarding the work of the Committee.
- To participate fully in the deliberations of the Committee.
- To participate in topic specific work groups and represent work group recommendations to the Budget Committee.

District Budget Committee
Purpose Statement

Budget Committee Charge:

Empaneled by the Board of Trustees with guidance provided by AP 6200 and the *Budget Development Values & Assumptions*, the District Budget Committee serves to provide a representative body of college stakeholders and constituent groups who reviews and oversees the implementation of the budget development process.

The Committee is charged with reviewing and recommending the Tentative and Final Budgets to the Superintendent/President and to ensure that the budget reflects the mission of the District, its strategic initiatives, and planning priorities.

Interlinked with the Planning Committee, the Budget Committee's process is informed by priorities outlined in the Educational Master Plan, Student Equity Achievement Plan, and other plans adopted by the District.

Further, it is the charge of the committee to ensure that the priorities of the District are represented in resource allocation decisions and that budget development has broad based campus input. This charge shall include the opportunity to review district-level budget reports and related financial information in support of enhanced transparency; and the role of the Committee to make recommendations deemed appropriate and necessary to uphold or enhance the District's fiscal standing.

Membership:

Academic Senate Designate – Co-chair

Ex officio Members – Chief Business Officer (co-chair), Chief Instructional Officer, Chief Student Affairs Officer

Academic Senate Representatives – Six (6) representatives

Administrative Senate – Two (2) representatives

Classified Senate - Two (2) representatives

ASNVC – One (1) Representative

Meeting Schedule:

Second Fridays of the Month (unless otherwise specified) – 9:00 to 11:00 a.m. – Work Group Meetings TBD

Integrating Planning & Budget

A careful integration between the Planning Committee and the Budget Committee ensures that the plans, goals, and objectives of the college are realized in the resource allocation process.

Institutional plans and priorities emerge from planning documents, including the Educational Master Plan, the Student Equity Plan, the Facilities Master Plan, and the Technology Plan are recognized in unit plans.

Annual priorities are communicated to the campus community in the Budget Guidance Memorandum. This document provides contextual information, including enrollment projections, ongoing financial commitments, and anticipated material changes in revenues and/or expenses.

In support of longer-term planning, the Budget Committee will review three- and five-year budget projections that provide additional context to Planning & Budget work.

As the budget is a manifestation of institutional priorities, the engagement of the District's Planning Committee in the development of budget priorities is a critical component of the process. To this end, the Budget Committee will coordinate and collaborate with the Planning Committee to ensure that the institution's planning informs resource allocation recommendations.

Financial Reports

UNRESTRICTED GENERAL FUND (FUND 11)
INCOME/EXPENSE FINANCIAL COMPARISONS - PERIOD 11 (as of May 31, 2024)
FISCAL YEAR ENDING JUNE 30, 2024

11 / 12 = 92%

	A	B		D		E		F		G	H	I	J
		Audited FY 2019-2020		Audited FY 2021-2022		Audited FY 2022-2023		Board Approved Adopted 12 Mos. Adjusted Budget FY 2023-2024 (Revised Post Audit)		Prior Yr Actuals As of 5/31/23 FY 2022-2023	Current Actuals As of 5/31/24 FY 2023-2024	11 Month Actuals Prior Yr/Current Variances (H - G)	Current Year ACTUALS vs BUDGET % Rec'd or Expensed (H / F) FY 2023-2024
	Revenues												
1	Federal Income	$ 25,866	0.1%	$ 38,383	0.1%	$ 15,963	0.0%	$ 35,687	0.1%	$ 1,150	$ 21,290	20,140	60%
2	State Income	2,000,724	5.0%	2,995,575	6.6%	3,056,624	6.5%	3,008,990	6.0%	2,754,838	1,870,873	(883,965)	62%
3	Local Income											-	
4	Property Taxes	35,296,686	82.5%	38,392,628	85.1%	41,168,297	87.5%	44,120,009	87.8%	39,679,706	42,869,657	3,189,951	97%
5	Other Local Income	3,383,448	6.9%	2,326,545	5.2%	2,488,016	5.3%	3,100,831	6.2%	2,693,729	3,053,514	359,786	98%
6	Other Financing Sources	3,921,557	4.9%	1,373,830	3.0%	311,713	0.7%		0.0%	360,982	2,400	(358,582)	
7	Total Revenues	44,628,281	100%	45,126,953	100%	47,040,613	100%	50,265,517	100%	45,490,405	47,817,734	2,327,329	95%
	Expenditures												
8	Salaries												
9	Faculty Salaries - Permanent	10,717,209		9,944,207		9,890,272		9,965,950		9,218,364	9,271,890	(53,527)	93%
10	Faculty Salaries - Temporary	4,741,568		4,643,382		4,172,278		4,600,983		3,538,967	4,269,474	(730,507)	93%
11	Admin. - Academic Permanent	2,114,361		1,762,771		1,265,399		1,667,298		1,192,042	1,212,693	(20,651)	73%
12	Classified Salaries - Permanent	6,613,555		6,711,656		6,478,243		7,383,908		6,413,578	6,191,693	221,885	84%
13	Classified Salaries - Temporary	603,029		1,042,681		858,021		614,508		598,574	659,186	(60,612)	107%
14	Student Employment	176,649		60,381		95,078		85,293		98,230	141,078	(42,848)	165%
15	Admin./Confidential - Permanent	3,035,222		2,800,500		2,422,027		3,135,244		2,231,288	2,760,249	(528,961)	88%
16	Total Salaries	28,001,593	61.6%	26,965,579	61.0%	25,181,319	56.6%	27,453,184	55.4%	23,291,043	24,506,264	(1,215,221)	89%
17	Employee Benefits												
18	State Teachers Retirement Sys.	2,354,341		2,268,384		2,412,734		2,572,346		2,235,207	2,321,054	(85,847)	90%
19	Public Employees Retirement Sys.	2,321,848		2,566,295		2,673,831		3,047,295		2,575,345	2,792,019	(216,675)	92%
20	FICA/OASDI	1,111,806		1,096,964		1,053,682		1,279,531		986,769	1,034,231	(47,462)	81%
21	Health and Welfare Benefits	4,002,798		2,643,546		2,583,238		2,795,523		2,332,983	2,336,825	(3,842)	84%
22	Unemployment Insurance	13,217		134,420		123,151		13,777		119,561	11,570	107,991	84%
23	Workers Comp. Insurance	470,323		476,684		457,835		512,282		426,781	457,088	(30,307)	89%
24	Other Employee Benefits	17,776		14,529		11,838		28,118		11,276	11,227	49	40%
25	Total Employee Benefits	10,292,109	21.1%	9,200,823	20.8%	9,316,229	20.9%	10,248,873	20.7%	8,687,921	8,964,014	(276,092)	87%
26	Books and Supplies												
27	Computer Software/Books	810		284		195		182		28	4,449	(4,422)	2445%
28	Instructional Supplies/Materials	345,458		184,801		113,503		149,197		93,917	136,086	(42,169)	91%
29	Office Supplies	30,596		16,200		19,382		17,974		10,965	3,225	7,740	18%
30	Other Supplies	373,172		260,850		385,618		289,546		271,238	251,409	19,829	87%
31	Total Books and Supplies	750,036	0.9%	462,136	1.0%	518,698	1.2%	456,899	0.9%	376,147	395,169	(19,022)	86%
32	Other Operating Expenses												
33	Other Professional Services	1,241,105		577,322		1,058,238		2,194,838		1,052,685	1,834,734	(782,048)	84%
34	Travel/Conference/Prof. Dev.	207,595		177,035		232,278		186,025		138,275	257,536	(119,260)	138%
35	Insurance and Utilities	1,843,641		2,289,221		2,373,028		2,800,976		2,093,908	2,385,611	(291,703)	85%
36	Maintenance and Repairs	1,748,714		1,320,324		1,145,284		1,218,980		987,608	867,238	120,370	71%
37	Legal, Election and Audit	209,556		208,717		392,362		350,425		290,456	273,982	16,473	78%
38	Advertising and Printing	82,322		60,735		67,368		80,312		43,627	68,815	(25,188)	86%
39	Dues and Memberships	108,500		71,431		90,761		125,235		87,330	114,788	(27,458)	92%
40	Rentals	330,883		336,434		301,519		626,718		307,831	746,659	(438,828)	119%
41	Other Operating Expenses	311,976		294,112		377,081		353,155		199,572	185,062	14,490	52%
42	Total Other Operating Supplies	6,084,292	10.8%	5,335,332	12.1%	6,037,910	13.6%	7,936,664	16.0%	5,203,293	6,734,445	(1,533,152)	85%
43	Capital Outlay	620,412	0.9%	779,828	1.8%	1,100,418	2.5%	1,233,983	2.5%	1,012,600	1,089,711	(77,111)	88%
44	Other Outgo												
45	Other Outgo/Interfund Transfers	18,029		110,067		937,101		535,450		-	-	-	0%
46	OPEB	-		1,340,190		1,393,957		1,677,273		1,270,822	1,301,217	(30,395)	78%
47	Total Other Outgo	18,029	4.0%	1,450,257	3.3%	2,331,058	5.2%	2,212,723	4.5%	1,270,822	1,301,217	(30,395)	59%
48	Total Expenditures	45,766,471	100%	44,193,956	100%	44,485,631	100%	49,542,326	100%	39,839,827	42,990,820	(3,150,994)	87%
49	Increase/(Decrease) in Fund Balance	(1,138,190)		932,997		2,554,983		723,191		5,650,578	4,826,914		
50	Beginning Fund Balance	3,964,326		3,478,108		4,411,105		6,966,088					
51	Ending Fund Balance	$ 2,826,136		$ 4,411,105		$ 6,966,088		$ 7,689,279					
52	Fund Balance Amount as a Percentage of Total Expenditures	6.18%		9.98%		15.66%		15.52%					

Prepared 6/4/2024

Financial Projections

NAPA VALLEY COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND (FUND 11)
FOR THE FISCAL YEARS 2023-24 Through 2027-28

	Adjusted Budget FY 2023-24	(Footnote A & B) Incr %	Projected Budget 2024-25	C.Y. over P.Y. Dollar Change	(Footnote A & B) Incr %	Projected Budget 2025-26	C.Y. over P.Y. Dollar Change	(Footnote A & B) Incr %	Projected Budget 2026-27	C.Y. over P.Y. Dollar Change	(Footnote A & B) Incr %	Projected Budget 2027-28	C.Y. over P.Y. Dollar Change
Revenues													
Federal Income	$ 35,687	5.1%	37,503	1,816	0.0%	37,503	-	0.0%	37,503	-	0.0%	37,503	-
State Income	3,008,990	0.8%	3,031,858	22,868	2.7%	3,114,628	82,770	3.1%	3,211,493	96,865	3.2%	3,313,297	101,804
Local Income			-	-		-			-			-	
Property Taxes	44,120,009	4.7%	46,193,649	2,073,640	2.7%	47,454,736	1,261,087	3.1%	48,930,578	1,475,842	3.2%	50,481,678	1,551,099
Other Local Income	3,100,751	2.0%	3,162,766	62,015	2.0%	3,226,021	63,255	2.0%	3,290,542	64,520	2.0%	3,356,353	65,811
Other Financing Sources	-	0.0%	-	-	0.0%	-	-	0.0%	-	-	0.0%	-	-
Total Revenues	50,265,437		52,425,776	2,160,340		53,832,888	1,407,112		55,470,116	1,637,228		57,188,830	1,718,714
Expenditures													
Salaries													
Faculty Salaries - Permanent	9,965,950	4.7%	10,434,350	468,400	3.6%	10,814,160	379,810	3.1%	11,150,480	336,320	3.2%	11,508,951	353,470
Faculty Salaries - Temporary	4,600,983	4.7%	4,817,229	216,246	3.6%	4,992,576	175,347	3.1%	5,147,845	155,269	3.2%	5,311,032	163,187
Admin. - Academic Permanent	1,667,298	4.7%	1,745,661	78,363	3.6%	1,809,203	63,542	3.1%	1,865,469	56,266	3.2%	1,924,605	59,135
Classified Salaries - Permanent	7,383,908	4.7%	7,730,952	347,044	3.6%	8,012,358	281,407	3.1%	8,261,543	249,184	3.2%	8,523,434	261,891
Classified Salaries - Temporary	614,508	4.7%	643,390	28,882	3.6%	666,809	23,419	3.1%	687,547	20,738	3.2%	709,342	21,795
Student Employment	85,293	2.0%	86,999	1,706	2.0%	88,739	1,740	2.0%	90,514	1,775	2.0%	92,324	1,810
Admin./Confidential - Permanent	3,135,244	4.7%	3,282,600	147,356	3.6%	3,402,087	119,487	3.1%	3,507,892	105,805	3.2%	3,619,092	111,200
Total Salaries	27,453,184		28,741,180	1,287,997		29,785,933	1,044,752		30,711,290	925,358		31,683,779	972,489
Employee Benefits													
State Teachers Retirement Sys.	2,572,346	4.7%	2,693,247	120,900	3.6%	2,791,281	98,034	3.1%	2,878,090	86,809	3.2%	2,969,325	91,235
Public Employees Retirement Sys.	3,047,295	6%	3,232,778	185,483	5.7%	3,416,182	183,404	4.6%	3,571,935	155,753	7.5%	3,838,248	266,313
FICA/OASDI	1,279,531	4.7%	1,339,669	60,138	3.5%	1,386,659	46,989	3.0%	1,428,440	41,781	3.1%	1,472,284	43,844
Health and Welfare Benefits	2,795,523	6.0%	2,963,255	167,731	6.0%	3,141,050	177,795	6.0%	3,329,513	188,463	6.0%	3,529,284	199,771
Unemployment Insurance	13,777	6.0%	14,604	827	3.5%	15,116	512	3.0%	15,572	455	3.1%	16,050	478
Workers Comp. Insurance	512,282	4.7%	536,359	24,077	3.5%	555,172	18,813	3.0%	571,900	16,728	3.1%	589,454	17,554
Other Employee Benefits	28,118	4.7%	29,440	1,322	3.5%	30,472	1,033	3.0%	31,390	918	3.1%	32,354	963
Total Employee Benefits	10,248,873		10,809,351	560,478		11,335,932	526,581		11,826,839	490,908		12,446,998	620,159
Books and Supplies													
Computer Software/Books	182	2.0%	186	4	2.0%	189	4	2.0%	193	4	2.0%	197	4
Instructional Supplies/Materials	149,197	2.0%	152,181	2,984	2.0%	155,225	3,044	2.0%	158,329	3,104	2.0%	161,496	3,167
Office Supplies	17,974	2.0%	18,333	359	2.0%	18,700	367	2.0%	19,074	374	2.0%	19,456	381
Other Supplies	289,546	2.0%	295,337	5,791	2.0%	301,244	5,907	2.0%	307,269	6,025	2.0%	313,414	6,145
Total Books and Supplies	456,899		466,037	9,138		475,358	9,321		484,865	9,507		494,562	9,697

DRAFT Budget Committee – Agenda for 2025-2026

- In collaboration with the Planning Committee, revise the Planning & Budget process that is reflective of new technology and recommendations gleaned from the 2024-2025 process.
- Present a revised five-year budget projection model inclusive of Total Cost of Ownership information provided by the District Facilities Committee and the District Technology Committee.
- Consider special topics:
  - Review the annual Budget Committee reporting and compliance calendar.
  - Provide an orientation on equity-minded considerations for the Budget Committee and the college community.
  - Other matters ???

Reference Materials

- AP 6200 – Budget Preparation
- AP 6300 – Fiscal Management
- *Napa Valley Community College District Budget Development Values & Assumptions* – Revised 2024
- *Budget Processes and the Faculty Role*, The Academic Senate for California Community College – Fall 2019