



Kankakee Community College

Fiscal Year 2024 Budget

Adopted Sept. 11, 2023





Kankakee Community College

Annual Budget

for Fiscal Year July 1, 2023 – June 30, 2024



Board of Trustees
Community College District No. 520
100 College Drive
Kankakee, Illinois, 60950
www.kcc.edu

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Mission • Vision • Core Values • Philosophy

Kankakee Community College (KCC) is a two-year college recognized by the Illinois Community College Board and accredited by the Higher Learning Commission (HLC). The college reaffirmed its mission, vision, core values, and philosophy on December 2, 2022.

Mission

Enhancing quality of life through learning

Vision

KCC is a flexible organization where teamwork is the expectation and student/client success the driving force. Our shared vision is to be a leader in creatively and rapidly responding to our community's educational needs, emphasizing quality, affordability, and effective partnerships.

Values

The core values represent the college, represent how faculty and staff expect themselves and others to behave and drive the organization's priorities. They are:

- **Respect**
- **Excellence**
- **Learning**
- **Integrity**
- **Collaboration**

Philosophy

KCC is dedicated to providing quality, comprehensive educational programs, and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community.

KCC is committed to diversity and embraces the value it brings to our college community. KCC also recognizes that all aspects of diversity enrich the educational experience and advance the mission of the institution. Inclusion, respect, and sensitivity are the pillars of our commitment and promotion of diversity, in all its ideals, is our goal.

KCC provides leadership in identifying the future educational needs of our district as related to the seven general educational and community service goals prescribed by the Illinois Community College Board and listed below:

- **To provide pre-baccalaureate education** consisting of liberal arts, sciences, and pre-professional courses designed to prepare students to transfer to four-year colleges and universities and/or designed to meet individual educational goals.

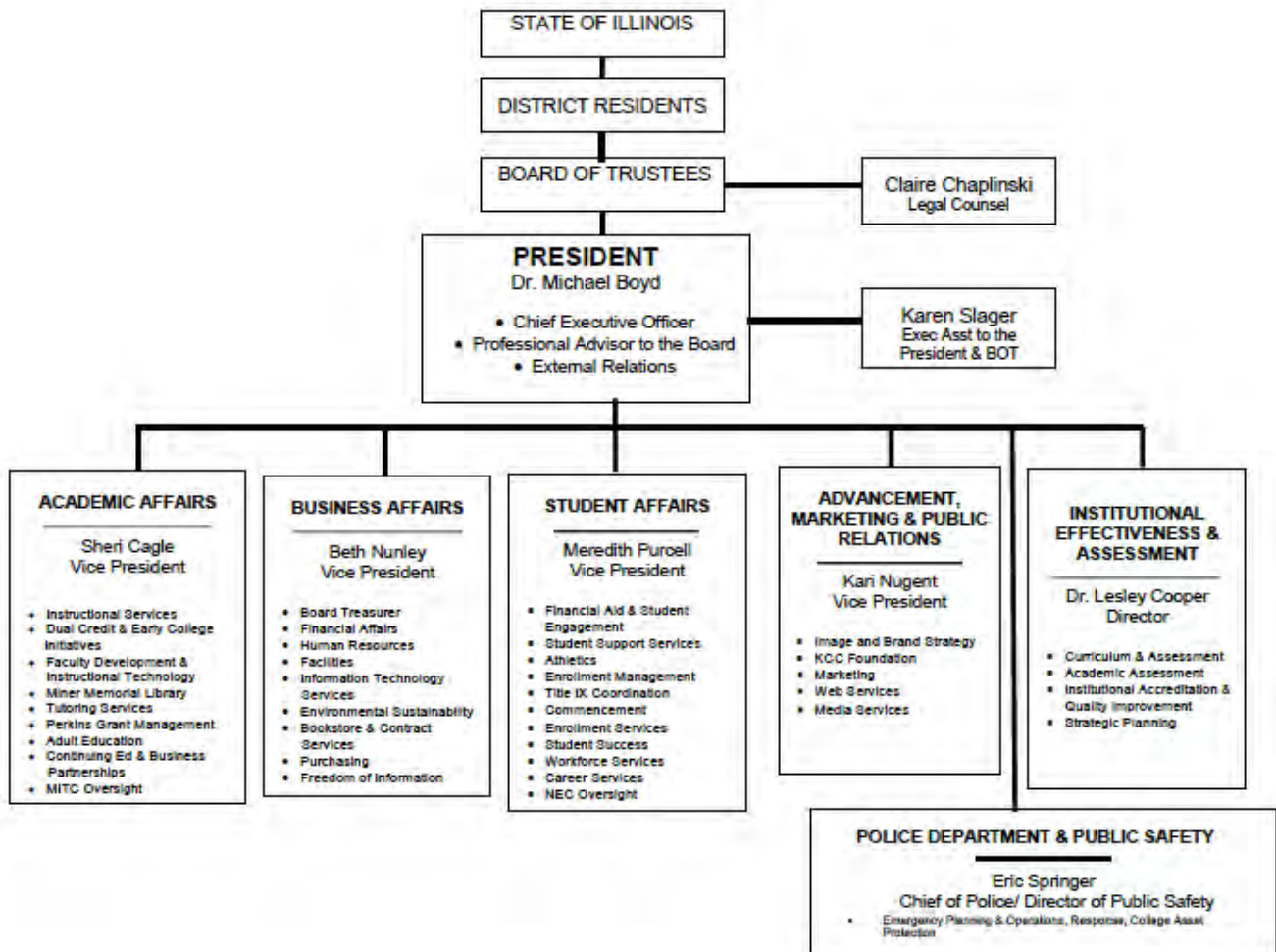
- **To provide career education** including occupational, vocational, technical and semi-technical training for employment, advancement, or career change, and in so doing meet individual, local and state workforce needs.
- **To provide general studies** including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.
- **To provide community education** including non-credit, continuing education classes designed to meet individual educational goals.
- **To provide public service activities** of an educational nature, which may include workshops, seminars, forums, studies for cultural enrichment, community needs assessments and use of classroom space for seminars, meetings, etc.
- **To provide student services** that reflect the programmatic development of the institution including, but not limited to, admissions, counseling, testing, tutoring, placement and special assistance for educationally and economically disadvantaged students.
- **To provide leadership for workforce training** and work cooperatively with economic development agencies in the college district.

The college is dedicated to providing learning experiences for living as well as for earning, resulting in a comprehensive academic program designed to give students the personalized attention they need to lead fulfilling lives and have successful careers. KCC continuously seeks, collects, and assembles information to aid in identifying District 520 educational needs and searches for ways and means to physically and financially provide programs which will address identified needs.

The college believes in general education as well as specialized studies. The purposes of general education courses in degree curricula are to assist students in becoming contributing members of society, to enhance career goals, and to provide appropriate backgrounds to baccalaureate-oriented students. Through completion of general education requirements, students are expected to synthesize, develop, and internalize personal values; increase awareness and develop a more global perspective of the human condition and one's adaptation to the total human environment; strengthen basic skills in communications and computation; and integrate general and career specific learning.

KCC Organization Chart – President’s Office

Effective July 1, 2023



KCC Board of Trustees

Catherine R. Boicken, Chair
William Orr, Vice-Chair
Michael Proctor, Secretary
Jerald W. Hoekstra, Member
Patrick D. Martin, Member
Bradley W. Hove, Member
Todd Widholm, Member
Jennifer Bustos, Student Member

Emeritus Members of the Board of Trustees

Richard J. Frey
Betty Meents

KCC Executive Leadership Team

Dr. Michael Boyd

President and CEO

Sheri Cagle

Vice President for Academic Affairs

Kari Nugent

*Vice President for Advancement,
Marketing & Public Relations*

Beth Nunley

Vice President for Business Affairs & Board Treasurer

Meredith Purcell

Vice President for Student Affairs

Dr. Lesley Cooper

Director of Institutional Effectiveness & Assessment

David Cagle

Senior Director of Human Resources

Michael OConnor

Senior Director of Information Technology Services

Paul R. Carlson

Dean of Business, Technology & Human Services

Chris Gibson

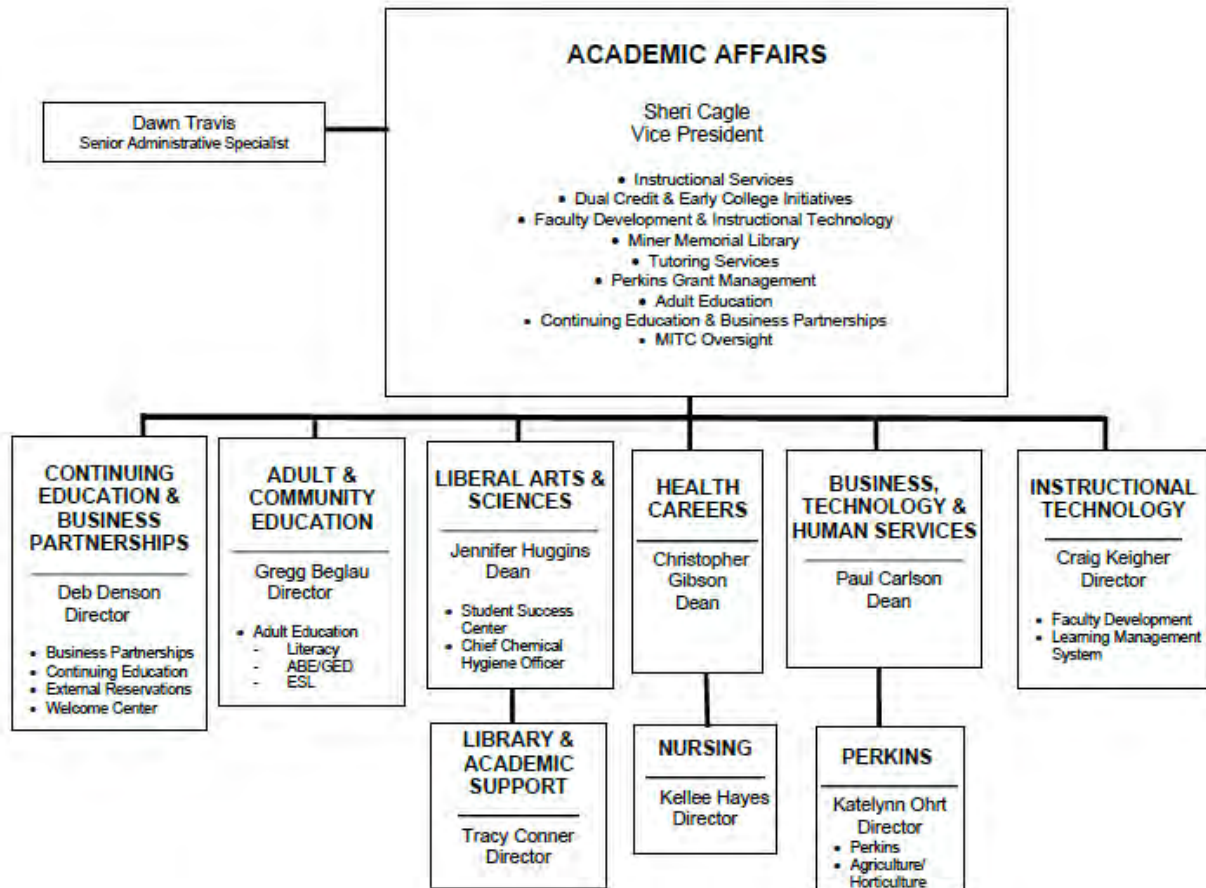
Dean of Health Careers

Jennifer Hays Huggins

Dean of Liberal Arts & Sciences

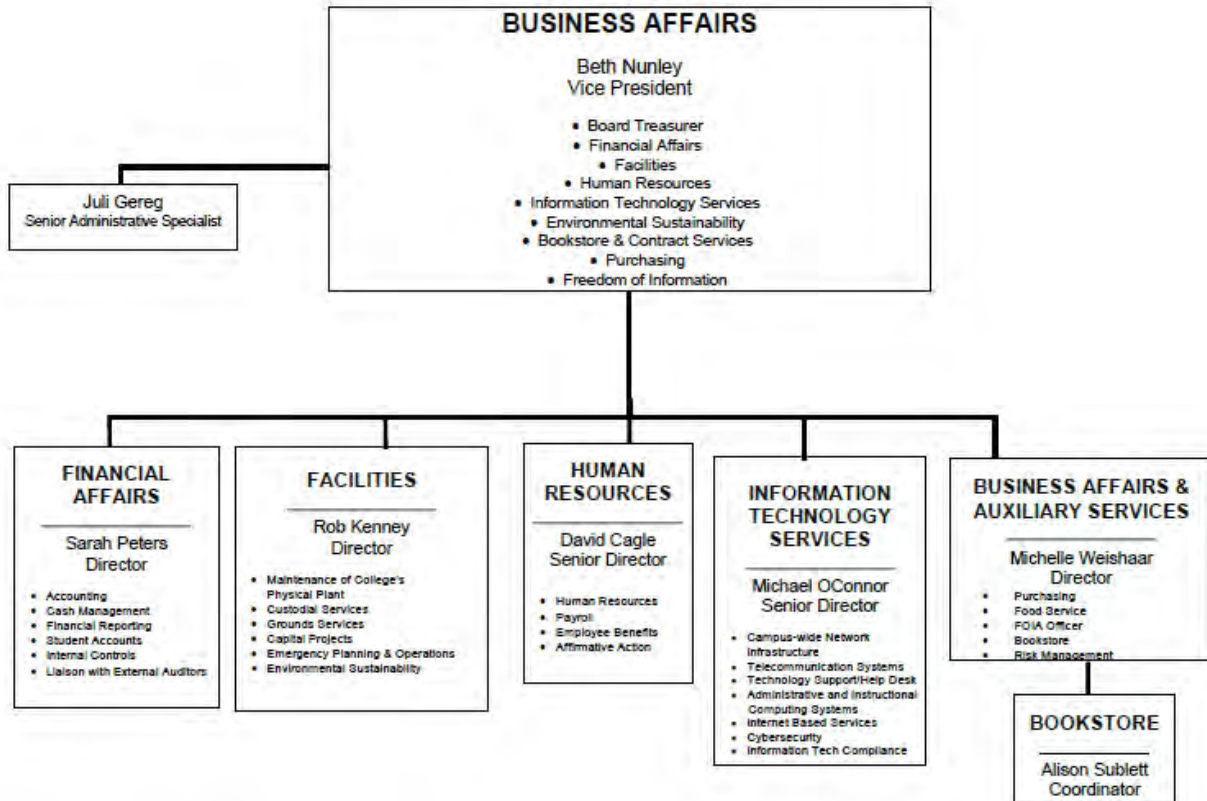
KCC Organization Chart – Academic Affairs

Effective July 1, 2023



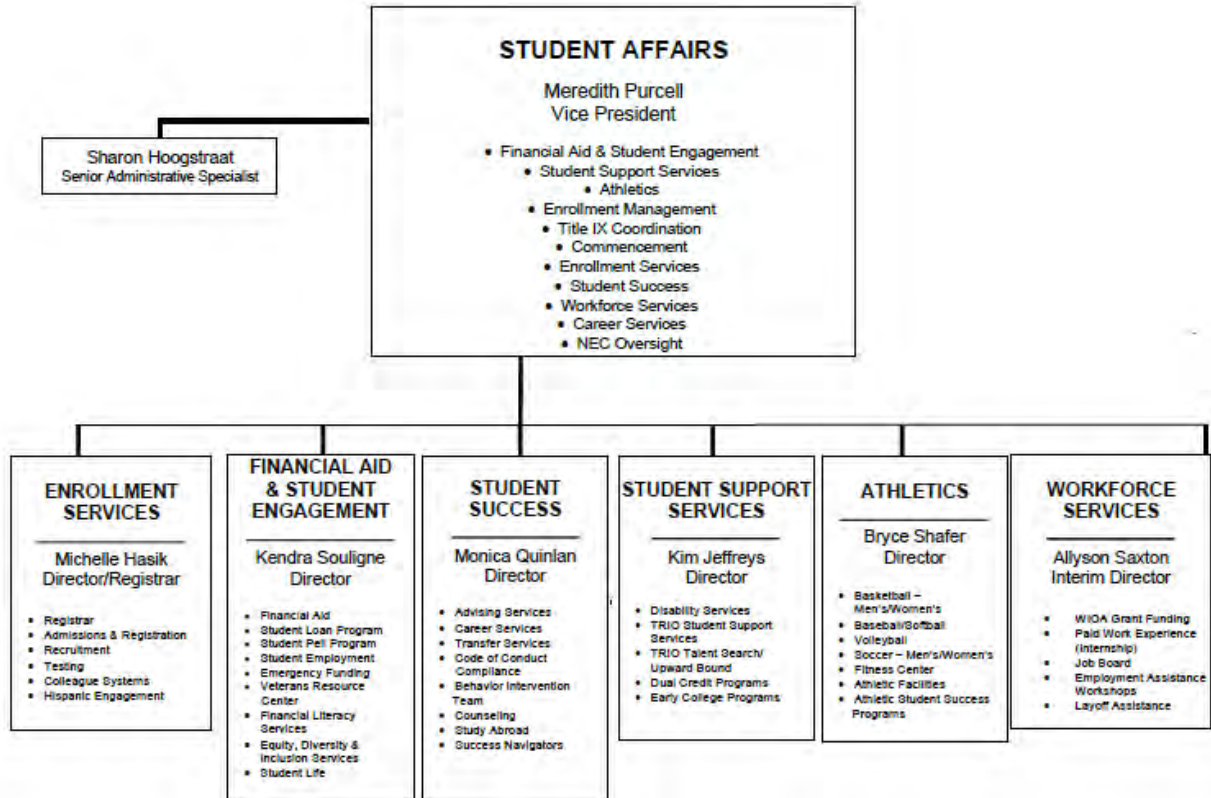
KCC Organization Chart – Business Affairs

Effective July 1, 2023



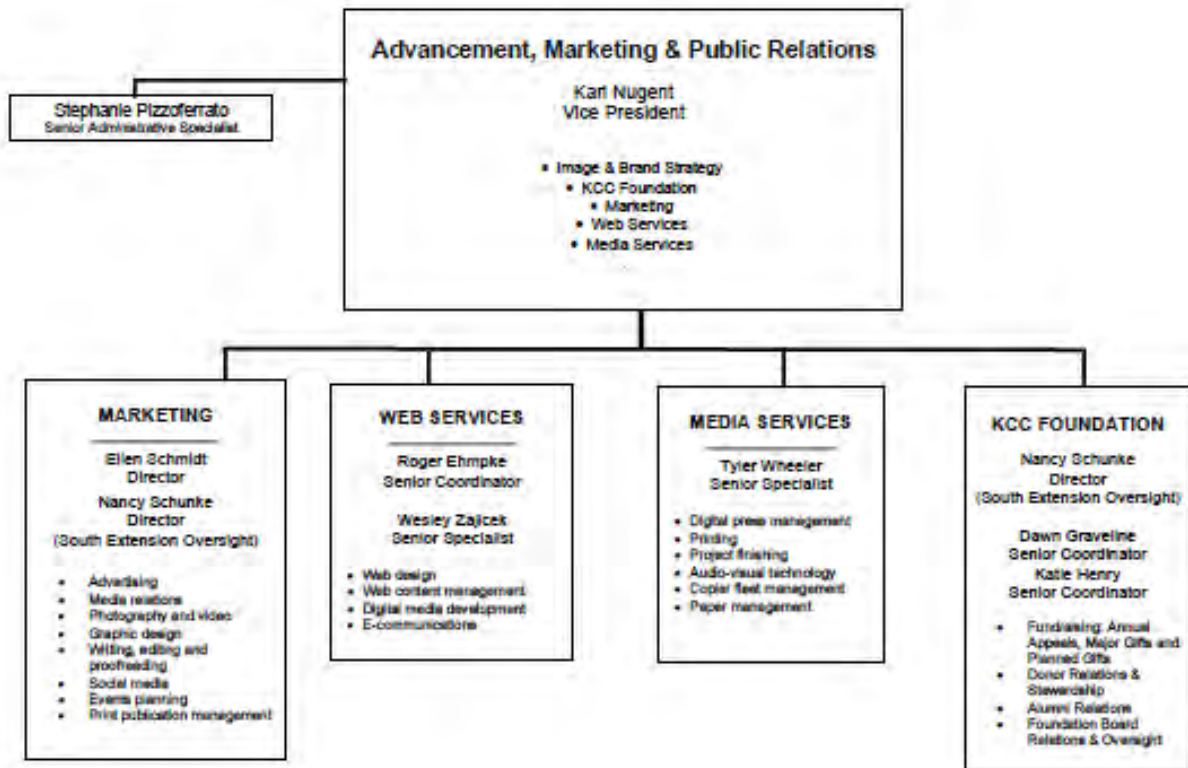
KCC Organization Chart – Student Affairs

Effective July 1, 2023



KCC Organization Chart – Advancement, Marketing, & Public Relations

Effective July 1, 2023



Budget Committee

The role of the Budget Committee is to make fiscally responsible decisions from a high-level view of the entire organization to ensure alignment with the mission, vision, core values, and strategic priorities of the college. The Budget Committee assists in prioritizing budget allocations on an annual basis. Members of the committee are the Vice President for Business Affairs; Vice President for Student Affairs; Vice President for Academic Affairs; Vice President for Advancement, Marketing, and Public Relations; and Director of Institutional Effectiveness and Assessment. Business office staff attend budget development meetings and operationalize final decisions made by the committee.

Budget Process

The Illinois Community College Board (ICCB) provides the framework for fiscal operations at all Illinois community colleges. The ICCB defines the budget as a controlled plan to be used in implementing the philosophy and the objectives of the college and its development should involve maximum participation and, therefore, the aims and objectives of the college should be reflected at each level. The purpose of the budget is to provide the board, employees, and community with an informative financial plan, provide for the college's long-term and short-term planning objectives, and ensure the board of trustees' directive for equity is met of 35% fund balance to expenditures.

KCC's budget process begins with the strategic plan as a framework for the board of trustees, executive leadership, and departmental budget managers to guide and recommend fiscal priorities that support the college's current goals and objectives. Using this framework, KCC engages in a cyclical process for budget development.

Each November, business office staff prepare departmental budget worksheets for the upcoming fiscal year based on the prior year's final budget. These worksheets are distributed to each departmental budget manager in January. The budget managers assess department and institutional needs and priorities and collaborate with their supervisor to develop departmental requests by expenditure type. All capital and software requests are accompanied by a capital/software request form that indicates the strategic alignment for the request. The budget managers then return completed budgets to the Director of Business Affairs in February.

In March, business office staff enter the budget requests into the master workbook to compile the first draft of budget requests. The business office collaborates with budget managers to ensure their requests are accurate. Once all budget requests are verified, a draft copy of all budget requests by department is sent to the Budget Committee members.

Beginning in April of each year, the Budget Committee meets to review and discuss the position of the proposed operational budget. To engage in well-informed and aligned decision-making, the committee seeks input and information from the following individuals and resources:

- Individual budget manager meetings to gather input and insights regarding their requests.
- Institutional priorities shared by the strategic planning oversight committee.
- Results and recommendations from student learning assessments.
- Facilities improvement and maintenance plans.
- Expected grant allocations for the upcoming fiscal year.
- Revenue allocations, such as enrollment projections, State of Illinois appropriations, etc. (as better information becomes available from funding sources then expenses are adjusted accordingly)

In June, the Vice President for Business Affairs is responsible for balancing the budget and importing the draft budget into our Colleague software system to prepare the budget draft report for presentation to the college president and Board of Trustees.

Lastly, the budget draft is presented to the Board of Trustees for approval in either July or August of each year, with the final budget adopted in August or September.

Budget Development Process Map

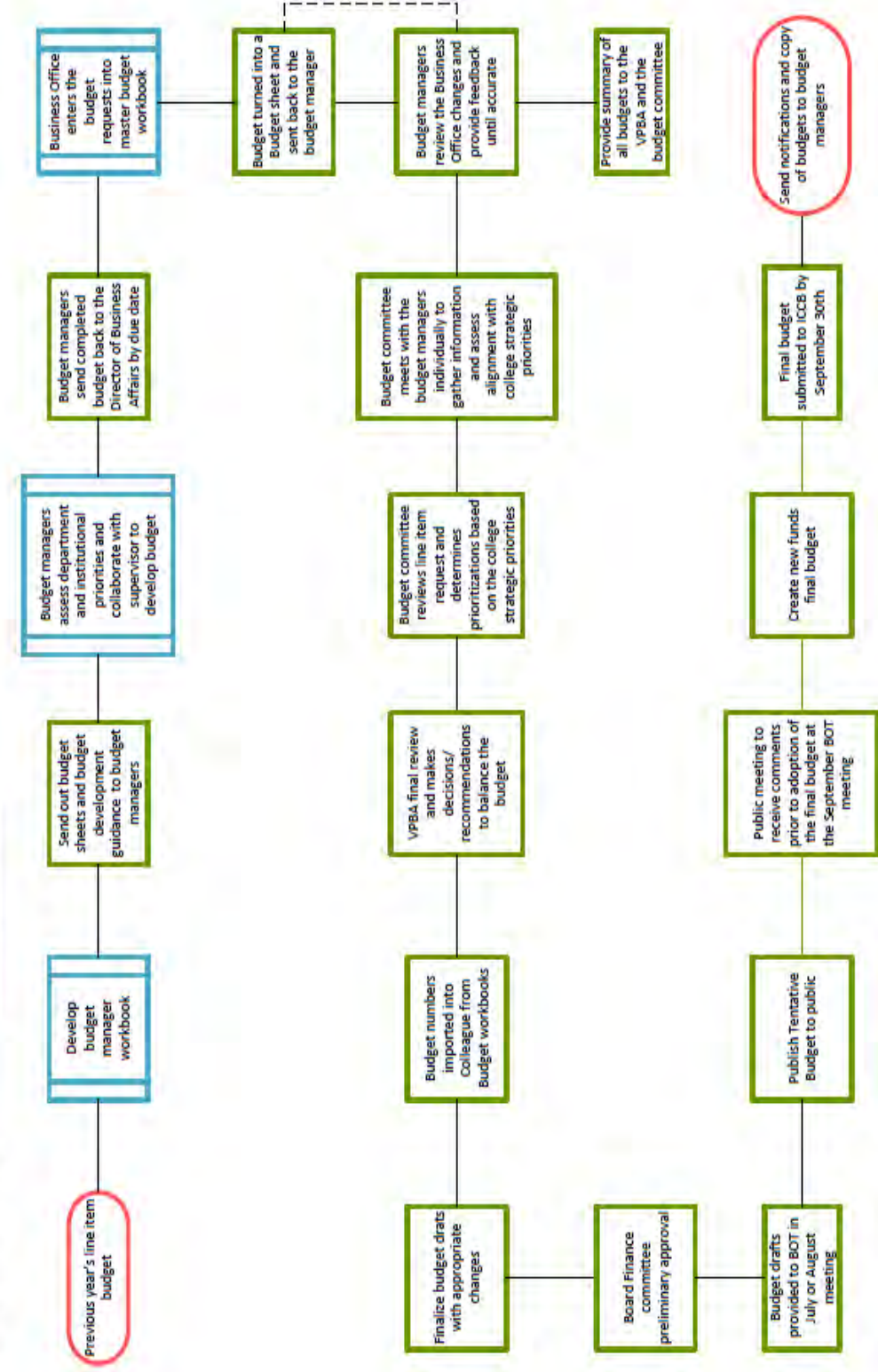
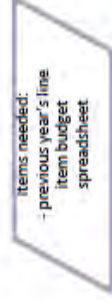
Budget Development

Division: Business Affairs

Process Owner: Vice President of Business Affairs

Process Coordinator: Michelle Weishaar

HLC Alignment: 5.B.3, 5.C.2





Kankakee Community College

Systematic and Integrated Planning and Improvement

KCC allocates institutional resources in alignment with its mission while utilizing assessment of student learning, planning, and evaluation of operations to achieve a fully integrated annual budget.



FY2024 Strategic Plan & Student Learning

Beginning in 2017, KCC initiated the conversations and collaborations that would result in the development of a new strategic plan to create vision to make a powerful impact for students and partners in our service region. These conversations led to further surveying of constituents and convening focus groups of both internal and external stakeholders. The feedback and insights gained from a comprehensive planning process informed the establishment of our current strategic plan which was first approved by KCC's board of trustees 2019 and then reaffirmed in March 2023. Our 2020-2025 strategic goals are outlined below:

Goal 1 - Improve student success through increased enrollment, retention, transfer, and completion rates.

Goal 2 - Create diverse, inclusive, and equitable teaching, learning, and work environments.

Goal 3 - Improve physical and virtual teaching and learning spaces.

Goal 4 - Increase visibility and value in the community.

Goal 5 - Provide development opportunities to enhance KCC employee skills and knowledge.

To achieve progress aligned with these long-term goals, the college uses its shared governance structure to identify and prioritize short-range action plans at the beginning of each fiscal year. Committees included in the shared governance structure of the college include President's Cabinet, Strategic Enrollment Management, Curriculum and Academic Standards, Student Learning, Program Review, Learning Environments, and Equity, Diversity, and Inclusion. Informed by data and performance results supplied by the college's Office of Institutional Effectiveness, shared governance committees identify and recommend action plans to the Strategic Planning Oversight Committee (SPOC) which aligns recommendations to prioritize efforts and affirm the action plans for the year. Goals and activities addressed in action plans inform budget recommendations made by budget managers as well as the decisions made by the budget committee members.

A notable achievement related to the strategic plan occurred in FY2023 when a cross-functional team implemented the Ellucian Advise Retention Software and developed a set of guidelines for both faculty and student success advisors to utilize the software to improve student success and retention. As an action plan for retention improvement within Goal 1, SPOC included the cost of Ellucian Advise and a new full-time retention specialist in the FY2023 budget. In FY2024, the college will expand retention efforts and should see a positive impact from the implementation of the Ellucian Advise software system.

Another notable achievement in FY2020 was the establishment of the Equity, Diversity, and Inclusion (EDI) Center on the Riverfront Campus. The EDI Center is a rich source of support and a safe space for students and staff. It is a place to learn responsibility and how to "model ethical and professional behavior and cultivate an environment supportive of equity, diversity, inclusion, and belonging," which is a KCC General Education goal. The EDI Center provides the college with a resource to help the community recognize that all aspects of diversity enrich the education experience and advance the mission of the college. The Center offers resources such as cultural groups, cultural celebrations, seminars, and workshops. The college committed funding the EDI Center annual budget through operations as a

strategic priority. In FY2024, KCC will formally align its commitment to EDI across the entire campus by executing a college-wide Equity, Diversity, and Inclusion Plan.

The following charts include a list of funded initiatives aligned by strategic goal or shared governance committee.

Student Learning Initiatives

Recommendation Source	Description of Initiatives	FY2024 Budgeted Amount
Quality improvements identified through and supported by: <ul style="list-style-type: none"> • Student Learning Assessment (Course, program, general education, cocurricular) • Program Review • Curriculum development process 	<p>Through the general education outcomes assessment process, the Student Learning Committee identified the need for a reading specialist to support work related to improving the Communication learning outcome.</p> <p>Through the curriculum development, assessment, and review processes, the Curriculum and Academic Standards committee identified and supported the need to develop the following new courses: Acoustic Guitar, English Language Learners, and Social Media Marketing. New programs are also being developed in Information Technology Systems Management.</p>	\$ 149,184

Funded Initiatives Aligned by Strategic Goal and FY2024 Action Plan

Strategic Goal Description	Strategic Goal #	FY2024 Action Plans	Description of Initiatives	FY2024 Budgeted Amounts
1. Improve student success through increased enrollment, retention, transfer, and completion rates.	Goal 1	1. Execute Strategic Enrollment Management Plan (SEM) Plan 2024-2025. 2. Facilitate a successful start for the Diesel Technology Certificate Program.	The SEM plan includes initiatives to increase enrollment through additional HS recruitment, Wheels of Opportunity Visits, and expansion of dual credit. Implementation of Ellucian Advise will continue into this fiscal year as KCC strengthens its retention and early alert programs. Additionally, the FY2024 budget provides for establishment of a Hispanic outreach program that will employ two full-time navigators . The SEM plan will also include recovery, reverse transfer, and stop-outs initiatives . Guided pathways work will continue through continued developing program maps, web redesign, and the establishment of the Stem Career Center . Lastly, the Diesel Technology Certificate has full enrollment for the Fall 2023 and the college will be focus on spending grant dollars from Kankakee County to support the new program throughout the academic year.	\$ 799,544
2. Create diverse, inclusive, and equitable teaching, learning, and work environments.	Goal 2	1. Execute Equity, Diversity, and Inclusion (EDI) Plan 2024-2025.	The execution of the new EDI plan will allow for increased employment advertisement to expand our diverse candidate pools when hiring, provide annual funding for our student and community EDI Center on campus, expand Spanish marketing initiatives , and provide for a reading specialist for our English as a secondary language learners.	\$ 122,015
3. Improve physical and virtual teaching and learning spaces.	Goal 3	1. Execute Campus Master Plan Addendum and Facility Improvements.	Several capital improvements are planned for FY2024 from the Master Plan addendum and deferred maintenance plan. Notable improvements include replacing windows in all of KCC's scientific labs to prevent further damage to important instructional spaces. Another notable improvement includes a student center to support students in STEM pathways . Resources are also preserved in this fiscal year budget to support potential recommendations of a newly formed committee called Learning Environments	\$ 4,557,045

			which is currently exploring improvement initiatives for online and remote learning environments .	
4. Increase visibility and value in the community.	Goal 4	1. Strengthen partnerships with community-based organizations.	The college's marketing budget includes resources to enhance and expand Spanish-language marketing materials . As college policy permits non-profit entities to utilize college space for free once per year , KCC's physical plant budgets include resources to absorb the supply and custodial costs of hosting large-scale events. Additionally, resources are preserved in a Community Services Budget which will be used to convene leaders from area community-based organizations and to drive collaboration among these entities which serve District #520.	\$ 9,000
5. Provide development opportunities to enhance KCC employee skills and knowledge.	Goal 5	1. Develop and facilitate an employee mentoring program. 2. Review and document Key Processes.	The college is committing additional budget dollars to the establishment of a formal new employee mentoring program called Cavalier Connections. The mentoring program is to increase new employees' sense of belonging as measured by retention and satisfaction. Additionally, the college continues to document key processes to assist with training new employees and educating other employees on best practices.	\$ 5,000
Overall targeted budget allocations for FY2024				\$ 5,492,604

Evaluation of Operations through Master Planning

The Illinois Community College Board (ICCB) requires each college operates from an updated District Site and Construction Master Plan per section 1501.602(c) of the ICCB rules.

The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next five years throughout the district. The plan is updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan to receive consideration for approval. The plan, at a minimum, must consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years.

The current Campus Master Plan (CMP) was reaffirmed by the board of trustees on June 12, 2023. KCC's CMP includes a revised map of the West Campus to show the proposed vehicle storage building as well as a listing of other capital projects planned over the next few years.

Other capital improvements are identified through the annual update of the college's Capital Improvement Plan (CIP). The CIP includes projects from the current master plan, deferred maintenance, and proposed facility improvements.

In addition to the cyclical review of the master plan document, the Director of Facilities, and the maintenance team review the college's CIP which includes major asset categories, estimated replacement dates, and costs. The multi-year plan includes short-term and long-term capital improvements. At the annual Committee of the Whole meeting, capital projects in the near and longer-term are reviewed with the Board of Trustees. In January, the Director of Facilities reviews the capital priorities with the Vice President for Business Affairs during their annual budget meeting to identify upcoming budget requests.

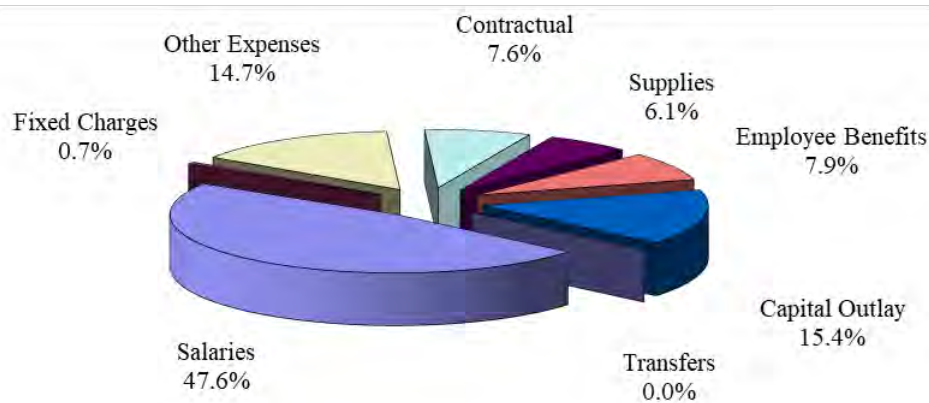
Next, the budget committee reviews and approves the capital budget requests to ensure they are linked to the strategic goals established for the current year. The budget documents for FY2021-FY2024 confirm amounts allocated to goals of the current strategic planning oversight committee. Additionally, when allocating capital dollars, the budget committee considers necessary projects from the master plan and how they support current student learning outcomes to determine overall impact of funding.

Budget Overview

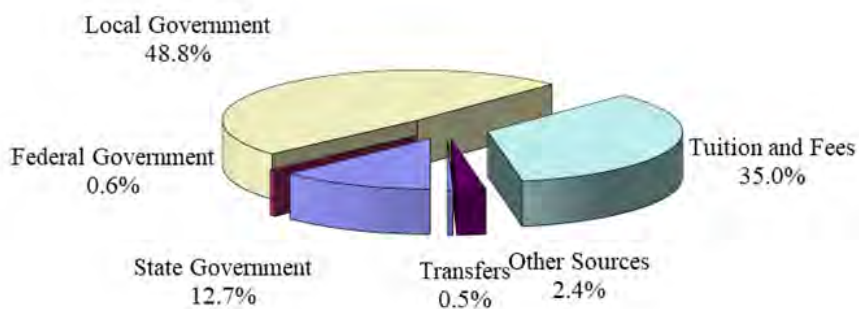
The FY2024 budget plan reflects a continued commitment to enhance the quality of life through learning. The budget is prepared with input from budget managers' requests, the college's long-term and short-term planning objectives, preliminary information from the state of Illinois, estimates regarding assessed valuations for the College District, and other resources. The process, due to revenue constraints and the college's commitment to meet its contractual obligations, requires prioritization and difficult choices among many good options. Decisions in this budget have been made with a view to assure the most effective utilization of institutional resources available for FY2024, and to provide the means necessary to accomplish institutional priorities.

The following charts illustrate the revenues and expenditure of funds in the FY2024 general operating budget:

FY2024 Budgeted Operating Expenditures



FY2024 Budgeted Operating Revenue



FY2024 Budget Highlights

Revenue and Expense Comparisons by Fund

The “Fiscal Year 2024 Budget Summary” on the following pages includes revenues and expenses by fund. Below are explanations of differences in revenues and expenditures:

Operating Funds (Education and Operations/Maintenance)

The total operating funds deficit of \$735,939 has three components.

- \$1,033,945 in bond funds received in FY2022 will be expended in FY2024.
- \$1,404,900 in bond funds received in FY2024 will be unexpended as of June 30, 2024, and carried into FY2025 to fund bondable expenditures.
- A deficit of \$1,106,894 is primarily due to an increase in normal operating expenditures.

With the current FY2023 budget having performed better than expected due to receiving grant dollars from the Higher Education Emergency Relief Fund (HEERF), the college is projected to maintain an operating fund balance in excess of 35% of budgeted expenditures after absorbing the budgeted operating deficit.

Operations & Maintenance Restricted Fund

The operations & maintenance restricted fund is projected to have a deficit of \$1,145,997. The primary reason is a timing issue relative to the expenditure of the 2021 and 2022 Protection, Health, and Safety (PHS) projects for tax revenue funds being received in FY2023 and being utilized for PHS projects occurring in FY2024. The PHS funds cover resurfacing the Manufacturing Industrial Technology Center (MITC) parking lot, and repairs to the R Building, and some Riverfront Campus parking lots and sidewalks.

Bookstore Fund

The bookstore fund is projected to have a surplus of \$45,797 before the transfer-out of \$158,034 from bookstore equity to the athletic activities fund and \$139,771 for building improvements related to the bookstore relocation. After the transfer-out and building improvements, the bookstore is projected to have a deficit of \$252,008.

Fund Balance

The preliminary projected fund balance at the end of FY2024 in the Education and Operations & Maintenance funds combined exceeds the 35% of operating expenditures required per Board policy.

Changes in Operational Revenue Sources

In the following pages, there is a summary of revenue by major source group. Operational revenue is projected to increase by about 32.4%. This is a combination of factors outlined below.

Local Sources

Operational local revenues are budgeted to increase by about 56.8%. This is primarily due to the bond issue in FY2024. During FY2024, the college plans to issue bonds totaling \$5 million. Additionally, there is an anticipated increase in equalized assessed values of tax levies for the FY2024 budget.

State Sources

State revenue is anticipated to increase by approximately 0.4%. Although the decrease in credit hours for FY2022 would have reduced state sources, ICCB increased the rate per credit hour, resulting in an overall increase for base operating grant.

Tuition & Fees

Tuition and fee revenues are projected to increase by about 19%. This is primarily due to the college projecting a 5% increase in enrollment for FY2024 coupled with an increase in the tuition rate per credit hour. There was also a significant enrollment increase in FY2023 which outperformed the original amount budgeted for tuition and fees.

Facilities Rental

The decrease in facilities rental of about 0.2% is due to a slight decrease of Riverfront Campus room rental revenue.

Interest

An increase in interest rates is projected for the upcoming year. Therefore, interest revenue is projected to increase by approximately 1533.7%.

Other Income

Other income is projected to increase by 29.1%. This is primarily due to a grant from Kankakee County to assist with the diesel technology program for FY2024.

Changes in Operational Expenses

On the following pages, there is a summary of expenditures by major expenditure group. Operational expenditures are projected to increase by about 21.9% in the coming year. Following is a brief explanation of the anticipated changes in various categories of expenses.

Wages

Wages are anticipated to increase by about 4.8%. This is a combination of the Board approved salary increase, staff attrition, staff reductions, and the recommendations from the compensation and classification study.

Fringe Benefits

Fringe benefits costs for FY2024 are expected to increase by about 8.3%. This is due to a projected increase in health insurance provided by the college health insurance provider.

Contractual Expenses

Contractual expenses are projected to increase by about 23.5%. This is primarily due to an anticipated increase in software maintenance contracts as well as re-instatement of costs previously covered by HEERF funding. This also includes additional mental health services that will be primarily offset by state of Illinois grants.

Supplies and Materials

Due to increases in inflation as well as the projected increases based on the Higher Education Price Index (HEPI), supplies and materials are expected to increase by about 13.0%.

Travel and Meetings

Travel and meeting expenses are projected to increase by about 26.4%. One of the strategies enacted to reduce budgeted expenditures for FY2021 and FY2022, was to limit travel and meeting expenses across all departments. As the college continues to recover from the pandemic and employee turnover, the need for additional travel and training continues to increase. The FY2024 budget for travel and meeting expenses is aligned with amounts budgeted prior to FY2021.

Fixed Charges

Fixed charges are expected to increase by about 24.8%, primarily due to the increase of equipment maintenance and insurance costs.

Utilities

Utilities are expected to decrease by about 10.9%. This incorporates a decrease in gas prices as projected by the college energy consultants.

Capital Outlay

Capital outlay is projected to increase by 258.8%. This is primarily due to deferred maintenance as well as significant capital improvements the college plans to fund with the bond issue.

Other Expenses

Other expenses are projected to increase by about 21.4%. This is primarily comprised of accounts that have a commensurate increase on the revenue side of the budget.

Changes in Auxiliary Fund

Auxiliary fund revenues are projected to decrease by about 27.8%. This is primarily due to a decrease in other revenue from FY2023 to FY2024 related to the FY2023 donor contribution to the bookstore relocation.

Auxiliary fund expenses are projected to decrease by about 13.9%. This is primarily due to the decrease in building improvements from the costs related to the bookstore relocation nearly completed in FY2023.



Kankakee Community College

Budget Summaries

Fiscal Year Ended June 30, 2024



**KANKAKEE COMMUNITY COLLEGE
FISCAL YEAR 2024 BUDGET SUMMARY**

Fund	Revenue	Expenses	Revenue Over (Under)
Education	\$22,968,373	\$22,337,322	631,051
Operations/Maintenance	5,391,701	6,758,691	(1,366,990)
Total Operating Funds	\$28,360,074	\$29,096,013	(\$735,939)
Operations/Maintenance Restricted	1,855,533	3,001,530	(1,145,997)
Bond and Interest Fund	3,108,865	3,118,325	(9,460)
Athletics	627,783	627,783	0
Bookstore	1,108,167	1,360,175	(252,008)
Central Stores	5,000	5,000	0
Fitness Center	14,880	12,058	2,822
Student Activities	187,468	187,468	0
e-Sports	0	0	0
Perkins	251,235	251,235	0
IGEN Lead Status Sub-Award	15,000	15,000	0
Adult Ed Performance Funds	47,615	47,615	0
AEFL State Basic	181,266	181,266	0
AEFL Federal Basic	182,795	182,795	0
Community Foundation-Baby Talk	1,000	1,000	0
Book in Hand Family Literacy Project	2,444	2,444	0

United Way Grant	3,760	3,760	0
Adult Literacy Initiative Volunteer Expanded	68,000	68,000	0
Innovative Bridge & Transition Hispanic Outreach	126,000	126,000	0
Creating Entrepreneurial Opportunities	30,600	30,600	0
ICCB-Developmental Education Reform Act Grant	100,000	100,000	0
Student Support Services	348,514	348,514	0
ICCB-College Bridge Grant Wheels of Opportunity	20,000	20,000	0
ICCB-PATH Grant	365,181	365,181	0
ICCB-Early Childhood Access Consortium for Equity	431,371	431,371	0
Upward Bound	414,062	414,062	0
Talent Search	332,851	332,851	0
Direct Student Loans	500,000	500,000	0
Supplemental Educational Opportunity	101,450	101,450	0
Pell	3,500,000	3,500,000	0
Federal Work Study	78,907	78,907	0
American Rescue Plan	40,000	40,000	0
WIOA Title 1B Kankakee Adult Services	386,268	386,268	0
WIOA Title 1B: Kankakee Dislocated Worker Services	298,781	298,781	0

WIOA Kankakee Young Adult Programs: Kankakee County	271,598	271,598	0
WIOA Livingston Young Adult Programs: Livingston County	110,626	110,626	0
WIOA Title 1B: Livingston Adult Services	144,205	144,205	0
WIOA Title 1B: Livingston Dislocated Worker Services	74,146	74,146	0
WIOA One Stop Operator	15,000	15,000	0
WIOA Kankakee National Dislocated Worker	162,390	162,390	0
WIOA Livingston National Dislocated Worker	20,298	20,298	0
WIOA Trade Adjustment Assistance Funds	13,755	13,755	0
IDOT Highway Construction Careers Training Grant	382,420	382,420	0
Liability, Protection & Settlement	2,196,518	2,196,518	0
Audit	70,795	55,650	15,145

FISCAL YEAR 2024 BUDGET

Summary and Comparison with Fiscal Year 2023

REVENUE BY MAJOR SOURCE GROUP

OPERATIONS FUND

Description	FY23 Budget	FY24 Budget	% Change
Local Sources	\$8,828,565	\$13,845,293	56.82%
State Sources	3,600,123	3,615,101	0.42%
Federal Sources	176,701	175,898	-0.45%
Tuition & Fees	8,337,888	9,922,126	19.00%
Sales & Service Charges	4,398	4,100	-6.78%
Facilities Rental	149,430	149,124	-0.20%
Interest	14,040	229,375	1533.73%
Gifts or Grants	7,000	9,500	35.71%
Other Income	<u>218,950</u>	<u>282,650</u>	29.09%
 SUBTOTAL	 21,337,095	 28,233,167	 32.32%
 Transfers In	 <u>90,600</u>	 <u>126,907</u>	 40.07%
 TOTAL OPERATIONS	 <u><u>\$21,427,695</u></u>	 <u><u>\$28,360,074</u></u>	 32.35%

AUXILIARY FUND

Federal Sources	\$0	\$0	0.00%
Student Fees	475,200	504,317	6.13%
Sales & Service Charges	1,135,010	1,064,925	-6.17%
Interest	3,724	80,722	2067.62%
Other Income	<u>857,033</u>	<u>135,300</u>	-84.21%
 SUBTOTAL	 2,470,967	 1,785,264	 -27.75%
 Transfers In	 <u>152,536</u>	 <u>158,034</u>	 3.60%
 TOTAL AUXILIARY	 <u><u>\$2,623,503</u></u>	 <u><u>\$1,943,298</u></u>	 -25.93%

FISCAL YEAR 2024 BUDGET

Summary and Comparison with Fiscal Year 2023

EXPENDITURES BY MAJOR PROGRAM GROUP

OPERATIONS FUND

Description	FY23 Budget	FY24 Budget	% Change
Instruction	\$7,092,627	\$8,093,618	14.11%
Academic Support	1,516,651	1,652,990	8.99%
Student Services	1,449,377	1,803,020	24.40%
Public Service/Continuing Ed.	419,337	463,889	10.62%
Institutional Support	10,018,358	10,974,576	9.54%
Physical Plant Maintenance	<u>3,367,260</u>	<u>6,107,920</u>	81.39%
 SUBTOTAL	 23,863,610	 29,096,013	 21.93%
 Transfers Out	 <u>0</u>	 <u>0</u>	 0.00%
 TOTAL OPERATIONS	 <u><u>\$23,863,610</u></u>	 <u><u>\$29,096,013</u></u>	 21.93%

AUXILIARY FUND

Bookstore	\$1,578,079	\$1,202,141	-23.82%
Athletics	568,721	627,783	10.39%
Student Activities	178,971	187,468	4.75%
eSports	18,700	0	-100.00%
Central Stores	6,000	5,000	-16.67%
Fitness Center	<u>11,211</u>	<u>12,058</u>	7.56%
 SUBTOTAL	 2,361,682	 2,034,450	 -13.86%
 Transfers Out	 <u>152,536</u>	 <u>158,034</u>	 3.60%
 TOTAL AUXILIARY	 <u><u>\$2,514,218</u></u>	 <u><u>\$2,192,484</u></u>	 -12.80%

FISCAL YEAR 2024 BUDGET

Summary and Comparison with Fiscal Year 2023

EXPENDITURES BY MAJOR EXPENDITURE GROUP

OPERATIONS FUND

Description	FY23 Budget	FY24 Budget	% Change
Wages	\$13,217,472	\$13,854,251	4.82%
Fringe Benefits	2,126,603	2,302,800	8.29%
Contractual Expenses	1,796,364	2,217,994	23.47%
Supplies and Materials	1,574,937	1,778,963	12.95%
Travel and Meetings	295,265	373,280	26.42%
Fixed Charges	152,275	189,958	24.75%
Utilities	913,999	814,464	-10.89%
Capital Outlay	1,249,815	4,484,894	258.84%
Other Expenses	<u>2,536,880</u>	<u>3,079,409</u>	21.39%
 SUBTOTAL	 23,863,610	 29,096,013	 21.93%
 Transfers to Other Funds	 <u>0</u>	 <u>0</u>	 0.00%
 TOTAL OPERATIONS	 <u>\$23,863,610</u>	 <u>\$29,096,013</u>	 21.93%

AUXILIARY FUND

Wages	\$409,422	\$380,791	-6.99%
Fringe Benefits	66,182	77,765	17.50%
Contractual Expenses	157,856	185,665	17.62%
Supplies and Materials	970,019	960,128	-1.02%
Travel and Meetings	164,743	177,012	7.45%
Fixed Charges	8,500	9,500	11.76%
Utilities	0	0	0.00%
Capital Outlay	\$500,000	\$157,551	-68.49%
Other Expenses	84,960	86,038	1.27%
 SUBTOTAL	 2,361,682	 2,034,450	 -13.86%
 Transfers to Other Funds	 <u>152,536</u>	 <u>158,034</u>	 3.60%
 TOTAL AUXILIARY	 <u>\$2,514,218</u>	 <u>\$2,192,484</u>	 -12.80%

KANKAKEE COMMUNITY COLLEGE SUMMARY OF FISCAL YEAR 2024 BUDGET BY FUND							
	General			Special Revenue			
	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation & Maintenance Fund	Restricted Purposes Fund *	Audit Fund	Liability, Protection, and Settlement Fund	
Beginning Balance	\$9,832,172	\$3,628,168	0	0	\$126,487	\$2,492,128	
Budgeted Revenues	22,841,466	5,391,701	0	9,021,538	70,795	2,196,518	
Budgeted Expenditures	22,337,322	6,758,691	0	9,021,538	55,650	2,196,518	
Budgeted Transfers from (to) Other Funds	126,907	0	0	0	0	0	
Budgeted Ending Balance	\$10,463,223	\$2,261,178	0	\$0	\$141,632	\$2,492,128	
	Debt Service		Capital Projects		Proprietary Fund		
	Bond and Interest Fund	Public Building Commission Rental Fund	Operations and Maintenance Fund (Restricted)	Building Bond Proceeds Fund	Auxiliary Enterprises Fund		
Beginning Balance	\$1,590,859	0	\$1,358,109	0	\$7,918,842		
Budgeted Revenues	3,108,865	0	1,855,533	0	1,785,264		
Budgeted Expenditures	3,118,325	0	3,001,530	0	2,034,450		
Budgeted Transfers from (to) Other Funds	0	0	0	0	0		
Budgeted Ending Balance	\$1,581,399	0	\$212,112	0	\$7,669,656		

*Information incomplete at this time

Said community college's current estimates of revenues anticipated for Fiscal Year 2024 are displayed above. These estimates are based on the best information presently available and may be revised before adoption of the Fiscal Year 2024 budget.

SUMMARY OF FISCAL YEAR 2024 ESTIMATED REVENUES – OPERATING FUNDS
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520

	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation and Maintenance Fund	Total Operating Funds
OPERATING REVENUES BY SOURCE				
Local Government:				
Local Taxes	\$9,067,828	\$4,377,465	\$0.00	\$13,445,293
Personal Property Replacement	340,000	60,000	0	400,000
TOTAL LOCAL GOVERNMENT	9,407,828	4,437,465	0	13,845,293
State Government:				
ICCB Base Operating Grant	2,105,007	110,790	0	2,215,797
ICCB Equalization Grant	920,475	102,275	0	1,022,750
ICCB Career & Technical Education Grant	245,595	0	0	245,595
ICCB Small College Grant	24,927	0	0	24,927
ICCB Performance Grant	0	0	0	0
ICCB Mental Health Grant	60,000	0	0	60,000
ICCB Veterans Grant	46,032	0	0	46,032
Other-DCEO EEPS	0	0	0	0
TOTAL STATE GOVERNMENT	3,402,036	213,065	0	3,615,101
Federal Government:				
Other-Indirect Cost Reimbursement	175,898	0	0	175,898
TOTAL FEDERAL GOVERNMENT	175,898	0	0	175,898
Student Tuition Fees:				
Tuition	8,816,360	365,497	0	9,181,857
Fees	740,169	0	0	740,169
Other Student Assessments	100	0	0	100
TOTAL TUITION AND FEES	9,556,629	365,497	0	9,922,126
Other Sources:				
Sales and Service Fees	4,100	0	0	4,100
Facilities Revenue	15,000	134,124	0	149,124
Interest and Investment Revenue	143,325	86,050	0	229,375
Nongovernmental Grants	0	9,500	0	9,500
Transfers In	126,907	0	0	126,907
Miscellaneous	136,650	146,000	0	282,650
TOTAL 2024 BUDGETED REVENUE	\$22,968,373	\$5,391,701	\$0	\$28,360,074

SUMMARY OF FISCAL YEAR 2024 OPERATING BUDGETED EXPENDITURES
KANKAKEE COMMUNITY COLLEGE DISTRICT NO. 520

BY PROGRAM	Education Fund	Operations and Maintenance Fund	Public Building Commission Operation and Maintenance Fund	Total Operating Funds	%
Instruction	\$8,093,618	\$0	\$0	\$8,093,618	27.82%
Academic Support	1,652,990	0	0	1,652,990	5.68%
Student Services	1,803,020	0	0	1,803,020	6.20%
Public Service/Continuing Education	463,889	0	0	463,889	1.59%
Operations & Maint. Of Plant	0	6,107,920	0	6,107,920	20.99%
Institutional Support	10,323,805	650,771	0	10,974,576	37.72%
Scholarships, Student Grants, and Waivers	0	0	0	0	0.00%
INTERFUND TRANSFERS	0	0	0	0	0.00%
TOTAL 2024 BUDGETED EXPENDITURES	\$22,337,322	\$6,758,691	\$0	\$29,096,013	100.00%
BY OBJECT					
Salaries	\$12,717,549	\$1,136,702	\$0	\$13,854,251	47.62%
Employee Benefits	2,005,307	297,493	0	2,302,800	7.91%
Contractual Services	1,702,714	515,280	0	2,217,994	7.62%
General Materials & Supplies	1,471,832	307,131	0	1,778,963	6.11%
Travel and Conference/ Meeting					
Expenses	368,680	4,600	0	373,280	1.28%
Fixed Charges	4,400	185,558	0	189,958	0.65%
Utilities	6,144	808,320	0	814,464	2.80%
Capital Outlay	1,018,787	3,466,107	0	4,484,894	15.41%
Other	3,041,909	37,500	0	3,079,409	10.58%
Provision for Contingency**	2,215,632	665,189		2,880,821	
INTERFUND TRANSFERS	0	0	0	0	0.00%
TOTAL 2024 BUDGETED EXPENDITURES	22,337,322	6,758,691	0	29,096,013	100.00%

** Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2024 BUDGETED EXPENDITURES – EDUCATION FUND

EDUCATION FUND	Appropriations	Totals
INSTRUCTION		
Salaries	\$7,135,074	
Employee Benefits	5,200	
Contractual Services	146,803	
General Materials and Supplies	428,846	
Travel and Conference/Meeting Expenses	60,055	
Fixed Charges	4,200	
Utilities	0	
Capital Outlay	313,000	
Other	440	8,093,618
ACADEMIC SUPPORT		
Salaries	1,099,782	
Employee Benefits	0	
Contractual Services	383,385	
General Materials and Supplies	145,573	
Travel and Conference/Meeting Expenses	21,550	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	2,700	1,652,990
STUDENT SERVICES		
Salaries	1,510,195	
Employee Benefits	0	
Contractual Services	123,800	
General Materials and Supplies	117,060	
Travel and Conference/Meeting Expenses	51,365	
Fixed Charges	0	
Utilities	600	
Capital Outlay	0	
Other	0	1,803,020
PUBLIC SERVICE/CONTINUING EDUCATION		
Salaries	312,039	
Employee Benefits	0	
Contractual Services	70,000	
General Materials and Supplies	51,750	
Travel and Conference/Meeting Expenses	12,600	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	17,500	463,889

INSTITUTIONAL SUPPORT

Salaries	2,660,459	
Employee Benefits	2,000,107	
Contractual Services	978,726	
General Materials and Supplies	728,603	
Travel and Conference/Meeting Expenses	223,110	
Fixed Charges	200	
Utilities	5,544	
Capital Outlay	705,787	
Other	3,021,269	
Provision for Contingency**	<u>2,215,632</u>	10,323,805

SCHOLARSHIPS, STUDENT GRANTS AND
WAIVERS

Salaries	0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	<u>0</u>	0

INTERFUND TRANSFERS

<u>0</u>	<u>0</u>
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GRAND TOTAL

\$22,337,322

** Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2024 BUDGETED EXPENDITURES - OPERATIONS AND MAINTENANCE FUND

OPERATIONS AND MAINTENANCE FUND	Appropriations	Totals
OPERATIONS AND MAINTENANCE OF PLANT		
Salaries	\$1,136,702	
Employee Benefits	0	
Contractual Services	333,480	
General Materials and Supplies	293,750	
Travel and Conference/Meeting Expenses	4,600	
Fixed Charges	33,961	
Utilities	808,320	
Capital Outlay	3,461,107	
Other	<u>36,000</u>	6,107,920
INSTITUTIONAL SUPPORT		
Salaries	0	
Employee Benefits	297,493	
Contractual Services	181,800	
General Materials and Supplies	13,381	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	151,597	
Utilities	0	
Capital Outlay	5,000	
Other	1,500	
Provision for Contingency**	<u>665,189</u>	650,771
INTERFUND TRANSFERS	<u>0</u>	<u>0</u>
GRAND TOTAL		<u><u>\$6,758,691</u></u>

** Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2024 BUDGETED REVENUES & EXPENDITURES -
OPERATIONS AND MAINTENANCE FUND (Restricted)

OPERATIONS AND MAINTENANCE FUND (Restricted)	Revenues	Totals
Local Governmental Sources	<u>\$1,407,138</u>	\$1,407,138
State Governmental Sources	<u>421,970</u>	421,970
Federal Governmental Sources	<u>0</u>	0
Other Sources	0	
Student Tuition and Fees	0	
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	26,425	
Nongovernmental Gifts, Scholarships, Grants, and		
Bequests	0	
Other	<u>0</u>	26,425
TRANSFERS	<u>0</u>	<u>0</u>
GRAND TOTAL		<u><u>\$1,855,533</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

OPERATIONS AND MAINTENANCE FUND (Restricted)	Appropriations	Totals
Salaries	\$0	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	3,001,530	
Other	<u>0</u>	3,001,530
TRANSFERS	<u>0</u>	<u>0</u>
GRAND TOTAL		<u><u>\$3,001,530</u></u>

FISCAL YEAR 2024 BUDGETED REVENUES & EXPENDITURES -
AUXILIARY ENTERPRISES FUND

AUXILIARY ENTERPRISES FUND	Revenues	Totals
Local Governmental Sources	\$0	
Sales and Service Fee Sources	1,064,925	
Investment Revenue Sources	80,722	
Nongovernmental Gifts, Grants, and Bequests Sources	0	
Other Sources	0	
Federal Nutrition Grant	0	
Student Fees	504,317	
Other Sources	135,300	
	<u>158,034</u>	1,785,264
INTERFUND TRANSFERS	<u>158,034</u>	<u>158,034</u>
GRAND TOTAL		<u><u>\$1,943,298</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

AUXILIARY ENTERPRISES FUND	Appropriations	Totals
Salaries	\$380,791	
Employee Benefits	77,765	
Contractual Services	185,665	
General Materials and Supplies	960,128	
Travel and Conference/Meeting Expenses	177,012	
Fixed Charges	9,500	
Utilities	0	
Capital Outlay	157,551	
Other	86,038	
Provision for Contingency**	219,248	
	<u>219,248</u>	2,034,450
INTERFUND TRANSFERS	<u>158,034</u>	<u>158,034</u>
GRAND TOTAL		<u><u>\$2,192,484</u></u>

** Due to the uncertainty of whether contingency will be used, it is not included in total expenditures.

FISCAL YEAR 2024 BUDGETED REVENUES & EXPENDITURES
BOND AND INTEREST FUND

BOND AND INTEREST FUND	Revenues	Totals
Local Governmental Sources		
Local Taxes	\$3,103,365	
Chargeback Revenue	0	
Other	<u>0</u>	3,103,365
Other Sources		
Investment Revenue	5,500	
Other	<u>0</u>	<u>5,500</u>
GRAND TOTAL		<u><u>\$3,108,865</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

BOND AND INTEREST FUND	Appropriations	Totals
INSTITUTIONAL SUPPORT		
Debt Principal Retirement	\$2,765,000	
Interest (on Bonds)	351,975	
Other Fixed Charges	<u>1,350</u>	<u>3,118,325</u>
GRAND TOTAL		<u><u>\$3,118,325</u></u>

FISCAL YEAR 2024 BUDGETED REVENUES & EXPENDITURES
AUDIT FUND

AUDIT FUND	Revenues	Totals
Local Governmental Sources		
Local Taxes	\$68,635	
Chargeback Revenue	0	
Other	0	68,635
Other Sources		
Grant Administrative Fees	0	
Investment Revenue	2,160	
Other	0	2,160
GRAND TOTAL		<u>\$70,795</u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

AUDIT FUND	Appropriations	Totals
Contractual Services		
Audit Services	\$55,650	
Consultants	0	
Architectural Services	0	
Maintenance Services	0	
Legal Services	0	
Office Services	0	
Instructional Service Contracts	0	
Other Contractual Services	0	
Other	0	55,650
GRAND TOTAL		<u>\$55,650</u>

FISCAL YEAR 2024 BUDGETED REVENUES & EXPENDITURES
LIABILITY, PROTECTION, AND SETTLEMENT FUND

LIABILITY, PROTECTION, AND SETTLEMENT FUND	Revenues	Totals
Local Governmental Sources		
Local Taxes	\$2,138,238	
Chargeback Revenue	0	
Other	<u>0</u>	2,138,238
Other Sources		
Investment Revenue	58,280	
Other	<u>0</u>	<u>58,280</u>
GRAND TOTAL		<u><u>\$2,196,518</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES

LIABILITY, PROTECTION, AND SETTLEMENT FUND	Appropriations	Totals
Salaries	\$861,547	
Employee Benefits	541,332	
Contractual Services	54,713	
General Materials and Supplies	250,818	
Travel	16,168	
Fixed Charges	105,940	
Utilities	110,000	
Capital Outlay	248,000	
Other	<u>8,000</u>	2,196,518
GRAND TOTAL		<u><u>\$2,196,518</u></u>

FISCAL YEAR 2024 BUDGETED REVENUES - RESTRICTED PURPOSES FUND

RESTRICTED PURPOSES FUND	Revenues	Totals
Local Governmental Sources	<u>\$0</u>	\$0
State Governmental Sources		
ICCB Special Initiative Grants	611,181	
Other ICCB Grants	228,881	
Department of Corrections	0	
ISBE Grants	0	
Department of Veterans Affairs		
Illinois Student Assistance Commission	0	
Other Illinois Government Sources	<u>68,000</u>	908,062
Federal Governmental Sources		
Department of Education	5,498,579	
Department of Labor	1,497,067	
Department of Health and Human Services	0	
Other Federal Governmental Sources	<u>1,065,026</u>	8,060,672
Other Sources		
Student Tuition and Fees		
Sales and Service Fees	0	
Facilities Revenue	0	
Investment Revenue	0	
Nongovernmental Gifts, Scholarships, Grants, and Bequests	52,804	
Other Revenue	<u>0</u>	52,804
INTERFUND TRANSFERS	<u>0</u>	<u>0</u>
GRAND TOTAL		<u><u>\$9,021,538</u></u>

FISCAL YEAR 2024 BUDGETED EXPENDITURES
RESTRICTED PURPOSES FUND

RESTRICTED PURPOSES FUND	Appropriations	Totals
INSTRUCTION		
Salaries	\$583,646	
Employee Benefits	123,529	
Contractual Services	0	
General Materials and Supplies	68,902	
Travel and Conference/Meeting Expenses	17,204	
Fixed Charges	0	
Utilities	0	
Capital Outlay	49,491	
Other	66,943	909,715
ACADEMIC SUPPORT		
Salaries	311,346	
Employee Benefits	53,427	
Contractual Services	23,266	
General Materials and Supplies	87,719	
Travel and Conference/Meeting Expenses	22,526	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	398,268	896,552
STUDENT SERVICES		
Salaries	187,329	
Employee Benefits	61,829	
Contractual Services	0	
General Materials and Supplies	24,975	
Travel and Conference/Meeting Expenses	9,200	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	85,181	368,514
PUBLIC SERVICE/CONTINUING EDUCATION		
Salaries	1,053,839	
Employee Benefits	281,962	
Contractual Services	195,900	
General Materials and Supplies	133,937	
Travel and Conference/Meeting Expenses	25,659	
Fixed Charges	39,925	
Utilities	0	
Capital Outlay	0	
Other	895,178	2,626,400

RESTRICTED PURPOSES FUND	Appropriations	Totals
INSTITUTIONAL SUPPORT		
Salaries	0	
Employee Benefits	0	
Contractual Services	40,000	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	<u>0</u>	40,000
SCHOLARSHIPS, STUDENT GRANTS AND WAIVERS		
Salaries	75,150	
Employee Benefits	0	
Contractual Services	0	
General Materials and Supplies	0	
Travel and Conference/Meeting Expenses	0	
Fixed Charges	0	
Utilities	0	
Capital Outlay	0	
Other	<u>4,105,207</u>	4,180,357
INTERFUND TRANSFERS		<u>0</u>
GRAND TOTAL		<u><u>\$9,021,538</u></u>

Illinois Community College Board - Fund Definitions

Financial administration requires that each transaction be identified for administrative and accounting purposes. The first identification is by "fund" which is an independent fiscal and accounting entity, requiring its own set of books in accordance with special regulations, restrictions, and limitations that earmark each fund for a specific activity or for attaining certain objectives. Each fund must be so accounted for that the identity of its resources and obligations and its revenues and expenditures is continually maintained.

Education Fund - The Education Fund is established by Section 3-1 of the *Public Community College Act* and is the most active of those maintained by the College. All transactions, which relate directly to the instructional program, are recorded here along with transactions involving Academic Support, Student Services, Public Services/Continuing Education, General Administration, and Institutional Support. The sources of revenue credited to the Education Fund are local Education Fund tax levies, student tuition, state support, out-of-district chargebacks, state and federal monies for reimbursable programs, and other revenue.

Operations and Maintenance Fund—Operational - The Operations and Maintenance fund is established by Section 3-1 and Section 3-20.3 of the *Public Community College Act* and is used to account for expenditures resulting from facilities improvements and operation and maintenance of plant. Local Operations and Maintenance Fund tax levies and Corporate Personal Property Replacement Taxes provide the primary means of financing the operation of this fund.

Operations and Maintenance Fund—Restricted - This fund is used to account for monies restricted for building purposes and site acquisition.

Bond and Interest Fund - The Bond and Interest Fund is established by Section 3A-1 of the *Public Community College Act*. This fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

Auxiliary Enterprises Fund - The Auxiliary Enterprises Fund is established by Section 3-31.1 of the *Public Community College Act* and accounts for college services where a fee is charged to students/staff. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include bookstores, student activities, and intercollegiate athletics.

Restricted Purposes Fund - The Restricted Purposes Fund, established by ICCB Rules 1501.508 and 1501.509, is for the purpose of accounting for monies that have restrictions regarding their use. Each specific project should be accounted for separately using a complete group of self-balancing accounts within the Restricted Purposes Fund.

Audit Fund - The Audit Fund is established by 50 ILCS 310/9 of Illinois Compiled Statutes for recording the payment of auditing expenses. The audit tax levy should be recorded in this fund, and monies in this fund only should be used for the payment of auditing expenses.

Liability, Protection, and Settlement Fund - This fund is established pursuant to 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of the Illinois Compiled Statutes. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund, including interest earned on the assets of this fund, should be used only for the purposes authorized under 745 ILCS 10/9-107, for example, the payment of tort liability, unemployment, or worker's compensation insurance or claims, or 40 ILCS 5/21-110.1, i.e., the cost of participation in the federal Medicare/Social Security programs. Revenue and expenditures for each type of insurance coverage should be accounted for separately using a complete set of self-balancing accounts within the Liability, Protection, and Settlement Fund.

Illinois Community College Board - Revenue Definitions

Local Support - Revenues from district taxes, from chargebacks, and from all governmental agencies below the state level.

State Support - State revenues from all state governmental agencies. Major areas include credit hour grants and equalization.

Tuition and Fees - All tuition and fees, less refunds, remissions, and exemptions, assessed against students for educational and general purposes.

Other Revenue - Revenues which do not fit into specific revenue source categories, i.e., revenue from use of college facilities, revenue from refunds, revenue from investments, revenue from service fees and fines.

Illinois Community College Board - Program Definitions

Instruction - Instruction consists of those activities dealing directly with or aiding in the teaching of students or improving the quality of instruction. It includes the activities of the faculty in the transfer, career and evening programs (credit and equivalency), and all the supportive equipment, materials, supplies, and costs that are necessary to implement the instructional program.

Academic Support - Academic Support includes activities designed to provide support services for the institution's primary missions of instruction, public service, and research. Academic support includes the operation of the library, educational media services, instructional materials center, and academic computing used in the learning process. It also includes expenditures for all equipment, materials, supplies, and costs that are necessary to support this function.

Student Services - Student Services provides assistance in the areas of admissions and records, counseling, testing, financial aid, placement, and the administration of the Student Services program. It also includes all equipment, materials, supplies, and costs that are necessary to support this function.

Public Services/Continuing Education - The Public Services/Continuing Education function includes the services provided to the general community, governmental agencies, and business and industry for non-credit, continuing education and community service activities. Continuing education is considered to be those non-credit activities under Public Service which have been established to provide an educational service to the various members of the community and are not part of degree credit or certificate credit curriculum. Continuing education includes but is not limited to professional review courses, workshops, and seminars. Community services are those activities under Public Service concerned with making available to the public various resources and unique capabilities that exist within the institution. Examples of community service may be conference and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio, television, consultation, and similar activities which meet the test that the primary intent for establishment is to provide services which are beneficial to groups and individuals outside the institution.

Auxiliary Services - Auxiliary Services provides for the operation of the bookstore, student organizations, athletics, and other related activities. It also includes all equipment, materials, supplies, and costs that are necessary to support this function. Activities included in Auxiliary Services should be self-supporting.

Operation and Maintenance of Plant - Operation of Plant consists of the custodial activities necessary in order to keep the physical facilities open and ready for use. Maintenance of plant consists of those activities necessary to keep the grounds, buildings, and equipment operating efficiently. Costs also include all equipment, materials, and supplies necessary to support this function.

Institutional Support - Institutional Support includes expenditures for central executive-level activities and administrative support services that benefit the entire institution. Examples include expenses for the Board of Trustees, executive management, community relations, administrative data processing, fiscal operations, and general institution expenses including legal services, general insurance, building remodeling, and other items benefiting the institution.

Illinois Community College Board - Object Definitions

Salaries - The compensation for services rendered by personnel employed by the College, as well as student help employed to complement the educational process and its supporting area.

Employee Benefits - The cost to the College for annual physical examinations, health, accident, long-term disability, life insurance, and dental/optical reimbursements for its employees.

Contractual Services - Services contracted for by the College from organizations or businesses not on the payroll of the College. Included are fees paid to consultants (such as engineers or architects), lawyers, and auditors. In addition, expenditures for equipment repairs, machine repairs, and other items designated as contractual services.

Materials and Supplies - Expenditures for all supply items used by the College such as paper, printed materials, books, periodicals, computer software, postage, program brochures, advertising, vehicle supplies, and tools.

Conference and Meeting Expense - Expenditures incurred by the College personnel for travel in connection with the everyday activities of the College, such as instructors' travel to and from off-campus classes and articulation meetings with high schools by employees in Student Services. Travel to conventions, meetings, institutions, and workshops by professional staff is also recorded here.

Fixed Charges - Obligations of the College for the rental of off-campus facilities, supportive computer equipment rentals, equipment and film rentals, and property and casualty insurance.

Utilities - Expenditures for utilities used by the College such as water, electricity, gas, and telephone.

Capital Outlay - Expenditures resulting in the acquisition of capital assets or from initial or additional items of equipment, furniture, and machines.

Other - All other expenditures not provided elsewhere in the object category series.