



**School Year 2013-2014  
Proposed Funding Request**

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## **Executive Summary**

The CATEC Center Board by-laws require that the Center Board prepare a budget for the operation of the center by January 1 of the year preceding each fiscal year.

In keeping with the vision, mission, and goals of both respective governing school divisions, this budget proposal addresses programmatic needs as they relate to Career and Technical Education in a regional technical center. This budget proposal will serve as the foundation for the CATEC's work in preparing students for competitive entry into post-secondary employment and training. This plan is in accordance with regulations set forth by the Virginia Department of Education, initiatives of the Office of Career and Technical Education, and local employment and training needs.

CATEC follows the Albemarle County Public Schools (ACPS) budget preparation process and its compensation and benefits package. The 2013-2014 funding request reflects estimates of ACPS employee compensation including retirement contributions and health and medical coverage. This funding request includes a VRS rate of 12.77%, an increase in health benefits by 7%, and increase in dental benefits by 8%, a salary step increase for certified staff, and an over 2.8% salary increase for classified staff distributed through the merit process.

The budget proposal has been developed to continue the existing level of service with emphasis in the areas highlighted above.

## Revenue and Expenditure Comparative Summary

### **Revenue**

Revenue projections for 2013-2014 reflect a consistent outlook in comparison to the 2012-2013 school year.

#### *Increase*

1. Adult Education. This includes increases to tuition and fees for adult students.  
*Projected Increase: \$5,682*
2. Other Funds. This includes increases due to estimates and rounding.  
*Projected Increase: \$152*

#### *Decrease*

No revenue decreases are projected.

### **Expenditure**

Expenditures for 2013-2014 are projected to remain steady in most areas with anticipated increases or decreases in the areas listed below.

#### *Increase*

1. Salary. This includes a step increase for certified staff and an overall 2.8% increase distributed through the merit process for classified staff.  
*Projected Increase: \$28,560*
2. VRS. As a percentage of salary, this increase is due to the salary increase.  
*Projected Increase: \$8,462*
3. FICA. As a percentage of salary, this increase is due to the salary increase.  
*Projected Increase: \$2,151*
4. Health Benefit. This includes an increase of 7%. In addition, this projection includes all available staff elections to be determined in the open enrollment process.  
*Projected Increase: \$26,259*
5. Dental Benefit. This includes an increase of 8%.  
*Projected Increase: \$1,355*

#### *Decrease*

1. Early Retirement Stipends. This includes an anticipated reduction in early retirement stipends.  
*Projected Decrease: \$20,000*

### Projected Revenue and Expenditure Breakdown

#### Revenue

##### *Increase*

Item	Increase
Adult Education	\$5,682
Other Funds	\$152
<i>Total</i>	<i>\$5,834</i>

##### *Decrease*

Item	Amount
None	
<i>Total Decrease</i>	<i>\$-</i>

Total Anticipated Revenue Change from SY12-13 to SY13-14: **\$5,834 Increase**

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#### Expenditure

##### *Increase*

Item	Amount
Salary Increase	\$28,560
VRS	\$8,462
FICA	\$2,151
Health	\$26,259
Dental	\$1,355
<i>Total Increase</i>	<i>\$66,787</i>

##### *Decrease*

Item	Amount
Early Retirement Stipends	\$20,000
<i>Total Decrease</i>	<i>\$20,000</i>

Total Anticipated Expenditure Change from SY12-13 to SY13-14: **\$46,787 Increase**

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Total Proposed Increase in Local Contributions for SY13-14	\$40,953
Anticipated Other Revenue Increase	\$5,834
Total Expenditure Increase	\$46,787
<i>Difference</i>	<i>\$-</i>

**Operating Budget: Funding History**

**Three-Year Funding History**

	2010-2011 Actual	2011-2012 Actual	2012-2013 Approved
Expenditure	\$2,453,655	\$2,518,026	\$2,544,497
Revenue	\$2,740,931	\$2,597,374	\$2,544,497

**Three-Year History Detail: Expenditure**

Category	2010-2011 Actual	2011-2012 Actual	2012-2013 Approved
High School	\$2,182,233	\$2,231,976	\$2,241,946
Adult Education	\$134,859	\$147,318	\$126,023
Summer School	\$1,077	\$1,571	\$6,000
Apprenticeship	\$135,486	\$137,161	\$170,528
Total	\$2,453,655	\$2,518,026	\$2,544,497

**Three-Year History Detail: Revenue**

Source	2010-2011 Actual	2011-2012 Actual	2012-2013 Approved
ACPS	\$1,411,775	\$1,382,754	\$1,442,565
CCS	\$505,280	\$481,457	\$502,282
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251
VDOE	\$193,189	\$139,945	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551
Other Funding Sources	\$178,970	\$102,007	\$43,848
Total	\$2,740,931	\$2,597,374	\$2,544,497

**Proposed Funding Request**

**Total: 2012-13 to 2013-14 Comparison**

	2012-2013 Approved	2013-2014 Proposed	Difference
Expenditure	\$2,544,497	\$2,591,285	\$46,787
Revenue	\$2,544,497	\$2,591,285	\$46,787

**Expenditure: 2012-13 to 2013-14 Comparison**

Category	2012-2013 Approved	2013-2014 Proposed	Difference
High School	\$2,241,946	\$2,283,052	\$41,105
Adult Education	\$126,023	\$127,396	\$1,373
Summer School	\$6,000	\$6,000	\$-
Apprenticeship	\$170,528	\$174,837	\$4,309
Total	\$2,544,497	\$2,591,285	\$46,787

**Revenue: 2012-13 to 2013-14 Comparison**

Revenue funding options for 2013-2014 are presented the in subsequent section.

Source	2012-2013 Approved	2013-2014 Proposed	Difference
Proposed (ACPS, CCS, Fund Bal-TBD)	(\$2,089,098) Split Below	\$2,130,052	\$40,953
ACPS	\$1,442,565	TBD	TBD
CCS	\$502,282	TBD	TBD
Appropriations for Fund Balance	\$144,251	TBD	TBD
VDOE	\$115,000	\$115,000	\$-
Adult Education & Apprenticeship	\$296,551	\$302,233	\$5,682
Other Funding Sources	\$43,848	\$44,000	\$152

Total Budget	\$2,544,497	\$2,591,285	\$46,787
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## Funding Options

### Overview

CATEC maintains a Fund Balance apart from its operating budget. Historically, in each operating budget, the Fund Balance has been utilized to provide “Appropriations from Fund Balance.” Given the annually decreasing Fund Balance, the following historical information and options are presented for the selection of funds to be utilized as “Appropriations from Fund Balance” in order to present a balanced budget.

### History

#### *Fund Balance*

	2009-2010	2010-2011	2011-2012	2012-2013	
Fund Balance [Start of Year]	\$552,049	\$543,892	\$566,112	\$504,479	
Appropriation from FB to Operating Budget	\$198,628	\$185,983	\$190,472	\$144,251	
Fund Balance [After Appropriation]	\$353,421	\$357,909	\$375,640	\$360,228	
				\$20,651	Dental Upgrade
Fund Balance [After Appropriation]				\$339,577	
Close of Operating Budget [Rev vs. Exp]	\$190,472	\$208,203	\$79,347	\$0 EST	
Fund Balance [Close of Year]	\$543,892	\$566,112	\$454,987	\$339,577	

#### *Fund Balance after Appropriation as a Percentage of Subsequent Year Operating Budget*

	2009-2010	2010-2011	2011-2012	2012-2013
Fund Balance [After Appropriation]	\$353,421	\$357,909	\$375,640	\$339,577
Subsequent Year Operating Budget	\$2,453,655	\$2,518,026	\$2,544,497	\$2,591,284
Percentage	14%	14%	15%	13%



**Options**

		<u>Remaining Fund Balance after Appropriation</u>
Option 1:	Maintain Fund Balance total at 10% of 2013-2014 operating budget	[\$259,128]
Option 2:	Maintain Fund Balance total at 5% of 2013-2014 operating budget	[\$129,564]
Option 3:	Maintain Fund Balance total at 3% of 2013-2014 operating budget	[\$77,730]
Option 4:	Do not utilize funds from Fund Balance for 2013-2014 operating budget	[\$339,577]

**Four-Year Comparison**

Source	2010-2011	2011-2012	2012-2013	2013-2014			
	Actual	Actual	Approved	Proposed			
				Option 1	Option 2	Option 3	Option 4
ACPS	\$1,411,775	\$1,382,754	\$1,442,565	\$1,545,422	\$1,447,729	\$1,408,653	\$1,606,081
CCS	\$505,280	\$481,457	\$502,282	\$504,181	\$472,310	\$459,561	\$523,971
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251	\$80,449	\$210,013	\$261,838	\$-
VDOE	\$193,189	\$139,945	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551	\$302,233	\$302,233	\$302,233	\$302,233
Other Funding Sources	\$178,970	\$102,007	\$43,848	\$44,000	\$44,000	\$44,000	\$44,000
Total	\$2,740,931	\$2,597,374	\$2,544,497	\$2,591,285	\$2,591,285	\$2,591,285	\$2,591,285

  

Remaining Fund Balance	\$259,128	\$129,564	\$77,739	\$339,577
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**Option 1: Detail**

Maintain Fund Balance total at 10% of 2013-2014 Operating Budget

*Fund Balance Calculation*

Fund Balance	\$339,577
Maintain 10% of Operating Budget	\$259,128
Remainder to be Appropriated from Fund Balance	\$80,449
Proposed 2013-2014 Funding Request	\$2,591,285

*Three-Year Revenue Comparison*

Source	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Approved	Proposed Option 1
ACPS	\$1,411,775	\$1,382,754	\$1,442,565	\$1,545,422
CCS	\$505,280	\$481,457	\$502,282	\$504,181
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251	\$80,449
VDOE	\$193,189	\$139,945	\$115,000	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551	\$302,233
Other Funding Sources	\$178,970	\$102,007	\$43,848	\$44,000
Total	\$2,740,931	\$2,597,374	\$2,544,497	\$2,591,285

**Option 2: Detail**

Maintain Fund Balance total at 5% of 2013-2014 Operating Budget

*Fund Balance Calculation*

Fund Balance	\$339,577
Maintain 5% of Operating Budget	\$129,564
Remainder to be Appropriated from Fund Balance	\$210,013
Proposed 2013-2014 Funding Request	\$2,591,285

*Three-Year Revenue Comparison*

Source	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Approved	Proposed Option 2
ACPS	\$1,411,775	\$1,382,754	\$1,442,565	\$1,447,729
CCS	\$505,280	\$481,457	\$502,282	\$472,310
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251	\$210,013
VDOE	\$193,189	\$139,945	\$115,000	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551	\$302,233
Other Funding Sources	\$178,970	\$102,007	\$43,848	\$44,000
<b>Total</b>	<b>\$2,740,931</b>	<b>\$2,597,374</b>	<b>\$2,544,497</b>	<b>\$2,591,285</b>

**Option 3: Detail**

Maintain Fund Balance total at 3% of 2013-2014 Operating Budget

*Fund Balance Calculation*

Fund Balance	\$339,577
Maintain 3% of Operating Budget	\$77,739
Remainder to be Appropriated from Fund Balance	\$261,838
Proposed 2013-2014 Funding Request	\$2,591,285

*Three-Year Revenue Comparison*

Source	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Approved	Proposed
				Option 3
ACPS	\$1,411,775	\$1,382,754	\$1,442,565	\$1,408,653
CCS	\$505,280	\$481,457	\$502,282	\$459,561
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251	\$261,838
VDOE	\$193,189	\$139,945	\$115,000	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551	\$302,233
Other Funding Sources	\$178,970	\$102,007	\$43,848	\$44,000
<b>Total</b>	<b>\$2,740,931</b>	<b>\$2,597,374</b>	<b>\$2,544,497</b>	<b>\$2,591,285</b>

**Option 4: Detail**

Do not utilize funds from Fund Balance for 2013-2014 Operating Budget.

*Fund Balance Calculation*

Fund Balance	\$339,577
No Fund Balance Utilized	\$-
Remainder to be Appropriated from Fund Balance	\$-
Proposed 2013-2014 Funding Request	\$2,591,285

*Three-Year Revenue Comparison*

Source	2010-2011	2011-2012	2012-2013	2013-2014
	Actual	Actual	Approved	Proposed Option 4
ACPS	\$1,411,775	\$1,382,754	\$1,442,565	\$1,606,081
CCS	\$505,280	\$481,457	\$502,282	\$523,971
Appropriations from Fund Balance	\$185,983	\$190,472	\$144,251	\$-
VDOE	\$193,189	\$139,945	\$115,000	\$115,000
Adult Education & Apprenticeship	\$265,734	\$300,738	\$296,551	\$302,233
Other Funding Sources	\$178,970	\$102,007	\$43,848	\$44,000
<b>Total</b>	<b>\$2,740,931</b>	<b>\$2,597,374</b>	<b>\$2,544,497</b>	<b>\$2,591,285</b>

**Funding Formula: 2013-2014**

Enrollment: 3YR History and Averages

Division ADM	Year	ACPS	CCS
	2010-2011	4068	1159
	2011-2012	3979	1200
	2012-2013	3987	1159
	Subtotal	12034	3518
	Total	15552	
ACPS %	77.38%		
CCS %	22.62%		

CATEC ADM	Year	ACPS	CCS
	2010-2011	233	97
	2011-2012	219	80
	2012-2013	258	80
	Subtotal	710	257
	Total	967	
ACPS %	73.42%		
CCS %	26.58%		

Funding Calculation: 2013-2014

Local Funding Request
\$ 2,130,052

NOTE: Figure based on total local funding request without appropriation from Fund Balance.

Division ADM	3YR Avg % of Total	Subtotal	Correction	Total
ACPS	77.38%	\$1,648,215	x 50%	\$824,108
CCS	22.62%	\$481,837		\$240,918

CATEC ADM	3YR Avg % of Total	Subtotal	Correction	Total
ACPS	73.42%	\$1,563,947	x 50%	\$781,973
CCS	26.58%	\$566,105		\$283,052

	Division ADM	CATEC ADM	Total
ACPS	\$824,108	\$781,973	\$1,606,081
CCS	\$240,918	\$283,052	\$523,971
	Total		\$2,130,052

**Funding Formula: 2012-2013**

**Enrollment: 3YR History and Averages**

Division ADM	Year	ACPS	CCS
	2009-2010	4077	1227
	2010-2011	4068	1159
	2011-2012	3979	1200
	Subtotal	12124	3586
	Total	15710	
ACPS %	77.17%		
CCS %	22.83%		

CATEC ADM	Year	ACPS	CCS
	2009-2010	229	97
	2010-2011	233	97
	2011-2012	219	80
	Subtotal	681	274
	Total	955	
ACPS %	71.31%		
CCS %	28.69%		

**Funding Calculation: 2012-2013**

Local Funding Request	
\$	1,952,023

Division ADM	3YR Avg % of Total	Subtotal	Correction	Total
ACPS	77.17%	\$1,506,450	x 50%	\$753,225
CCS	22.83%	\$445,573		\$222,787

CATEC ADM	3YR Avg % of Total	Subtotal	Correction	Total
ACPS	71.31%	\$1,391,966	x 50%	\$695,983
CCS	28.69%	\$560,057		\$280,028

	Division ADM	CATEC ADM	Total
ACPS	\$753,225	\$695,983	\$1,449,208
CCS	\$222,787	\$280,028	\$502,815
	Total		\$1,952,023