



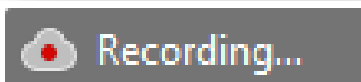
California Community Colleges

The 411 on the 311

Inside scoop and annual updates for the
CCFS-311 Annual Budget and Financial Report

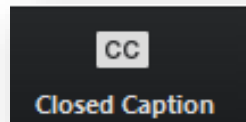
September 2022

Housekeeping Announcements

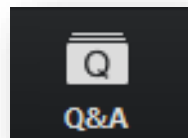


This presentation is being recorded.

Located on the tool bar at the bottom of your screen:



Read live captions.



Enter questions for the presenters and read their responses.



Word Cloud

What are your thoughts on the 311?

Link: [menti.com](https://www.menti.com)

Code: 1073 0140



Agenda

- 311 Introduction and Technical Guide
- Budget Architecture and Development
- New Features for 2021-22
- CCFS-311 and Audits
- Live Demo
- Q&A



San Diego Mesa College

Introduction to 311

- Financial and Compliance Portal
[Annual Financial Budget Report \(CCFS-311\)](#)
- Used for summarizing and communicating revenues and expenditures for the completed fiscal year.
- “Internal” financial and compliance reporting to the Chancellor’s Office



CCFS-311

Monitor
statewide
financial
information

Modified Accrual

Audited Financial Statements

Economic
Resources
measurement
focus

Full Accrual

311 Technical Users Guide

Landing Page

Enter/View Data

Certificate

Manage Profiles

CCFS-311 Reports

Log Out

Appendix



Revenues



Expenditures



Balance Sheet



Budgets

Enter Data

General Rules

- Districts will enter data that are relevant for the district.
- Both positive and negative numbers are allowed.

CCFS-311 **ENTER DATA** **ADMINISTRATOR** **CCFS-311 Reports** **LOG OUT**
REVENUES | **EXPENDITURES** | **GENERAL FUND BUDGET** | **BALANCE SHEET**

Enter CCFS-311 Data Annual Budget and Financial Report (CCFS-311)

DISTRICT:

Actual Year: 2021-2022

Budget Year: 2022-2023

- Enter Revenues and Financing Sources
- Enter Expenditures and Other Outgoing
- Enter General Fund Budget
- Enter Balance Sheet Data, including prior year adjustments
- Enter GANN Appropriations Data
- Enter Interfund Transfers: In and Out
- Enter Lottery Data
- Enter 50% Law Data
- Enter Pension Costs Data
- Audit Data

BEGIN PROCESS

Technical Users Guide Appendix

Funds

Fund Name	Fund Number	Fund Title
General Fund	11	Unrestricted Subfund
General Fund	12	Restricted Subfund
Debt Service Funds	21	Bond Interest and Redemption Fund
Debt Service Funds	22	Revenue Bond Interest Redemption Fund
Debt Service Funds	29	Other Debt Service Fund
Special Revenue Funds	31	Bookstore Fund

Revenues

Source Code	Revenue Title
8612	State Revenue Apportionment
8613	State Revenue Apportionment

Activities

Activities for General Fund 11 and 12
Resources
Mental Design
and Technologies

Expenditures

Expenditures Object Code	Object Code	Program Screens
Instructional Salaries, Contract Status	1100	Fund Group 10: Expend Academic Salaries
Instructional Salaries, Regular Status	1200	Fund Group 10: Expend Academic Salaries
Instructional Salaries, Other	1300	Fund Group 10: Expend Academic Salaries
Instructional Salaries, Other	1400	Fund Group 10: Expend Academic Salaries
Instructional Salaries, Special	2100	Fund Group 10: Expend Classified Salaries

Fifty Percent Law



Lottery

Districts will provide lottery data expenditures

Expenditures	Object Code
Academic Salaries	1000
Classified Salaries	2000

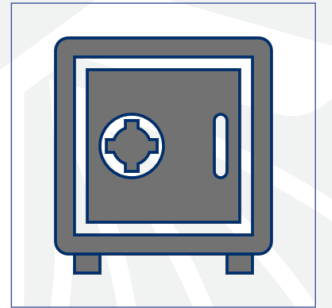
Balance Sheet

Account Name	Account Code
Net Beginning	900
Prior Year Adjustment	9 900
Adjusted Beginning Balance	900
Current Year Ending Fund Balance	900

Gann Limit

Factor	Name	Description
	Appropriation Limit	This was
	Price Factor	Price factor
	Population Factor	Population as reported in the Attendance

EPA



Audits

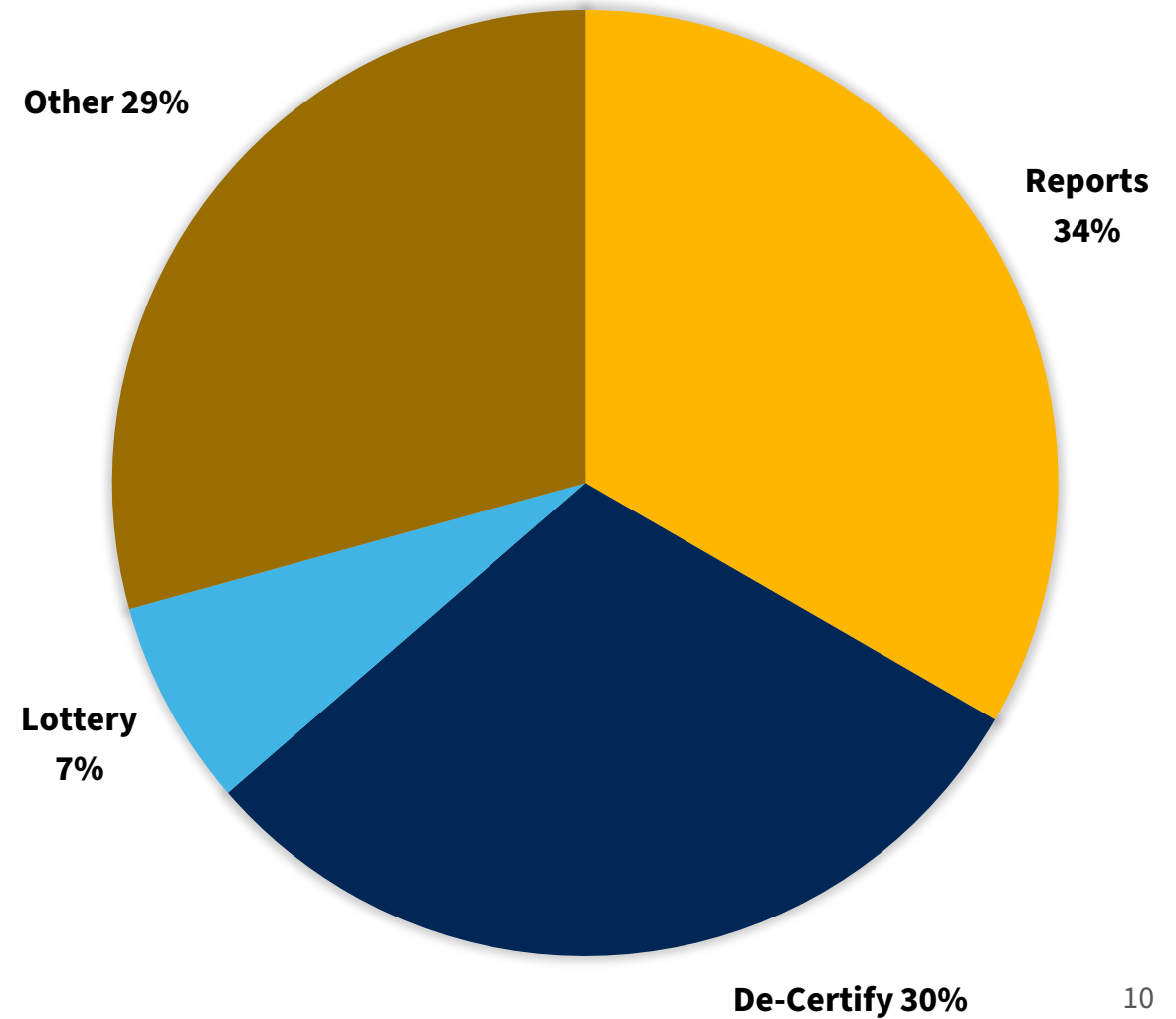


Need Assistance?

HELP DESK CATEGORIES

■ Reports ■ De-Certify ■ Lottery ■ Other

- Reports
 - #1 Issue: Non-Instructional Report
 - #2 Issue: Master Reports
- De-Certify Requests
- Lottery
- Other



New Features for 2021-22

- Balance Sheet
- General Fund Budget
- Data Verification
- Student Representation Fee Trust
- Certification and Manage Profile
- CCFS-311 Master Report



Budget Architecture and Development

The Chancellor's Office recommends that districts follow the [Budgeting Best Practices](#) developed by the Government Financial Officers Association (GFOA), especially see:

[Achieving a Structurally Balanced Budget](#)
[GFOA Fund Balance Guidelines](#)

Budget Architecture and Development Basics

Adopt Clear Policies

**Transparent Budget
Presentations**

**Match One-Time Revenue
to Short-Term
Expenditures**

Match Ongoing Expenditures to Ongoing Revenue

**5-Year Budget
Projections**

**Maintain Unrestricted Reserves
>= 2 mo. Total Operating Expenditures**

A Good Reserves Policy Addresses...



What conditions warrant use of reserves?



Who can authorize use?



How will reserves be replenished?

(Chancellor's Office recommends 1 – 3 years)



How will ongoing revenues and expenditures be adjusted to meet new economic realities if reserves are used as a financing bridge



Plan to manage unrestricted fund balance in excess of reserve target

Fund Balance Regulations*

- Proposed expenditures in the budget are the maximum that may be expended
- Income received above total proposed budgeted expenditures must be added to the general reserve
- Written resolution approved by 2/3 of district board is required to transfer reserves for contingencies to any expenditure line item

* *Title 5 sections 58307 and 58308*

Not All Reserves Are Alike

- Economic uncertainty*
(contingency, rainy day, emergency, stabilization)
 - Future capital outlay
 - Liability accrual
(compensated absences, pension, OPEB, unemployment)
- * Used to assess whether district has unrestricted reserves sufficient to cover 2 or more months of total operating expenditures

GASB 54 – Committed or Unassigned (Consult your Audit Team)

Under GASB 54, reserves for economic contingencies are reported as either:

- **Committed** (Reserves for Economic Stabilization)
 - Reserve is established by formal action of local governing board
 - Formal action includes detailed circumstances in which reserves may be used
 - Formal action by board is required to spend reserve
- **Unassigned** (Reserves for Economic Uncertainties)

New Features for 2021-22

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Balance Sheet – Reserves for Uncertainty

Identify amounts in the unrestricted general fund specifically set aside for uncertainty.

Districts can clearly delineate between reserves for uncertainty and reserves for a purpose.



Saddleback College

Balance Sheet: Fund Balance (Non-GASB 54)

Districts that have **not** adopted GASB Statements 54 report:

- **Amount in 9710 Unrestricted Fund Balance Reserved for Uncertainty**

Equity Fund Balance	9700	
Fund Balance (Non-GASB 54)	9710	Amount
NonCash Assets	9711	0
Amounts Restricted by Law for Specific Purposes	9712	0
Reserve for Encumbrances Credit	9713	0
Reserve for Encumbrances Debit	9714	0
Reserve for Debt Services	9715	0
Assigned/Committed	9754	0
Unassigned	9790	0
Total Reserved Fund Balance	9710	0
Amount in 9710 Unrestricted Fund Balance Reserved for Uncertainty		0

Balance Sheet: Fund Balance (GASB 54)

Districts that have adopted GASB 54 report:

- Amount in 9753 Designated by Board for Economic Uncertainty
- Additional Amount in 9790 Reserved for Uncertainty

Fund Balance (GASB 54)	9750	Amount
Nonspendable Fund Balance	9751	0
Restricted Fund Balance	9752	0
Committed Fund Balance	9753	0
Amount in 9753 Designated by Board for Economic Uncertainty		0
Assigned Fund Balance	9754	0
Total Designated Fund Balance		0
Uncommitted Fund Balance	9790	0
Additional Amount in 9790 Reserved for Uncertainty		0

General Fund Budget

The CCFS-311 will continue to require that districts provide their budget for upcoming fiscal year 2022-23.

For the report due October 10, 2022, districts will now have the option to provide a 5-year budget projection for 2023-24 through 2026-27.



Data Verification

New data verification checks were added to verify that data has been entered where required for the following screens:

- **Student Representation Fee Trust Fund Revenue** – contains a pop-up message that requires an amount greater than zero be entered.
- **Balance Sheet** formula check “Assets should match Liabilities & Fund Equity”- contains a popup reminder.
- **Gann Appropriation Data Screen** – contains a pop-up message that requires an amount be entered for Appropriations Subject to Limit.



San Jose City College

Student Representation Fee & Invoice



In the CCFS-311, districts must report the total fee charged to students and the amount of the administrative fee retained.



Total fees reported may not be reduced by any outstanding accounts receivable.



An invoice will automatically generate in the CCFS-311 application and must accompany payment when issued to the Chancellor's Office by February 1, 2023. This invoice can be found on the CCFS-311 Reports tab as a district specific report.



All payments should match information entered into the CCFS-311 application.

Certification and Manage Profiles

Certification

- Review the chief business officer, chief executive officer, and district contact person for accuracy.
- Specify whether the CBO or CEO have been in their position for more than two years.

Manage Profiles

Verify contact info and users.



CCFS-311 ENTER DATA **CERTIFICATION** MANAGE PROFILE CCFS-311 Reports LOG OUT

Certify CCFS-311 Data

DISTRICT: _____
Actual Year: **2021-2022** Budget Year: **2022-2023**

Contact Information

Chief Business Officer

Last Name: First Name:
Phone Number: Ext:
Email:
Has the CBO been in their position for more than 2 years? Yes No

Chief Executive Officer

Last Name: First Name:
Phone Number: Ext:
Email:
Has the CEO been in their position for more than 2 years? Yes No

District Contact Person

Last Name: First Name:
Phone Number: Ext:
Email: Title:
Additional Comments:

District Certification

CCFS-311 Master Report

Certifying Annual Data and Master Report

1. Master Report has passed audit check
2. Review Master Report
 - Allow Master Report to update
3. Certify Annual Data
4. Generate Master Report
 - Time frame 2 – 4 hours

Send an electronically signed pdf of the certified master report by email to fiscalstandards@cccco.edu.

It is no longer necessary to send via USPS a signed hardcopy.



City College of San Francisco

CCFS-311 Master Report Example

CCFS-311 CCFS-311 Reports

CCFS-311 Reports

2021-2022 . . (2022-2023 Budget Yr) ▼

District Reports

ALLAN HANCOCK(610)----- Not Certified ▼

Master Report (Updated Nightly) ▼

[Download PDF](#) [Download Excel](#) Last updated - Aug 28 2022 9:59PM. Next tentative update - Sep 6 2022 4:45PM

Statewide Reports

Statewide reports will be available when all districts have certified their reports.

CCFS-311 and Annual Audit Report Must Agree



RECONCILIATION OF GOV'T FUNDS TO
NET POSITION – GENERAL FUND TOTAL



CCFS-311 TOTAL GENERAL FUND
BALANCE

CCFS-311 Audit Adjustments

If adjustments are required in the 311 system as a result of the annual audit process, the Chancellor's Office will review and consider on a case-by-case basis.



Sacramento City College

Reporting Portals



[Annual Financial and Budget Report \(CCFS-311\):](#)

The Annual Financial and Budget Report of a community college district is the vehicle for summarizing and communicating the results of budgetary decisions and transactions of all governmental, proprietary, and fiduciary funds for each annual fiscal period.

[Quarterly Financial Status Report \(CCFS-](#)

[311Q\)](#): The CCFS 311Q is the District's quarterly financial status report and details how funds were spent and projections for the upcoming year.

[Apportionment Attendance Report \(CCFS-320\):](#)

The attendance report program is used to enter attendance contact hours for the fiscal year and report period set by the Fiscal Services Unit of the Chancellor's Office.

[Audit Tracker](#): Submit audit reports and findings to the Chancellor's Office through the Audit Tracker web portal.

Live Demo



Q & A



Los Medanos College

Fiscal Standards and Accountability Unit

For general questions: fiscalstandards@cccco.edu

Contact	Subject Matter
Lorena Romero, lromero@cccco.edu	Director, Federal Stimulus
Rafael Artiga, rartiga@cccco.edu	CCFS-311, CCFS-311Q, CCFS-320, Nonresident Tuition Fee, Attendance Accounting, Student Fees
Natalie Wagner, nwagner@cccco.edu	Attendance Accounting, Residency, Student Fees
Amanda Voie, avoie@cccco.edu	District Audits, Part-time Office Hours and Health Benefit Claims
Jubilee Smallwood, jsmallwood@cccco.edu	FON, 50% law, CCFS-311, Gann Limit, Unemployment Insurance
Alex Jiral, ajiral@cccco.edu	District Audits, CCFS-311Q, Attendance Accounting, Classified Employee Summer Assistance Program



California Community Colleges

Thank you!

Fiscal Standards and Accountability Unit

www.cccco.edu