

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF SEPTEMBER 25, 2013**

**TAB 3a**

**ACTION**

**Subject: Adjustments for Designated Reserve Accounts  
(Based upon Resolution No. 124)**

**Background**

On June 26, 2013 the Board of Trustees approved Resolution No. 124, Establishment of Financial Reserves Policies and Executive limitations. Some of the reserves approved in the resolution require annual review at the close of the fiscal year.

The following Reserves have been reviewed by the administration at the close of fiscal year 2012-13:

“General Fund Balance will be 10%-12% of the most recent completed fiscal year actual operating expenditures unless a different level is necessary.”

“Tuition contingency will be 10% of the previous year’s collection.”

“Board of Trustees Reserve will be between 5-8% of the most recent completed fiscal years operating budget surplus.”

“Local Capital Fund Reserves to manage facilities needs that are not funded or are underfunded by the state.”

**Recommended**

It is hereby recommended that the Board of Trustees approves the following adjustments for the designated reserve accounts based upon Resolution No. 124.

General Fund Balance	+\$ 36,463
Tuition Contingency	+\$198,594
Board of Trustees Reserve	+\$237,280
Capital Funds Reserve	+\$285,000

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