

March 5, 1984

BUDGET MEETING MINUTES - TILLAMOOK BAY COMMUNITY COLLEGE

6:50P.M.

ITEM

DISCUSSION

Members Present Ray Hawkins, Wayne Jensen, Laurie Mulder, Elwood Stait, Ron Hays, Jim Becraft, Dick Larsen, and Lauretta Weber.

Members Absent Eleanor Dye, Randy Wharton, Robert Schrage, Don Wustenberg, Rosanna Cardwell, and one position vacant.

Non-Members Present Roy Mason, Rhonda Ellerbroek,

The budget committee met at the Small Business Assistance Center conference room on March 5, 1984, at 6:50 p.m.

The first order of business was to elect a chairman for the budget committee. Nominations were given and Jim Becraft was nominated for the position of chairman. A motion was made to close the nominations and vote on Jim Becraft as chairman for the Budget Committee. The motion was passed and Jim Becraft was elected as Chairman of the Budget Committee.

President Roy Mason stated that Donna Warren would be video taping the Board meeting for use throughout the state and other community colleges. Everyone was to sign a release before leaving the meeting.

President Mason passed out the Budget Planning Chart and reviewed it with all of the members. Mr. Mason stated that there will be a series of meetings starting May 7th to approve the budget.

President Mason reviewed the Budget Detailed Report with the Board, which showed how the college has been operating for the last three years. Several questions were asked by the Board members regarding the budget report. A brief discussion was held. Mr. Mason reviewed the following areas: student waiver fees, grants and how they are used, Home Economics Grant, Small Business Assistance Center grants and budget.

Budget Committee Meeting
Page 2

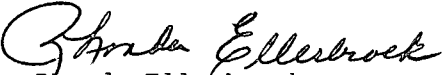
President Mason stated that each Board member would be asked to serve on a sub-committee, which will consist of a Board member, Budget Committee member and a staff person. This committee should meet once and bring the results back to the Budget Committee. These meetings should start after the election March 27th.

Elwood Stait volunteered for the Resources portion; Wayne Jensen volunteered for the Support Services/Plant Services; Ray Hawkins volunteered for the Instructional Support/Personal Services; Laurie Mulder volunteered for Home.Ec., ABE/GED/Student Services. Laretta Weber, Ron Hays and Dick Larsen stated that they would be available where ever they were needed.

A brief discussion was held regarding term of FTE's and state funding of FTE.

No further business was conducted and the meeting was adjourned at 7:24 p.m.

Respectfully Submitted by:


Rhonda Ellerbroek
Recording Secretary, Pro-tem

BUDGET 1983-84 GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES RECEIPTS MARCH	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES					
<u>Operational Reimbursement:</u>	186,480	.00	140,304.00	46,176.00	
<u>State Managed Timber:</u>	44,396	.00	51,299.81	(6,903.81)	
LOCAL SOURCES					
<u>Current Taxes:</u>	180,500	.00	145,206.55	35,293.45	
<u>Prior Year's Taxes:</u>	4,050	.00	6,389.45	(2,339.45)	
TUITION AND FEES					
<u>Tuition:</u>	66,000	10,237.64	66,638.75	(638.75)	
<u>Fees:</u>	2,000	105.00	376.00	1,624.00	
OTHER REVENUE					
<u>Available Cash on Hand:</u>	44,000	110,184.00*	110,184.00	(66,184.00)	*Cash carryover - indicated on audit report.
<u>Textbook Sales:</u>	5,000	334.10	1,933.19	3,066.81	
<u>Interest Income:</u>	10,000	350.45*	10,958.94	(958.94)	*Nov. check-acc.-189.22 *Feb. check-acc -157.02
<u>Auxillary Fund:</u>	0				*2:37 Int. on billing *1:84 pay phone
<u>Rental Income:</u>	2,000	253.10	1,440.43	559.57	
TOTAL REVENUE	544,426	121,464.29	534,731.12	9,694.88	

BUDGET 1983-84 ABE- REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES Grants & Contracts: <u>Adult Basic Education:</u>	9,000	.00	5,000.00	4,000.00		
TOTAL REVENUE	9,000	.00	5,000.00	4,000.00		

BUDGET 1983-84 SMALL BUSINESS RESOURCE CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	March EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES Small Business Center Grant	18,918		.00	.00	18,918	
Revenue Sharing	1,982		.00	.00	1,982	
OTHER REVENUE Cash on Hand (Transfer from 82-83 Board Contingency)	17,900		.00	.00	17,900	
TOTAL	38,800		.00	.00	38,800	

BUDGET 1983-84 <hr/> HOME ECONOMICS GRANT <hr/> FUNCTION	ADOPTED BUDGET	March EXPENDITURES RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES	9,958.00	.00	2,037.56	7,920.44		
TOTAL	9,958.00	.00	2,037.56	7,920.44		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	43,533.60	80,112.13	127,011.87		
Staff Development	1,200	65.00	958.25	241.75		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	.00	1,320.21	1,879.79		
Laboratory Supplies	2,000	.00	654.15	1,345.85		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	816.98	6,147.07	(1,147.07)		
<u>Capital Equipment:</u>						
Purchase	9,600	1,595.00	3,327.61	6,272.39		
Equipment Repair, Replacement (Rental)	2,500	155.00	2,206.00	294.00		
Classroom Rental	4,050	50.00	2,185.00	1,865.00		
TOTAL	236,274	46,215.58	96,910.42	139,363.58		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OF RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES					
<u>Personal Services:</u>					*Cut-off for budget report was before payroll period
Dean of Instruction	27,675	.00*	18,450.00	9,225.00	
Secretary to the Dean	12,696	.00	8,464.00	4,232.00	
Admissions Secretary	10,260	.00	6,265.00	3,995.00	
Part-time	1,500	.00	1,544.16	(44.16)	
Outreach Coordinators	6,300	.00	1,390.37	4,909.63	
<u>Other Payroll Expenses:</u>	20,556	.00	13,982.28	6,573.72	
<u>Material - Services:</u>					
Supplies	1,500	.00	1,500.00	.00	
Telephone	2,160	5.33	2,416.49	(256.49)	
Postage	1,400	137.08	637.08	762.92	
Travel	1,800	108.30	1,469.14	330.86	
<u>General Advertising:</u>					
Schedule Production	4,000	.00	3,040.00	960.00	
Printing	1,400	.00	282.17	1,117.83	
Media Advertising	4,000	291.50	3,080.83	919.17	
Student Recognition	500	.00	.00	500.00	
<u>Other Services and Expenses:</u>	4,400	.00	975.17	3,424.83	
<u>Capital Equipment:</u>	4,000	.00	3,107.00	893.00	
TOTAL	104,147	542.21	66,603.69	37,543.31	

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES						
<u>Personal Services:</u>						
Director of Student Services	15,717	.00	10,011.75	5,705.25		
Student Services Secretary	11,724	.00	6,841.00	4,883.00		
<u>Other Payroll Expenses:</u>	9,604	.00	9,055.20	548.80		
<u>Materials and Services:</u>						
Supplies	800	296.50	800.03	(.03)		
Telephone	960	398.91	1,390.02	(430.02)		
Postage	640	.00	9.35	630.65		
Travel	1,350	107.80	291.80	1,058.20		
<u>Capital Equipment:</u>	1,200	.00	485.00	715.00		
TOTAL	41,995	803.21	28,884.15	13,110.85		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES <i>or</i> <i>RECEIPTS</i> March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	.00	22,230.00	11,115.00		
Assistant to the President	15,182	.00	7,590.96	7,591.04		
<u>Other Payroll Expenses:</u>	16,514	.00	10,097.36	6,416.64		
<u>Materials and Services:</u>						
Supplies	1,200	20.95	1,080.89	119.11		
Telephone	800	.00	1,350.37	(550.37)		
Postage	350	.00	350.00	.00		
Travel	4,050	345.53	3,376.23	673.77		
Publications	225	158.72	796.42	(571.42)		
<u>Capital Equipment:</u>	1,400	.00	1,000.72	399.28		
<u>Professional Service:</u>						
Auditing and Accounting	3,000	2,090.00	2,319.40	680.60		
Legal	1,500	.00	1,125.00	375.00		
Insurance	3,450	.00	2,378.71	1,071.29		
Association Membership	4,000	40.00	1,273.00	2,727.00		
<u>Governing Board:</u>						
Advisory Committees	2,300	.00	42.95	2,257.05		
Travel	2,500	705.60	1,865.04	634.96		
Meeting Expenses	600	26.50	647.47	(47.47)		
TOTAL	90,416	3,387.30	57,524.52	32,891.48		

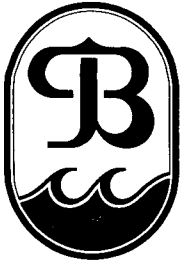
BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES RECEIPTS March	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
PLANT OPERATION AND MAINTENANCE <u>Personal Services:</u> Janitor <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Supplies <u>Capital Equipment:</u> <u>Utilities:</u> <u>Building Repair:</u> <u>Contracted Services:</u>						
	5,525	.00	4,530.75	994.25		
	1,657	.00	310.28	1,346.72		
	1,400	90.25	2,213.30	(813.30)		
	1,000	.00	224.00	776.00		
	4,000	638.71	3,317.23	682.77		
	5,500 2,500	50.50	9,182.81	(3,682.81)		
	2,400	467.25	2,727.69	(327.69)		
TOTAL	18,482- 21,482	1,246.71	22,506.06	(1,024.06)		
COMMUNITY SERVICES <u>Materials and Services:</u>	600	100.00	100.00	500.00		
TOTAL	600	100.00	100.00	500.00		
APPROPRIATED EXPENDITURES TOTAL	491,914- 494,914	52,295.01	272,528.84	222,385.16		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES at RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES Board Contingency:	19,012 22,012	.00	.00	19,012		
Unappropriated Ending Fund Balance:	30,500	.00	.00	30,500		
TOTAL	-52,512- 49,512	.00	.00	49,512		
TOTAL	544,426	52,295.01	272,528.84	271,897.16		

BUDGET 1983-84 ABE FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES <i>or</i> RECEIPTS March	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>	0					
Student Services Director	4,715	.00	2,990.47	1,724.53		
<u>Other Payroll Expenses:</u>	0					
<u>Materials and Supplies:</u>						
Supplies	280	.00	14.81	265.19		
Telephone	150	150.00	150.00	.00		
Postage	100	.00	.00	100.00		
Travel	255	.00	249.00	6.00		
Printing	300	.00	.00	300.00		
Staff Development	200	.00	.00	200.00		
<u>Tuition Waivers:</u>	3,000	.00	.00	3,000.00		
FUND TOTAL	9,000	150.00	3,404.28	5,595.72		

BUDGET 1983-84 SMALL BUSINESS RESOURCE CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	March EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
^d INSTRUCTIONAL SUPPORT SERVICES <u>Personal Services:</u> Small Business Coordinator Other, Payroll Expenses	7,200 1,440		.00 .00	7,350.00 770.95	(150.00) 669.05	
COLLEGE SUPPORT <u>Personal Services:</u> Secretary <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Office and Classroom Rental Supplies Telephone Capital Equipment Postage Advertising and Publicity	12,400 4,000 3,800 2,000 1,000 5,560 1,000 400		.00 .00 .00 825.60 256.48 1,320.00 568.00 .00	5,862.00 1,625.81 3,600.00 2,366.30 758.12 5,869.50 568.00 .00	6,538.00 2,374.19 200.00 (366.30) 241.88 (309.50) 432.00 400.00	
TOTAL	38,800		2,981.08	28,770.68	10,029.32	

BUDGET 1983-84 HOME ECONOMICS GRANT	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
FUNCTION Object:	March					
INSTRUCTION						
<u>Personal Services:</u>						
Consultant Homemaker	3,240.00	.00	3,240.00	.00		
<u>Other Payroll Expenses:</u>	697.00	.00	283.97	413.03		
INSTRUCTIONAL SUPPORT						
<u>Personal Services:</u>						
Consultant Homemaker	1,616.00	.00*	792.00	824.00	*Cut-off for budget was before payroll period	
<u>Other Payroll Expenses:</u>	722.00	114.24	114.24 ⁸⁴⁴	607.76		
<u>Materials and Services:</u>						
Supplies	574.00	.00	130.99	443.01		
Travel	858.00	182.92	403.98	454.02		
Indirect Costs	1,851.00	13.85	91.85	1,759.15		
TOTAL	9,558.00	311.01	5,057.03	4,500.97		



TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT

6385 Tillamook Avenue, Bay City, Oregon 97107

Phone: 503/377-2241

Roy B. Mason II, *President*

AGENDA - TILLAMOOK BAY COMMUNITY COLLEGE
SERVICE DISTRICT BOARD MEETING

March 5, 1984

7:30 PM

DOWNTOWN CENTER

-
1. Minutes
 2. Budget Report
 3. Committee Reports
 - Policy Committee
 - Personnel Committee
 4. Tax Levy
 5. Audit Report
 6. OCCA Convention
 7. Election

February 6, 1984
Minutes - Tillamook Bay Community College SD
6:45 PM

ITEM	DISCUSSION
Members Present	Eleanor Dye, Ron Hays, Wayne Jensen, Dick Larsen, Laurie Mulder
Members Absent	Patricia Rinehart, Elwood Stait
Non-members Present	Roy Mason, President TBC, Tom Grigsby, Professor OSU, and Cheryl Van Natta, Secretary
Call to Order	The meeting was called to order by Chairman Ron Hays at 6:45 PM.
Minutes	The minutes were approved as presented.
Budget Report	President Mason gave the monthly budget report. The quarterly posting for the county was reflected in this report.
Tax Measure	It was the consensus of the board to proceed with the December decision to proceed with the March election date.
Budget Schedule	The recommended budget meeting schedule was given to the board and agreed upon.
Motion	Dick Larsen moved to appoint President Roy Mason as the Budget Officer for the district. Second - Eleanor Dye. The motion passed unanimously.
Foundation	Ron Hays presented a short report on the meeting with Ned Look of the Oregon Community Foundation. Another option for the county foundation is to join the Oregon Community Foundation and have a separate fund with the standard 7% overhead charge, thus cutting down on the overhead that would be involved if the county had its own foundation.
Contracts	The Personal Committee will meet before the next meeting to review administrative contracts.
	The meeting was adjourned at 7:30 PM.

Respectfully submitted,


Cheryl Van Natta, Secretary

BUDGET 1983-84 GENERAL - REVENUE FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES						
<u>Operational Reimbursement:</u>	186,480	47,682.00	140,304.00	46,176.00		
<u>State Managed Timber:</u>	44,396	.00	51,299.81	(6,903.81)		
LOCAL SOURCES						
<u>Current Taxes:</u>	180,500	.00	145,206.55	35,293.45		
<u>Prior Year's Taxes:</u>	4,050	.00	6,389.45	(2,339.45)		
TUITION AND FEES						
<u>Tuition:</u>	66,000	2,156.00	56,401.11	9,598.89		
<u>Fees:</u>	2,000	.00	271.00	1,729.00		
OTHER REVENUE						
<u>Available Cash on Hand:</u>	44,000	.00	.00	44,000.00		
<u>Textbook Sales:</u>	5,000	184.80	11,599.09	3,400.91		
<u>Interest Income:</u>	10,000	150.65*	10,608.94	(608.94)	Checking Account - Dec. & Jan.	
<u>Auxillary Fund:</u>	0					
<u>Rental Income:</u>	2,000	215.00	1,187.33	812.67		
TOTAL REVENUE	544,426	50,388.45	413,267.28	131,158.72		

BUDGET 1983-84 ABE - REVENUE <hr/> FUNCTION	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES Grants & Contracts: <u>Adult Basic Education:</u>	9,000	5,000.00	5,000.00	4,000.00		
<hr/> TOTAL REVENUE	9,000	5,000.00	5,000.00	4,000.00		

BUDGET 1983-84 SMALL BUSINESS RESOURCE CENTER - REVENUE FUNCTION	ADOPTED BUDGET	ADOPTED BUDGET	February EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
STATE SOURCES Small Business Center Grant	18,918		.00	.00	18,918	
Revenue Sharing	1,982		.00	.00	1,982	
OTHER REVENUE Cash on Hand (Transfer from 82-83 Board Contingency)	17,900					
TOTAL	38,800		.00	.00	38,800	

BUDGET 1983-84						
HOME ECONOMICS GRANT						
FUNCTION	ADOPTED BUDGET	February EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
STATE SOURCES	9,958.00	.00	2,037.56	7,920.44		
TOTAL	9,958.00	.00	2,037.56	7,920.44		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION						
<u>Personal Services:</u>						
College Instructional Contract	207,124	5,244.99	36,578.53	170,545.47		
Staff Development	1,200	17.50	893.25	306.75		
<u>Other Payroll Expenses:</u>	0					
<u>Materials:</u>						
Instructional Supplies	3,200	336.50	1,320.21	1,879.79		
Laboratory Supplies	2,000	.00	654.15	1,345.85		
Library Development	1,600	.00	.00	1,600.00		
Textbooks	5,000	975.25	5,330.09	(330.09)		
<u>Capital Equipment:</u>						
Purchase	9,600	-773.67*	1,732.61	7,867.39	*voided check	re-entered.
Equipment Repair, Replacement (Rental)	2,500	.00	2,051.00	449.00		
Classroom Rental	4,050	.00	2,135.00	1,915.00		
TOTAL	236,274	5,780.57	50,694.84	185,579.16		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES					
<u>Personal Services:</u>					
Dean of Instruction	27,675	2,306.25	18,450.00	9,225.00	
Secretary to the Dean	12,696	1,058.00	8,464.00	4,232.00	
Admissions Secretary	10,260	895.00	6,265.00	3,995.00	
Part-time	1,500	.00	1,544.16	(44.16)	
Outreach Coordinators	6,300	.00*	1,390.37	4,909.63	*Correction for Jan. report
<u>Other Payroll Expenses:</u>	20,556	1,511.06	13,982.28	6,573.72	
<u>Material - Services:</u>					
Supplies	1,500	307.13	1,500.00	.00	
Telephone	2,160	280.90	2,411.16	(251.16)	
Postage	1,400	.00	500.00	900.00	
Travel	1,800	70.18	1,360.84	439.16	
<u>General Advertising:</u>					
Schedule Production	4,000	.00	3,040.00	960.00	
Printing	1,400	.00	282.17	1,117.83	
Media Advertising	4,000	331.19	2,789.33	1,210.67	
Student Recognition	500	.00	.00	500.00	
<u>Other Services and Expenses:</u>	4,400	285.46	975.17	3,424.83	
<u>Capital Equipment:</u>	4,000	.00	3,107.00	893.00	
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TOTAL	104,147	7,045.17	66,061.48	38,085.52	

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
STUDENT SERVICES						
<u>Personal Services:</u>						
Director of Student Services	15,717	1,430.25	10,011.75	5,705.25		
Student Services Secretary	11,724	977.00	6,841.00	4,883.00		
<u>Other Payroll Expenses:</u>	9,604	1,968.07	9,055.20	548.80		
<u>Materials and Services:</u>						
Supplies	800	61.07	503.53	296.47		
Telephone	960	184.00	991.11	(31.11)		
Postage	640	9.35	9.35	630.65		
Travel	1,350	28.50	184.00	1,166.00		
<u>Capital Equipment:</u>	1,200	.00	485.00	715.00		
TOTAL	41,995	4,658.24	28,080.94	13,914.06		

BUDGET 1983-84	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
GENERAL - EXPENSES						
FUNCTION Object:						
COLLEGE SUPPORT SERVICES						
<u>Personal Services:</u>						
President	33,345	2,778.75	22,230.00	11,115.00		
Assistant to the President	15,182	1,265.16	7,590.96	7,591.04		
<u>Other Payroll Expenses:</u>	16,514	1,271.94	10,097.36	6,416.64		
<u>Materials and Services:</u>						
Supplies	1,200	.00	1,059.94	140.06		
Telephone	800	564.27	1,350.37	(550.37)		
Postage	350	350.00	350.00	.00		
Travel	4,050	525.10	3,030.70	1,019.30		
Publications	225	47.70	637.70	(412.70)		
<u>Capital Equipment:</u>	1,400	.00	1,000.72	399.28		
<u>Professional Service:</u>						
Auditing and Accounting	3,000	70.00	229.40	2,770.60		
Legal	1,500	125.00	1,125.00	375.00		
Insurance	3,450	169.00	2,378.71	1,071.29		
Association Membership	4,000	30.00	1,233.00	2,767.00		
<u>Governing Board:</u>						
Advisory Committees	2,300	.00	42.95	2,257.05		
Travel	2,500	945.00	1,159.44	1,340.56		
Meeting Expenses	600	246.70	620.97	(20.97)		
TOTAL	90,416	8,388.62	54,137.22	36,278.78		

BUDGET 1983-84 GENERAL - EXPENSES <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
PLANT OPERATION AND MAINTENANCE						
<u>Personal Services:</u>						
Janitor	5,525	600.00	4,530.75	994.25		
<u>Other Payroll Expenses:</u>	1,657	.00	310.28	1,346.72		
<u>Materials and Services:</u>						
Supplies	1,400	293.04	2,123.05	(723.05)		
<u>Capital Equipment:</u>	1,000	.00	224.00	776.00		
<u>Utilities:</u>	4,000	589.71	2,678.52	1,321.48		
<u>Building Repair:</u>	5,500 2,500	62.00	9,132.31	(3,632.31)		
<u>Contracted Services:</u>	2,400	87.50	2,260.44	139.56		
TOTAL	18,482- 21,482	1,632.25	21,259.35	222.65		
COMMUNITY SERVICES						
<u>Materials and Services:</u>	600	.00	.00	600.00		
TOTAL	600	.00	.00	600.00		
APPROPRIATED EXPENDITURES TOTAL	491,914- 494,914	27,504.85	220,233.83	274,680.17		

BUDGET 1983-84 GENERAL - EXPENSES FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
RESERVES						
Board Contingency:	19,012 22,012	.00	.00	19,012		
<u>Unappropriated Ending Fund Balance:</u>	30,500	.00	.00	30,500		
TOTAL	-52,512- 49,512	.00	.00	49,512		
TOTAL	544,426	27,504.85	220,233.83	324,192.17		

BUDGET 1983-84 ABE FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES or RECEIPTS February	TOTAL EXPENDED or ENCUMBERED	REMAINING BUDGET BALANCE		
<u>Personal Services:</u>						
<u>Adult Development Education Coordinator</u>	0					
Student Services Director	4,715	427.21	2,990.47	1,724.53		
<u>Other Payroll Expenses:</u>	0					
<u>Materials and Supplies:</u>						
Supplies	280	.00	14.81	265.19		
Telephone	150	.00	.00	150.00		
Postage	100	.00	.00	100.00		
Travel	255	75.00	249.00	6.00		
Printing	300	.00	.00	300.00		
Staff Development	200	.00	.00	200.00		
<u>Tuition Waivers:</u>	3,000	.00	.00	3,000.00		
FUND TOTAL	9,000	502.21	3,254.28	5,745.72		

BUDGET 1983-84 SMALL BUSINESS RESOURCE CENTER - EXPENSES FUNCTION Object:	ADOPTED BUDGET	ADOPTED BUDGET	February EXPENDITURES OR RECEIPTS	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE	
INSTRUCTIONAL SUPPORT SERVICES						
<u>Personal Services:</u>						
Small Business Coordinator	7,200		1,225.00	7,350.00	(150.00)	
Other, Payroll Expenses	1,440		171.50	770.95	669.05	
COLLEGE SUPPORT						
<u>Personal Services:</u>						
Secretary	12,400		977.00	5,862.00	6,538.00	
<u>Other Payroll Expenses:</u>	4,000		336.28	1,625.81	2,374.19	
<u>Materials and Services:</u>						
Office and Classroom Rental	3,800		600.00	3,600.00	200.00	
Supplies	2,000		665.81	1,539.70	460.30	
Telephone	1,000		195.57	491.64	508.36	
Capital Equipment	5,560		1,770.00	4,549.50	1,010.50	
Postage	1,000		.00	.00	1,000.00	
Advertising and Publicity	400		.00	.00	400.00	
TOTAL	38,800		5,941.16	25,789.60	13,010.40	

BUDGET 1983-84 HOME ECONOMICS GRANT <hr/> FUNCTION Object:	ADOPTED BUDGET	EXPENDITURES OR RECEIPTS February	TOTAL EXPENDED OR ENCUMBERED	REMAINING BUDGET BALANCE		
INSTRUCTION <u>Personal Services:</u> Consultant Homemaker <u>Other Payroll Expenses:</u>	3,240.00 697.00	.00 .00	3,240.00 283.97	.00 413.03		
INSTRUCTIONAL SUPPORT <u>Personal Services:</u> Consultant Homemaker <u>Other Payroll Expenses:</u> <u>Materials and Services:</u> Supplies Travel Indirect Costs	1,616.00 722.00 574.00 858.00 1,851.00	768.00 114.24 18.99 32.80 .00	792.00 114.24 130.99 221.06 78.00	824.00 607.78 443.01 636.94 1,773.00		
TOTAL	9,558.00	934.03	4,860.26	4,697.74		