

Ozarka College  
Board of Trustees  
Finance Committee Meeting  
Tuesday, September 6, 2011  
President's Conference Room – Administration Building  
12:30 p.m.

Item No.

1. Call to Order
2. Discussion Items
  - A. Approval of Minutes from May 17, 2011
  - B. Finance
    1. 2011 Year End Financial Report
    2. Month and Year to Date Financial Report
    3. Budget Revisions
  - C. Personnel/Accounting Coordinator
  - D. Adjournment

**Ozarka College  
Board of Trustees  
Finance Committee Meeting  
Discussion Item B.1 – 2011 Year End Financial Report**

**Rationale:**

The carryover funds from the 2011 fiscal year will be moved forward and incorporated into the 2012 operating budget to fund priority requests. The unfunded priority request will be maintained and prioritized by the Administrative Council. Changes to the annual operating budget resulting from the allocation of the year end cash accumulation will be identified and approved by the Board of Trustees.

Ozarka College  
 Unrestricted Current Funds  
 July 1, 2010 through June 30, 2011

	Approved 2010 - 2011 Budget	Revised 2010 - 2011 Budget	Actual Month to Date Revenue/Expense	Actual Year to Date Revenue/Expense	Budgeted Balance to Collect or Balance to Expense	Percentage Realized To Date
<b>Revenues:</b>						
Tuition & Related Fees	2,558,338	2,558,338	146,110	3,110,236	(551,898)	121.57%
Program & Course Related Fees	178,073	178,073	26,457	249,820	(71,747)	140.29%
Testing Services	34,540	34,540	6,095	37,525	(2,985)	108.64%
Sales Tax Proceeds	258,275	258,275	20,482	249,340	8,935	96.54%
Interest Income	17,870	17,870	1,643	20,818	(2,948)	116.50%
Other Income	35,146	35,146	8,651	50,660	(15,514)	144.14%
General Revenue	2,959,592	2,959,592	271,453	2,959,592	0	100.00%
Workforce 2000 Funding	1,175,300	1,175,300	101,695	1,220,338	(45,038)	103.83%
Carryover Funds - Previous Years	50,085	50,085	0	0	50,085	0.00%
Auxiliary Income - Cafeteria	59,957	59,957	2,901	76,631	(16,674)	127.81%
Auxiliary Income - Bookstore	654,249	654,249	35,053	855,582	(201,333)	130.77%
Auxiliary Income - Preschool	121,605	121,605	20,380	149,356	(27,751)	122.82%
American Recovery and Reinvestment Act Funds	0 *	58,162		58,162	0	100.00%
Carryover Funds - Previous Year	0 +	172,072			172,072	0.00%
Unrecognized Income/Waivers & Scholarships	<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>288,849</u>	<u>(38,849)</u>	115.54%
<b>Total Unrestricted Revenues</b>	<b><u>8,353,030</u></b>	<b><u>8,583,264</u></b>	<b><u>640,922</u></b>	<b><u>9,326,909</u></b>	<b><u>(743,645)</u></b>	<b><u>108.66%</u></b>
<b>Expenses:</b>						
Regular Salaries	3,794,099 +	3,837,599	596,397	4,150,322	(312,723)	108.15%
Extra Help Salaries	210,500 +	224,322	17,551	164,858	59,464	73.49%
Fringe Benefits	1,614,229	1,614,229	211,942	1,570,239	43,990	97.27%
Supplies & Services	1,622,587 * +	1,784,884	180,574	2,019,563	(234,679)	113.15%
Travel	94,316 +	97,316	11,003	97,229	87	99.91%
Utilities	333,975 +	337,975	20,730	269,551	68,424	79.75%
Capital Outlay	20,750 *	24,365		3,615	20,750	14.84%
Transfer to Debt Retirement	13,730	13,730		13,710	20	99.85%
Bond Payments	238,260	238,260		238,260	0	100.00%
Institutional Scholarships & Waivers	250,000	250,000		288,849	(38,849)	115.54%
Contingency	<u>160,584</u>	<u>160,584</u>	<u>0</u>	<u>0</u>	<u>160,584</u>	0.00%
<b>Total Unrestricted Expenditures</b>	<b><u>8,353,030</u></b>	<b><u>8,583,264</u></b>	<b><u>1,038,196</u></b>	<b><u>8,816,195</u></b>	<b><u>(232,931)</u></b>	<b><u>102.71%</u></b>
			<b>Net Income or (Loss)</b>	<b>510,713</b>		

\* Adjustment for American Recovery and Reinvestment Act Funds - Educational Stabilization Fundd  
 + Adjustment for FY 2010 Carryover Funds (Board Approval 12/16/10)

**Ozarka College**  
**2012 Unfunded Priority Request List**

<b>2011 Carryover funds:</b>		<b>510,713</b>
Less: Amount needed to fund Designated Operating Reserve		0
Less: 30% Transfer to Plant Funds		153,213
Less: Additional Transfer to Plant Funds		40,000
<b>Amount available for Unfunded Priority Needs</b>		<b>317,500</b>

<b>Capital Related Projects:</b>			
Ash Flat Parking Lot	117,400		
Mtn View Amphitheatre	34,500		
<b>Subtotal Capital Related Projects</b>		<b>151,900</b>	
			<b>165,600</b>

<b>Supplies/Services:</b>			
Teaching Stations (28 @ 1,700)	47,600		
Welding Equipment	7,500		
Master Plan - Phase 1	22,750		
Miller Building Lobby Furniture	23,350		
Podium/Lectern with Seal - Miller Auditorium	2,500		
Bucket for Front End Loader	1,500		
Push Movers for Ash Flat & Mtn View	1,500		
<b>Subtotal Supplies/Services</b>		<b>106,700</b>	
			<b>58,900</b>

<b>Capital Outlay</b>			
Generator for Information Systems	25,000		
Gator or Electric Cart	10,000		
Treadmill for Fitness Center	3,900		
New van for fleet	20,000		
<b>Subtotal Capital Outlay</b>		<b>58,900</b>	
			<b>0</b>

**Ozarka College  
Board of Trustees  
Finance Committee Meeting  
Discussion Item B.2 – Month and Year to Date Financial Report**

**Rationale:**

The end of month and year to date financial reports will be present by the Vice President for Finance and approved by the Board of Trustees.

**Ozarka College**  
**Unrestricted Current Funds**  
**July 1, 2011 through July 31, 2011**

	<b>Approved 2011 - 2012 Budget</b>	<b>Revised 2011 - 2012 Budget</b>	<b>Actual Month to Date Revenue/Expense</b>	<b>Actual Year to Date Revenue/Expense</b>	<b>Budgeted Balance to Collect or Balance to Expense</b>	<b>Percentage Realized To Date</b>
<b>Revenues:</b>						
Tuition & Related Fees	3,104,700	3,104,700	155,388	155,388	2,949,312	5.00%
Program & Course Related Fees	236,400	236,400	21,159	21,159	215,241	8.95%
Testing Services	38,000	38,000	730	730	37,270	1.92%
Sales Tax Proceeds	250,500	250,500	21,089	21,089	229,411	8.42%
Interest Income	12,800	12,800	0	0	12,800	0.00%
Other Income	36,300	36,300	2,547	2,547	33,753	7.02%
General Revenue	2,959,600	2,959,600	244,467	244,467	2,715,133	8.26%
Workforce 2000 Funding	1,131,500	1,131,500	99,147	99,147	1,032,353	8.76%
Carryover Funds - Previous Years	21,500	21,500	0	0	21,500	0.00%
Auxiliary Income - Cafeteria	67,900	67,900	1,446	1,446	66,454	2.13%
Auxiliary Income - Bookstore	855,500	855,500	31,625	31,625	823,875	3.70%
Auxiliary Income - Preschool	246,400	246,400	12,698	12,698	233,702	5.15%
Unrecognized Income/Waivers & Scholarships	<u>300,000</u>	<u>300,000</u>	<u>0</u>	<u>4,440</u>	<u>295,560</u>	1.48%
<b>Total Unrestricted Revenues</b>	<b><u>9,261,100</u></b>	<b><u>9,261,100</u></b>	<b><u>590,296</u></b>	<b><u>594,736</u></b>	<b><u>8,666,364</u></b>	<b><u>6.42%</u></b>
<b>Expenses:</b>						
Regular Salaries	4,032,900	4,032,900	213,530	213,530	3,819,370	5.29%
Extra Help Salaries	249,700	249,700	12,431	12,431	237,269	4.98%
Fringe Benefits	1,752,600	1,752,600	82,184	82,184	1,670,416	4.69%
Supplies & Services	2,019,900	2,019,900	284,130	284,130	1,735,770	14.07%
Travel	92,700	92,700	2,954	2,954	89,746	3.19%
Utilities	371,500	371,500	24,725	24,725	346,775	6.66%
Capital Outlay	119,100	119,100	0	0	119,100	0.00%
Transfer to Debt Retirement	0	0	0	0	0	0.00%
Bond Payments	236,700	236,700	0	0	236,700	0.00%
Institutional Scholarships & Waivers	300,000	300,000	0	4,440	295,560	1.48%
Contingency	<u>86,000</u>	<u>86,000</u>	<u>0</u>	<u>0</u>	<u>86,000</u>	0.00%
<b>Total Unrestricted Expenditures</b>	<b><u>9,261,100</u></b>	<b><u>9,261,100</u></b>	<b><u>619,955</u></b>	<b><u>624,395</u></b>	<b><u>8,636,705</u></b>	<b><u>6.74%</u></b>
			<b>Net Income or (Loss)</b>	<b>(29,659)</b>		

**Ozarka College  
Board of Trustees  
Finance Committee Meeting  
Discussion Item B.3 – Budget Revisions**

**Rationale:**

Changes to the annual operating budget resulting from the allocation of the year end cash accumulation will be identified and approved by the Board of Trustees.

The proposed changes are outlined in the revised budget and include:

- Increase of \$117,400 to the Plant Fund Budget for the construction and paving of a new parking lot on the Ash Flat Campus.
- Increase of \$34,500 to the Plant Fund Budget for the construction of an amphitheatre on the Mtn. View Campus.
- Increase of \$106,700 to the Supplies and Services line item of the Unrestricted Funds budget for the following:
  - \$47,600 for 28 teaching stations to be placed on the Melbourne, Mtn. View, Ash Flat, and Mammoth Spring Campuses
  - \$7,500 for the purchase of welding equipment
  - \$22,750 for the Ozarka College Campus Master Plan
  - \$23,350 for reception desk and lobby furniture for the Miller Building
  - \$2,500 for new podium for the Miller Building Auditorium
  - \$1,500 for the purchase of push mowers and lawn equipment to be located on the Ash Flat and Mtn. View Campuses
  - \$1,500 for the purchase of a new bucket for the front end loader
- Increase of \$58,900 to the Capital Outlay line item of the Unrestricted Funds budget for the following:
  - \$25,000 for the purchase of a generator for Information Systems
  - \$3,900 for the purchase of a treadmill for the Fitness Center
  - \$20,000 for the purchase of a new van for the vehicle fleet
  - \$10,000 for the purchase of a utility or electric cart

**Ozarka College**  
**Unrestricted Funds**  
**2011 - 2012 Operating Budget**  
**As Revised September 13, 2011**

	Actual	Proposed Changes	Revised Budget
<b>Revenues:</b>			
Tuition & Related Fees	3,104,700		3,104,700
Other Program/Course Related Fees	236,400		236,400
Testing Services	38,000		38,000
Sales Tax Proceeds	250,500		250,500
Interest Income	12,800		12,800
Other Income	36,300		36,300
General Revenue	2,959,600		2,959,600
Workforce 2000 Funding	1,131,500		1,131,500
Auxiliary Income - Cafeteria	67,900		67,900
Auxiliary Income - Bookstore	855,500		855,500
Auxiliary Income - Preschool	246,400		246,400
Carryover Funds from Previous Years	21,500	165,600	187,100
Unrecognized Income/Waivers & Scholarships	300,000		300,000
<b>Total Unrestricted Revenues</b>	<b>9,261,100</b>	<b>165,600</b>	<b>9,426,700</b>
<b>Expenses:</b>			
Regular Salaries	4,032,900		4,032,900
Extra Help Salaries	249,700		249,700
Fringe Benefits	1,752,600		1,752,600
Travel	92,700		92,700
Supplies & Services	2,019,900	106,700	2,126,600
Capital Outlay	119,100	58,900	178,000
Utilities	371,500		371,500
Institutional Scholarships & Waivers	300,000		300,000
Transfer to Debt Retirement	0		0
Bond Payments	236,700		236,700
Contingency	86,000		86,000
<b>Total Unrestricted Expenditures</b>	<b>9,261,100</b>	<b>165,600</b>	<b>9,426,700</b>
Operating Reserve Amount Required @ 7% of Budget	646,772		



**Ozarka College  
Plant Funds  
2011 - 2012 Budget  
As Revised September 13, 2011**

		<b>Designated for Current Projects</b>	<b>Available for Future Projects</b>
<b>88th Legislative Session</b>			
Act 662/SB521 for Construction, Renovation, Major Maintenance, and Equipment for Capital Improvements	41,429		41,429
<b>Total Plant Funds - 88th Legislative Session</b>	<u>41,429</u>	-	<u>41,429</u>
<b>Plant Funds - Previous Legislative Sessions</b>			
Fund KBK6871 for Operations, Construction and Renovations	51,384		51,384
Fund KBL63DB for Secondary Center in Melbourne and Other Purposes	31,222	31,222	-
Fund KBL63DC for Secondary Center in Mtn View and Other Purposes	40,000	40,000	-
Fund KBM642Q for Critical Maintenance/Equipment/Library Holdings	18,037		18,037
Fund KBM654M for Construction and Renovation in Melbourne and Mtn Vie	200,000	200,000	-
Fund KBN665A for Construction, Renovation, Maintenance, Critical Maintenance, Equipment and Library Resources	350,000	262,500	87,500
Fund KBN665C for Construction, Renovation, Major Maintenance, and Equipment	250,000	86,058	163,942
<b>Total Plant Funds - Previous Legislative Sessions</b>	<u>940,643</u>	<u>619,780</u>	<u>320,863</u>
<b>Plant Funds - Cash Funds</b>			
Mandatory Transfer From 2010 Fiscal Year	159,460		159,460
Mandatory Transfer From 2011 Fiscal Year	153,213		153,213
Additional Transfer From 2011 Fiscal Year	40,000		40,000
Ash Flat Parking Lot 2011 Adjustment	117,400	117,400	-
Mtn View Amphitheatre 2011 Adjustment	34,500	34,500	-
<b>Total Plant Funds - Board Designated Transfers</b>	<u>504,573</u>	<u>151,900</u>	<u>352,673</u>
<b>Plant Funds - ARRA Funding</b>			
American Recovery & Reinvestment Act Funds	41,000	41,000	-
<b>Total Plant Funds - ARRA Funding</b>	<u>41,000</u>	<u>41,000</u>	<u>-</u>
<b>Total Plant Funds</b>	<u><u>1,527,645</u></u>	<u><u>812,680</u></u>	<u><u>714,965</u></u>

**Ozarka College  
Board of Trustees  
Finance Committee Meeting  
Discussion Item C – Personnel/Accounting Coordinator**

**Rationale:**

The Finance Office needs an additional employee with a broad knowledge of accounting principles and skills to assist with many of the responsibilities of the office. Ozarka College's current appropriation act does not include the position of Accounting Coordinator. Approval is needed from the Board of Trustees to request an Accounting Coordinator Position for the two-year college growth pool.

**Job Duties:**

The Accounting Coordinator will be responsible for ensuring that the general ledger is free of coding and other errors, review and post cash receipts, cash disbursements, and payroll, ensure that grant funds are reviewed for accuracy, properly reported and reimbursed, bank reconciliations, journal entries, ASSIS reconciliations, and provide guidance and problem resolution for the finance staff.

The addition of this position will allow the Business Manager to take on the duties of audit preparation and reporting functions and supervision of the Ozarka Kids Academy and the Cafeteria which currently lie with the Vice President of Finance.