

Fiscal Year 2023

# BUDGET DOCUMENT

July 1, 2022 – June 30, 2023



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT

## Fiscal Year 2023 Budget

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# READER'S GUIDE TO THE BUDGET DOCUMENT

## Introduction

The Adopted Budget ("Budget") contains a wealth of information about many aspects of Waukesha County Technical College's (WCTC or College) operations. To make this budget document easier to use and read, this Reader's Guide and the Quick Reference Guide have been developed. The Transmittal Letter and Budget Message should assist the reader in understanding many of the key issues within this document.

## What is a budget?

The Budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget informs the reader of significant policy direction and goals established by WCTC. The budget serves four major functions:

- **Policy document:** The Budget functions as a policy document in that the decisions made within the Budget will reflect the general principles or plans that guide the actions taken for the future. As a policy document, the Budget makes specific attempts to link desired goals and policy direction from the Strategic Plan to the actual day-to-day activities of WCTC and the Budget.
- **Operations guide:** The Budget reflects WCTC's operations. Activities of each division have been planned, formalized, and described in the following sections. This process will help to maintain an understanding of the various WCTC operations and how they relate to each other and to the attainment of WCTC's mission and vision. In this effort, the Budget addresses areas that may not be traditional budget document topics (i.e. debt management, staffing levels, long-range planning, capital improvement plans). An Appendix section is added to provide additional information.
- **A link with the general public:** The Budget provides a unique opportunity to allow and encourage public review of WCTC's operations. The Budget describes WCTC's activities, the reason or cause for those activities, future implications, and the direct relationship to the public. An Overview section is included for this purpose.
- **A legally required financial planning tool:** The Budget is a financial planning tool. It is also a statutory requirement for WCTC. The Budget must be adopted as a balanced budget and must be in place prior to July 1 of each year. The Budget is the legal authority to expend public money and controls those expenditures by limiting the amount of the appropriations at the fund and function level. WCTC's revenues are estimated along with available cash carry forwards to indicate funds available for use. The staffs' requests for funds represent the expenditure side of the Budget.

## Why prepare a budget?

The Budget Process affords both an interesting and challenging opportunity to reassess plans and overall goals and objectives in order to achieve the ends established by the WCTC Board. It is through this effort that the Budget becomes an important policy document each year. Much effort is expended to ensure the Budget and Strategic Plan are aligned in order to achieve the overall goals and objectives of WCTC.

The Budget is also a requirement by state law. The Budget, as adopted, constitutes the legal authority for expenditures. WCTC's Budget is adopted at the fund and function level so expenditures may not legally exceed appropriations at this level without WCTC Board approval. During the year staff may request budget modifications of the Board to reallocate funds between functions within a fund. If new revenue sources become available during the year, staff may request the Board to modify the Budget. All unused appropriations lapse at year end. Unexpended resources must be re-appropriated in a subsequent year in order for them to be available for use.

## How does the Budget work?

The planning process, in many respects, is an ongoing, year-round activity. The formal strategic planning process begins in July with reviews and updates made to the existing Strategic Plan. Formal budget planning begins in December and ends when the Board adopts the Budget in June. Throughout the year the Board and staff seek input from students, employers, business and industry, customers, taxpayers, and others. Environmental scanning takes place all year long.

The Budget and policies are implemented through individual departments. The Financial Accounting Services Office monitors the accounting controls. The Budget is monitored by a reporting system including reports that are available to staff which compare actual expenditures and revenues with the Budget.

If new sources of funds become available during the year or funds need to be reallocated between funds or between functions, the Financial Accounting Services Office will work with the Board to seek a modification of the Budget. These modifications require a two-thirds vote by the Board.

## How is the Budget structured?

The Budget is divided into eight sections. These sections focus on the following information:

- **Overview section:** This section contains a Transmittal Letter and Budget Message that gives the reader a broad picture of what is happening at WCTC, where WCTC is going, and what its intentions are. This section includes policies and other factors that helped guide the budget development process. This section also gives the reader information about how WCTC is structured and information about WCTC in relationship to the community and other technical colleges. It also gives the reader the big picture of the Budget.
- **General Fund:** Most of WCTC's activities are located in the General Fund. In addition to financial summaries, this section includes the operational plans of the various divisions within WCTC.
- **Special Revenue Fund:** This section contains information about two Special Revenue Funds. The Special Revenue – Operating Fund is used to record and track grant activity that WCTC is involved in. Information about the grants that WCTC expects to receive next year is included. The Special Revenue – Non-Aidable Fund is used to record and track activity where WCTC is either a trustee or fiscal agent for funds of others.
- **Capital Projects Fund:** This section gives the reader information about the capital equipment and capital projects portion of the Budget.
- **Debt Service Fund:** This section gives the reader information about the amount of debt WCTC has outstanding as well as information about its plans to borrow future debt.

- **Proprietary Fund:** This section contains information about the Proprietary Funds WCTC operates. The Enterprise Funds include such activities as the Bookstore, Child Development Center, and the Classic Room Restaurant.
- **Fiduciary Fund:** This section contains information about the OPEB (other post-employment benefits) Trust WCTC has established to fund post-employment benefits for staff and retirees.
- **Appendix section:** This section includes statistical information about WCTC and the community. It also includes a glossary of terms and acronyms used within this document.



# QUICK REFERENCE GUIDE

The following information should assist the reader with answering some of the more commonly asked questions about the Waukesha County Technical College budget:

<b>To answer these questions</b>	<b>Refer to</b>	<b>Page</b>
What is WCTC’s vision and mission?	Strategic Plan	<a href="#">18</a>
What are the major policy issues in the budget?	Budget Message Policies	<a href="#">10</a> <a href="#">20</a>
What are WCTC’s major expenditures?	Combining Budget Summary Combined Budget Summary	<a href="#">14</a> <a href="#">35</a>
What are WCTC’s major revenue sources?	Combining Budget Summary Combined Budget Summary Revenue Analysis	<a href="#">14</a> <a href="#">35</a> <a href="#">38</a>
How will the homeowner be impacted?	Impact on Taxpayers	<a href="#">17</a>
How is WCTC organized?	WCTC Organizational Chart	<a href="#">23</a>
What is the population of the district?	Property Tax Levy per Capita	<a href="#">117</a>
Has the tax rate changed over time?	Operational Mill Rate vs. Levy Cap	<a href="#">118</a>
What has been the enrollment history?	Program Enrollment Statistics	<a href="#">108</a>
What programs does WCTC offer?	Degree/diploma Offerings	<a href="#">105</a>
What is the value of property in the district?	Schedule of Equalized Valuation	<a href="#">114</a>
What is the budget development process?	Budget Process	<a href="#">50</a>
How can the reader easily locate information?	Table of Contents	<a href="#">2</a>
What if the reader doesn’t understand a term?	Glossary	<a href="#">127</a>
What activities do the divisions perform?	General Fund divisional write-ups	<a href="#">59-64</a>
What is WCTC’s web address?	<a href="http://www.wctc.edu">http://www.wctc.edu</a>	

# Fiscal Year 2023 **BUDGET DOCUMENT**



## Overview



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

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June 14, 2022

To the Waukesha County Technical College community:

The WCTC Board of Trustees is pleased to present the fiscal year 2022/23 (FY 23) Adopted Budget. The Board has kept in mind the needs of the taxpayers, students, and other customers as staff prepared the budget. The FY 23 Budget consists of an expenditure budget of \$112,495,268 (2.1% increase) and a revenue budget of \$102,535,595 (1.6% increase). As a college, WCTC plans to issue \$7,750,000 (same as FY 22) in general obligation promissory notes to offset the cost of capital expenditures. The remainder of the budget will be funded with funds remaining from prior years, which WCTC plans on using in FY 23.

The Budget focuses on the following strategic directives: helping students learn, meeting stakeholder needs, valuing employees, planning and leading, and resource stewardship.

The FY 23 budget contains a decreased property tax mill rate from fiscal year 2021/22 (FY 22) with an estimated operational levy increase of \$800,000. The mill rate decrease means the average home in Waukesha County, valued at \$325,000 would pay \$93.54 in property tax, which is \$4.68 less than they paid in FY 22.

The WCTC Board is proud of the accomplishments WCTC has made to help move the college forward so it can continue to provide the highly skilled and trained workforce necessary for economic development in WCTC's district. The WCTC Board feels it has been very responsive to the needs of its students and other customers while maintaining fiscal responsibility to the taxpayers. It is WCTC's intention to continue providing the quality of service it has done in the past while acknowledging the needs of its students and taxpayers. The WCTC Board appreciates the opportunity to serve you.

Sincerely,

David L. Lancaster  
Board Chairperson

Michael M. Wiebe  
Board Secretary/Treasurer



June 14, 2022

To the WCTC Board of Trustees:

We are pleased to submit this 2022-23 Budget to you for your adoption. This budget was prepared using Waukesha County Technical College's (WCTC) mission and vision statements which are used in guiding the College's strategic planning process and key decision making. Our goal is to ensure WCTC remains financially sound while continuing to provide quality programming to our students, maintaining an engaged and passionate employee group, serving our taxpayers, and meeting the workforce needs of our region. WCTC remains accountable to all College stakeholders by accurately reporting its planned use of resources along with the results of those efforts to achieve College objectives.

The 2022-23 budget plan reflects the efforts of the WCTC Board of Trustees, administration and staff to allocate resources to support the quality educational programs and services we provide to the residents of the WCTC district. This budget includes a lower mill rate of 0.28782 for 2022-23 than the 0.30220 that was levied for 2021-22.

The following decision-making criteria were used in budget planning and resource allocation:

- Student impact
- Program viability (Current & Future)
- Employers' needs for a trained workforce
- Sustainability & Financial viability
- Repairs & maintenance
- Organizational impact to the college as a whole
- Sustaining current College commitments and investments
- Workload & staffing
- Reallocate resources whenever possible

## Major Initiatives

Some of the major initiatives planned for 2022-23 are:

- **Building Toward the Modern College:** WCTC continues to advance towards setting precedent for what higher education can look like in our region. The College continues to move forward on several large-scale initiatives that will positively impact our students, employees, our community and the workforce.
  - The WCTC Excelerate program provides junior and senior high school students with the opportunity to complete an associate degree while enrolled in high school.
  - A new joint effort between WCTC and the University of Wisconsin – Milwaukee will allow students to earn an associate of arts or associate of science degree in an evening format. Students graduating with an associate of arts or associate of sciences degree would then have a full transfer of credits to UWM as a junior.
  - The Journey, a WCTC faculty instruction professional development program, is now being offered to faculty and staff outside of WCTC. This research-based, year-long program is intended to provide new and innovative teaching practices and tools that are intended to

increase faculty confidence in their teaching and preparation skills. Ultimately, students benefit the most from a program of this kind.

- **Enrollment:** Enrollment, retention, and completion of students has been established as WCTC's bullseye focus for the future. The focus on increasing enrollment is critical to future success of students within the community. Initiatives focused on improving enrollment take high priority as financial and human resources are allocated and reallocated. Initiatives include the above mentioned Excelerate program, the offering of associate of arts and associate of science degrees, providing technology solutions to students to ensure successful completion of their program, plus many others. In addition, WCTC has invested in the creation of new position, Dean of Enrollment Services, to increase enrollment and re-imagine the student recruitment and onboarding experience.
- **Flexible Calendar:** To meet the needs of today's students, this initiative involves having classes available when students want to take them, to offer classes in multiple modalities, and at different frequencies to meet student needs throughout the calendar year. Year-round calendaring for class offerings has expanded the way we utilize our existing semesters, offering accelerated/compressed mini-terms within semesters, and increasing the utilization of the summer term. In fiscal year 2020-21, WCTC implemented a new academic calendar to improve course success, increase retention, and expedite credential completion. This initiative impacts all staff and many processes and technology systems across campus. WCTC continues to evaluate course offering needs for our students to provide the options they need for timely completion.
- **Engage WCTC:** WCTC continues to partner with Studer Education on administering an annual employee survey. In addition, the Engage WCTC group works to intentionally transform culture and strategy execution to support attainment of WCTC's vision, strategic directives and goals contained within the strategic plan.
- **Diversity, Equity & Inclusion:** The new office of Belonging, Access and Cultural Engagement led by the Chief Diversity and Compliance Officer implemented an action plan with five focal themes for FY 22: communication, curriculum, professional development, recruitment, representation and retention, and safety. A recently completed renovation and renaming of the Multicultural Engagement Center aims to increase student and employee connection and belonging. Additional activities include a student of color panel that is held annually to gain an understanding of their experiences as well as administering and obtaining feedback from the annual WCTC Employment Engagement Survey. We also review and revise the 2019-24 Affirmative Action Plan to guide work in this area.
- **100<sup>th</sup> Anniversary:** WCTC is preparing to celebrate the College's 100th Anniversary throughout 2023. Work continues on the planning and acknowledgement of this milestone. Several events and numerous activities will be promoted by the College to engage current students, alumni, staff and faculty, District Board members, the community and business and industry partners to help celebrate this historic accomplishment.

## Challenges

WCTC continues to face a number of challenges as it prepares for the new fiscal year. Some of those challenges are:

- **Enrollment Trends:** Student enrollments for Wisconsin technical colleges have historically been correlated with unemployment rates. When unemployment rates go down, enrollments go

down and vice versa. With changing population demographics in the state of Wisconsin and in WCTC's district, there is a stronger emphasis on providing more opportunities for high school students and upskilling our current workforce by partnering further with business and industry. The budget challenge is estimating where enrollments will be in the subsequent year using past trends and year-to-date information along with economic information to predict enrollments.

In addition to unemployment rates affecting enrollments, other factors also impact WCTC enrollments.

- WCTC is located in Southeastern Wisconsin and is part of the Milwaukee metropolitan area. There are a number of other colleges and universities in the area, providing competition as students have many options to meet their higher education needs.
- The availability of open positions at employers within WCTC's district is widely available with competitive wages and benefits. This has influenced current enrollment trends at WCTC. This has also provided an opportunity to work more closely with WCTC in-district employers to offer additional training and certifications through our traditional programming as well as with contracted training through WCTC's Corporate Training Center.
- High school enrollments for the K-12 school districts located within the WCTC district have been declining for several years, resulting in fewer students available to come to WCTC or any college or university. That decline is forecasted to be 12.4% by 2032.

In order to get ahead of tuition shortfalls, WCTC is conservatively budgeting student FTEs to decrease in FY 23 with the academic goal for FTE's to stabilize or increase. WCTC has added initiatives in FY 23. The change from 16 week semesters to 8 week terms in FY21 has allowed for improved FTE's as students can take more credits each semester under this model. WCTC is not alone in experiencing declines in FTEs. Many of the other Wisconsin technical colleges and other two- and four-year colleges across the state and nation have experienced declining enrollments.

WCTC also continues to research and implement programming to meet the demands of the workforce now and in the future. The College is continuing its work in developing and expanding programming in artificial intelligence (AI), electrification, battery cell technology and automations systems/robotics.

- **Moving the College Forward in the Post-COVID Environment:** WCTC is a vibrant and financially sound institution focused on students and the College's mission. The Covid-19 pandemic caused WCTC to move forward on several key initiatives to meet the needs of our students during a time of uncertainty. From investment into technology, to providing additional advising support, college employees have met and continue to evaluate how to build the Modern College in a post-pandemic world. This focus includes maintaining high quality standards and innovation in programs and services to meet the needs of students and the community. The College examines the viability of educational programs to meet student and employment needs, as well as effectiveness and sustainability of programs and college operations. All this is being done in an environment of declining enrollments, strong competition for students, and decreasing high school graduates resulting in fewer potential college students.

## Acknowledgements

The preparation of this report was completed through the cooperative efforts of all departments at WCTC. We express our appreciation to these staff for their many long hours in the preparation of this budget and executing initiatives. In addition, we convey our appreciation to the WCTC Board for their interest and support in planning and conducting the financial operations of WCTC in a responsible and progressive manner.

Respectfully submitted,



Dr. Richard G. Barnhouse  
President



Dr. Jane L. Kittel  
Vice President of Finance & Administration

**COMBINING BUDGET SUMMARY**  
Fiscal Year July 1, 2022- June 30, 2023

	Governmental Funds					Proprietary Funds		Combined Total
	Operating Funds					Internal Service	Enterprise	
	General	Operating	Special Revenue Non-Aidable	Capital Projects	Debt Service			
<b>REVENUES</b>								
Local Government	9,818,278	757,400	151,500	-	9,200,000	-	-	19,927,178
State	52,547,828	981,900	1,457,000	178,000	-	-	-	55,164,528
Program Fees	12,000,000	-	-	-	-	-	-	12,000,000
Material Fees	689,550	3,000	-	-	-	-	-	692,550
Other Student Fees	682,100	57,000	430,000	-	-	-	-	1,169,100
Institutional	3,081,800	-	13,000	105,000	100,000	825,000	3,857,700	7,782,300
Federal	-	873,800	4,908,141	-	-	-	20,000	5,799,941
<b>Total Revenues</b>	<b>78,819,154</b>	<b>2,673,100</b>	<b>6,957,641</b>	<b>283,000</b>	<b>9,300,000</b>	<b>825,000</b>	<b>3,877,700</b>	<b>102,535,595</b>
<b>EXPENDITURES</b>								
Instruction	47,712,205	1,539,200	18,341	1,842,850	-	-	-	50,912,596
Instructional Resources	1,520,058	-	-	-	-	-	-	1,520,058
Student Services	8,800,154	1,017,800	6,949,300	-	-	-	-	16,767,054
General Institutional	14,875,350	124,100	-	1,839,600	-	-	-	16,839,050
Physical Plant	5,911,387	-	-	6,890,900	9,300,000	-	-	22,102,287
Auxiliary Services	-	-	-	-	-	680,000	3,874,223	4,554,223
<b>Total Expenditures</b>	<b>78,819,154</b>	<b>2,680,900</b>	<b>6,967,641</b>	<b>10,173,350</b>	<b>9,300,000</b>	<b>680,000</b>	<b>3,874,223</b>	<b>112,495,268</b>
<b>Net Revenue/(Expenditures)</b>	<b>-</b>	<b>(7,800)</b>	<b>(10,000)</b>	<b>(9,890,350)</b>	<b>-</b>	<b>(55,000)</b>	<b>3,477</b>	<b>(9,959,673)</b>
<b>OTHER SOURCE S/(USES)</b>								
Operating Transfer In/(Out)	-	-	-	-	-	-	-	-
Proceeds from Debt	-	-	-	7,750,000	-	-	-	7,750,000
<b>Total Other Sources/(Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,750,000</b>
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>								
Reserve for Prepaids & Inventories	-	-	-	-	-	-	-	-
Reserve for Post-Employment Sick Pay	-	-	-	-	-	-	-	-
Reserve for Capital Outlays	-	-	-	(2,140,350)	-	-	-	(2,140,350)
Reserve for Debt Service	-	-	-	-	-	-	-	-
Reserve for Financial Aid	-	-	(10,000)	-	-	-	-	(10,000)
Reserve for Student Organizations	-	-	-	-	-	-	-	-
Retained Earnings	-	-	-	-	-	(55,000)	3,477	(51,523)
Designated for Operations	-	(7,800)	-	-	-	-	-	(7,800)
<b>Total Transfers To/(From) Fund Balance</b>	<b>-</b>	<b>(7,800)</b>	<b>(10,000)</b>	<b>(2,140,350)</b>	<b>-</b>	<b>(55,000)</b>	<b>3,477</b>	<b>(2,209,673)</b>
Beginning Fund Balance	37,809,884	587,077	988,932	18,812,634	862,748	2,967,749	1,116,557	63,125,581
<b>Ending Fund Balance</b>	<b>37,809,884</b>	<b>559,277</b>	<b>978,932</b>	<b>16,672,284</b>	<b>862,748</b>	<b>2,912,749</b>	<b>1,120,034</b>	<b>60,915,908</b>



# FISCAL IMPACT SUMMARY

## General Fund

The General Fund includes \$78.8 million in revenue and \$78.8 million in expenditures, which is up from \$78.1 and \$78.1 million respectively in 2021-22. The increase in revenue is partially due to a property tax levy increase based on estimated net new construction within the WCTC district. The mill rate decreases from fiscal year 2021-22 at \$0.30 per \$1,000 of property valuation. Expenditure increases are due to normal cost increases and new or expanded initiatives.

## Special Revenue Fund

The Special Revenue – Operating Fund includes \$2.7 million in anticipated revenue and expenditures respectively, which is up from \$2.2 million respectively for each in 2021-22. This budget was based on anticipated external federal and state grants to be received in 2022-23.

The Special Revenue – Non-Aidable Fund includes \$7.0 million of revenue and expenditures respectively. This is consistent with \$7.0 million of revenue and expenditures in 2021-22. The majority of these funds are state and federal financial aid to be disbursed to students to pay for tuition and fees. WCTC also acts as fiscal agent for other agencies. These grants are recorded in this fund since WCTC does not receive state aids for these expenditures, does not provide the services, and needs to isolate these activities from the operating funds.

## Capital Projects Fund

The Capital Projects Fund includes \$0.3 million in projected revenue and \$10.2 million in expenditures, which is up from revenue of \$0.1 million in 2021-22 and an increase in expenditures from \$9.3 million in 2021-22.

WCTC will fund \$7.75 million of capital expenditures through general obligation promissory notes. Over the next four or five years, WCTC anticipates it will issue the same \$7.75 million annually in debt to fund projects included in its Facility Master Plan as well as other capital needs. WCTC will utilize \$2.1 million of fund balance to cover the remainder of the costs as previously planned.

## Debt Service Fund

The Debt Service Fund includes \$9.3 million in revenue and expenditures respectively. Debt repayment schedules are structured to allow a steady tax levy in this fund.

## Enterprise Fund

The Enterprise Fund includes \$3.9 million of revenue and expenditures respectively for 2022-23 compared to \$4.0 million for 2021-22.

## Internal Service Fund

The Internal Service Fund includes \$0.6 million in projected revenue and \$0.7 million in expenditures for self-funded dental insurance. This is down from \$0.9 million in revenue and \$1.0 million in expenditures when compared to 2021-22.

**One-time Use of Fund Balance:** WCTC does not use fund balance for ongoing operations, which is consistent with Board policy. However, there are times WCTC does utilize fund balance for one-time activities. For 2022-23, WCTC plans on utilizing fund balance for the following one-time activities:

- **Capital Fund:** WCTC plans on utilizing \$2,100,000 of fund balance to fund some of its capital projects.

- **Internal Service Fund:** The Internal Service Fund balance has built up over time and \$55,000 has been budgeted to be used for wellness and related initiatives to help reduce insurance costs.
- **Special Revenue Fund – Non-Aidable:** \$10,000 of the Special Revenue – Non-Aidable fund balance is budgeted to be used to assist students.

# IMPACT ON TAXPAYER

## How does the budget affect the taxpayer?

WCTC is considered a unit of government by the state of Wisconsin. By statute, it has authority to levy taxes to cover the services it provides. Annually WCTC is required to adopt a balanced budget. During the budget process, it determines how much tax levy is needed to meet the needs of the budget. In October of each budget year the WCTC Board approves the amount of tax levy to be assessed against each municipality within the district.

By state statute, WCTC cannot increase the operational tax levy by more than the percent increase of net new construction for the year plus one-half of one percent of unused operational levy increase from the prior year. There is no limit on the amount that can be assessed for debt service. However, state statutes limit how much debt WCTC can issue without a referendum. In this way, the statutes put controls on the technical colleges for tax levy and borrowing.

WCTC levies tax with the municipalities based on **equalized valuation** as determined by the Wisconsin Department of Revenue. WCTC bills the municipalities based on mill rates. A **mill rate** is the amount of taxes billed per \$1,000 of property valuation. The tax rates shown within this document are based on equalized valuations that are billed to the municipalities, not on assessed property valuations billed to the taxpayer.

The municipalities, in turn, bill the taxpayers of those municipalities based on **assessed valuation**. Therefore, the mill rate assessed by one municipality for taxes due to WCTC can be different than the mill rate assessed by another municipality. These rates may be higher or lower than the mill rate billed to the municipalities by WCTC based on equalized valuation.

Based on a projected average Waukesha County home value of \$325,000 for WCTC's 2022-23 budget, the estimated amount the municipalities within the district will be billed is \$0.16 for operations and \$0.13 for debt for a total of \$0.29 per \$1,000 of equalized valuation. This is based on the assumption that equalized valuation will **increase 4.0%**. For a \$325,000 home the municipality would be billed \$93.54, which is \$4.68 less than in the prior year.



The municipality, in turn, will bill the taxpayer based on assessed valuation. The municipality determines the assessed valuation for properties within the municipality. Equalized valuation is determined by the Wisconsin Department of Revenue based on a formula that standardizes property values across all municipalities within the state.

# STRATEGIC PLAN

## Vision

Waukesha County Technical College is the distinct choice of innovative and transformational education.

## Mission

Waukesha County Technical College provides accessible career and technical education to strengthen our community through life-long learning.

## Strategic Directives

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- **Helping Students Learn:** Facilitate learning so students are competently prepared for the workforce.
- **Meeting Stakeholder Needs:** Provide transformative educational offerings to meet stakeholder needs.
- **Valuing Employees:** Create an exemplary, engaged workforce where employees are valued.
- **Plan and Lead:** Execute strategic initiatives to attain the College's vision.
- **Resource Stewardship:** Ensure financial strength through effective resource stewardship.

Read more about our [Strategic Plan](#)

## End Statements

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The ends statements describe the benefits or long-term results that are desired for WCTC students and other customers and define the expectations of WCTC in meeting its mission.

**Students** will obtain the critical life, occupational and technical skills needed to achieve their educational goals at an affordable cost.

**Employers** will be able to develop and maintain a skilled workforce through available and accessible educational offerings.

**Taxpayers** will benefit from customer-driven educational services provided through efficient and effective use of limited resources.

# WCTC Circle of Values

## **Commitment**

We are dedicated to creating a learning environment that fosters dependability, effectiveness, responsiveness, stewardship and accountability.

## **Integrity**

We work together promoting a climate characterized by honesty, truthfulness, fairness and trust.

## **Relationships**

We encourage collaboration through teamwork and respect diversity among our College community.

## **Communication**

We share information and ideas in an open, honest and timely manner throughout the college.

## **Learning**

We provide opportunities for learning technical and critical life skills for members of our College community.

## **Excellence**

We continually improve as we explore innovative, high quality and flexible learning options.



# **POLICIES**

A number of policies provide the context for planning and developing the budget in any given year. Fiscal policies address the acquisition and general allocation of resources: cash management, reserves, debt service, etc. Programmatic policies focus on what is done with those resources and how it is accomplished. Long-term policies deal with broad goals that vary little from year to year. Short-term policies are specific to the budget year. Policies address the key issues and concerns that frame the task at hand – preparing a balanced budget that effectively achieves WCTC’s priorities within the context of the current and expected economic and political realities.

## **Fiscal policies**

### **Debt management**

The WCTC Board has taxing powers and may incur long-term debt obligations. By statute WCTC cannot have bonded indebtedness greater than 2% of equalized valuation and aggregate indebtedness greater than 5% of equalized valuation. WCTC structures its debt in such a way as to maintain a stable tax levy requirement in the Debt Service Fund. WCTC also structures its debt to be repaid over a five to ten year period or less for any bond or note issue that is not part of a referendum. Referendum-related issues may be paid off over a ten to twenty-year period, depending on the size of the referendum. WCTC annually borrows funds to pay for new construction, land improvements, building improvements, site improvements, and capital equipment that are budgeted in the Capital Projects Fund. WCTC does not borrow funds short-term for operations.

### **Long-term liabilities**

Responsible financial management means looking beyond the next fiscal year to potential liabilities that can impact WCTC in the future. Post-employment sick pay and other post-employment benefits are long-term costs that have been addressed. Annually WCTC has an actuarial calculation done of its post-employment benefits liability to document the financial impact of this benefit. Beginning in FY 07, WCTC created an irrevocable OPEB trust to fund its post-employment benefits and continued to fund the trust to reduce and, eventually, eliminate this liability. WCTC also made changes to its post-employment benefits in order to significantly reduce the liability.

### **Accounting systems**

WCTC is committed to the development of good management systems and controls. Significant efforts are made to employ qualified personnel. Likewise, systems are conscientiously developed within which WCTC employees can function effectively and which provide appropriate levels of supervision, internal controls, and segregation of job duties.

### **Internal control**

In developing and modifying WCTC’s accounting system, consideration is given to the adequacy of internal controls. Internal accounting controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability for assets.

### **Cash management**

WCTC has adopted an investment policy, which restricts investments to time deposits that mature in not more than one year, US treasury obligations, repurchase agreements, US instrumentalities, and other high-grade securities that comply with Wisconsin statute 66.04(a). WCTC structures its investments to ensure sufficient funds are available to meet all obligations when due and to provide for safety, liquidity, return, and diversification – in that order.

### Revenue estimates

In order to maintain good fiscal integrity, WCTC uses conservative estimates when forecasting revenues so that actual revenues equal or exceed the budgeted revenues.

### Balanced budget

State statutes require WCTC to prepare an annual budget. The WCTC Board controls the budget by controlling the rate of growth to the tax levy. WCTC staff must present a balanced budget to the Board that meets the budget guidelines as established by the Board. The budget is balanced when revenues plus other sources equals expenditures plus other uses.

Balanced Budget	
Total Revenues	102,535,595
Proceeds from Debt	7,750,000
Use of Fund Balance	2,209,673
Total Sources of Funds	112,495,268
Total Expenditures	112,495,268
Variance	-

### Maintenance of fund balance

State statutes prohibit the technical colleges from maintaining any unreserved and undesignated fund balances. WCTC maintains fund balances to cover prepaid expenditures and inventories, operations, post-employment sick pay, capital projects, debt service, student organizations, student financial assistance, retained earnings, and funds designated for subsequent year(s). WCTC does not utilize fund balance to fund ongoing operations. Any use of fund balance is for one-time-only expenditures and emergencies. For Proprietary Funds whose retained earnings have exceeded planned levels, WCTC may implement a planned, gradual drawdown of those funds.

Proceeds from issuance of general obligation promissory notes are not always spent in the year the funds are received. As a result, WCTC’s budget may include re-appropriating some of these funds in future years.

When WCTC creates the Debt Service budget, the principal and interest that is due on debt already issued is known. New debt issuance is anticipated and any amount of principal and interest on the new debt that will need to be repaid in the budget year. The amount earned on the levy funds between the time they are received and when payment needs to be made is estimated. When differences occur between actual and projected, WCTC may have additional funds in its fund balance. WCTC will re-appropriate these funds in future years to help repay debt in those years in order to keep the levy amount low and stable.

### Contingencies

WCTC maintains a Designated for Operations account in its fund balance in the General Fund that can be accessed for emergencies and to help with cash flow in order to avoid short-term borrowing. A similar account is maintained in the Special Revenue – Operating Fund to be used for additional match for grants if the budgeted levy for the year is insufficient for new grants that may become available during the year.

### Bond rating

WCTC values fiscal integrity and strives to retain its Aaa bond rating with each debt issue.

### Risk management

WCTC maintains a risk management program that includes a risk manager, a comprehensive insurance program designed to meet WCTC’s needs, active security and safety committees and programs oriented to the identification and avoidance of risk, as well as regular meetings with employees covering risk management.

### **Independent audit**

WCTC hires a certified public accounting firm to conduct an independent audit of its accounting records in compliance with generally accepted accounting and auditing standards and in compliance with the Single Audit Act requirements. WCTC Board policy and state law require an annual audit of the financial statements of WCTC by an independent certified public accountant. WCTC does not maintain an internal audit staff; however, internal audit and operation review services are purchased on an as-needed basis from an independent auditor.

## **Planning processes**

WCTC integrates a number of planning processes into its daily activities. These processes are also integrated into the resource allocation processes, which include financial, human, and capital resources.

### **Strategic planning**

Strategic planning provides a clear focus and direction. The strategic planning process is fully integrated with other planning processes such as academic planning, budgeting, technology planning, resource allocation, capital improvement planning, program planning, etc.

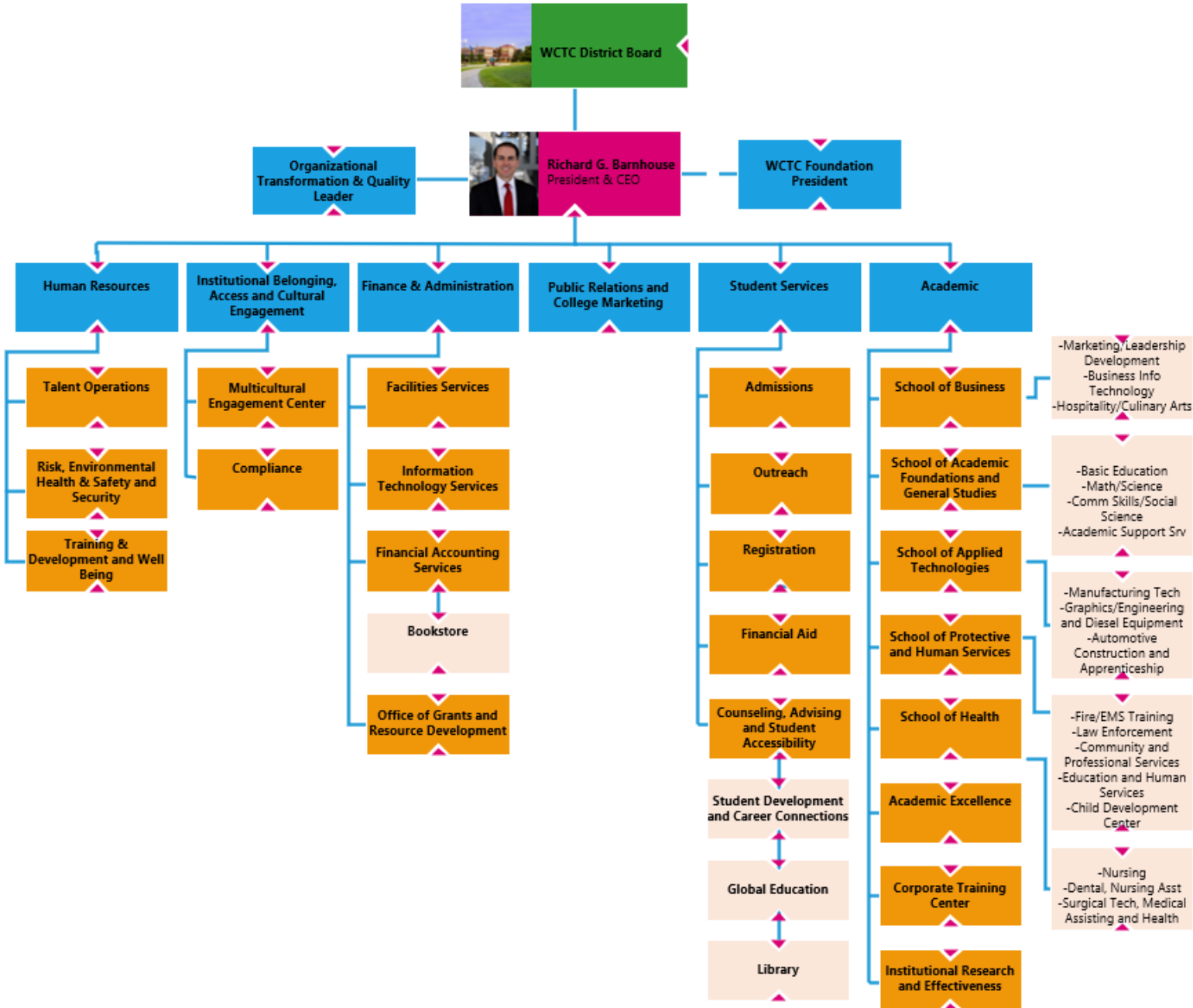
WCTC's strategic planning process includes the development of vision and mission statements which helps steer WCTC on the desired path. The ends statements describe the benefits or long-term results that are desired for WCTC students and other customers and define the expectations of WCTC in meeting its mission. The development of strategic goals helps guide WCTC in achieving its mission, vision, and ends statements.

Annually WCTC reviews this framework and modifies the above documents as necessary. Once the Strategic Plan has been reviewed and updated, the various divisions within WCTC develop action plans that align to WCTC's strategic goals.

These action plans are prepared throughout the fiscal year. Resource allocation, which includes economic, human, facilities, and equipment resources, are allocated based on needs identified in these plans. The budget is one component of the resource allocation process. Budget development responds to the planning guidelines established in the various planning processes.



# WCTC ORGANIZATION CHART

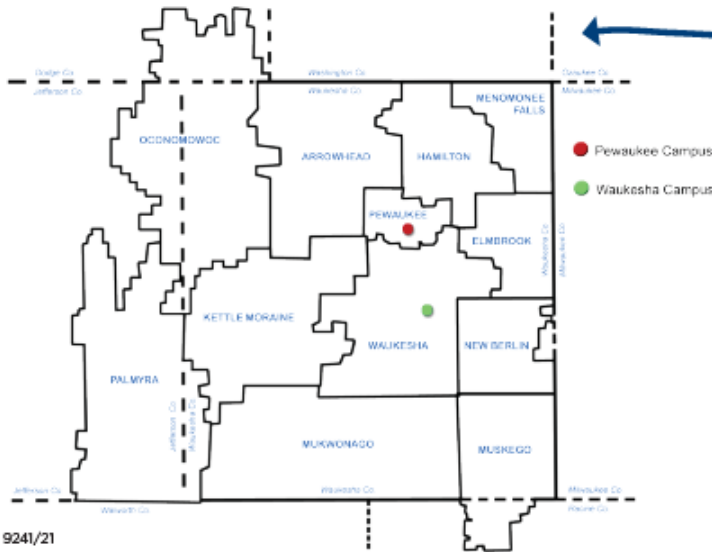




**WISCONSIN  
TECHNICAL  
COLLEGE  
SYSTEM**

**WTCS Technical Colleges**

WCTC is one of sixteen technical colleges in Wisconsin. The Technical College boundaries are determined by the K-12 school districts. WCTC's district is composed of twelve K-12 school districts.



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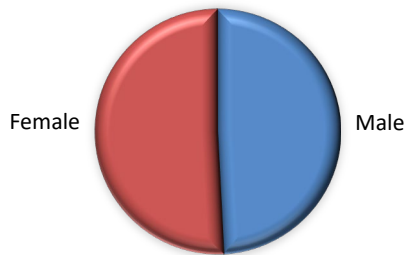
# DISTRICT PROFILE

## Taxing district

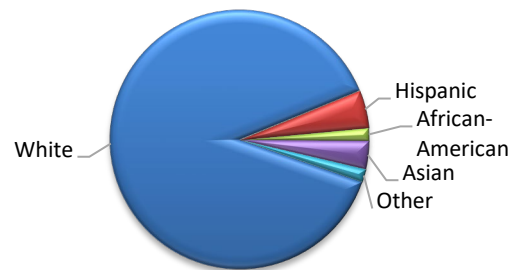
Located in Pewaukee, Wisconsin, WCTC's main campus is 20 miles west of the City of Milwaukee and approximately 60 miles east of the state capitol in Madison. WCTC encompasses approximately 600 square miles of which 95% is in Waukesha County, 2% in Jefferson County, 1% in Dodge County, and 3% in Racine County and the local municipalities (7 cities, 19 towns, and 21 villages) located therein.

- WCTC was organized as a Waukesha city institution in 1923.
- Between 1923 and 1963 WCTC's programs served apprentices, adults, full-time compulsory-age students and employed part-time students attending school one day per week under a work permit.
- In 1967 WCTC dropped its status as a city institution and became a county-based district known as the Waukesha County Technical Institute.
- In 1973 WCTC's legal name was officially changed to the Waukesha County Area Vocational, Technical and Adult Education District.
- In 1987 WCTC became known as Waukesha County Technical College based on action taken by the WCTC Board and the Wisconsin Technical College System Board; however, its legal name still remained the same.
- In July 1994 WCTC's legal name was officially changed to Waukesha County Area Technical College District. The primary purpose of the name change was to communicate more clearly the higher education nature of its offerings. WCTC's mission and legislative authority have not changed. WCTC's authority includes granting associate of applied science degrees and offering basic skills training.

**Gender**



**Ethnicity**



## Our students

Students enrolled in credit classes range in age from 11 - 75 with a median age of 23 and represent diversified socio-economic backgrounds. For all students taking classes, ages range from 11 - 89 with a median age of 28. Following graduation, 63% of WCTC's former students reside and 52% work in WCTC's taxing district and 87% are employed in the Milwaukee Metropolitan area. Eighty-four percent of employed graduates are employed in jobs related to their education. Annually more than 13,000 citizens take advantage of educational opportunities offered by WCTC.

## Our campuses

In addition to the main campus in Pewaukee, WCTC operates another campus where full-time staff is assigned, in Waukesha. Campus locations and square footages are summarized as follows:

- **Pewaukee campus**, 800 Main Street, Pewaukee – 710,308 square feet
- **Waukesha campus**, 327 E Broadway, Waukesha – 45,010 square feet

Below is an aerial view of the Pewaukee campus taken when school was not in session. Behind the campus is Pewaukee High School, surrounding neighborhoods, and Pewaukee Lake.



# BOARD MEMBERSHIP

Board members are qualified to serve and provide a critical balancing perspective on WCTC's vision and direction. The membership consists of two employers, two employees, three citizen members, one public school administrator, and one elected official. Board members are appointed by an Appointment Committee consisting of the chair of each of the four County Boards in the district. Members of the Board serve three-year terms. Regular Board meetings are held once per month and are open to the public. If necessary, additional periodic meetings are scheduled as well. Board members receive no compensation for their services, but are reimbursed for actual and necessary expenses in the performance of their duties.

- **Courtney R. Bauer, Vice Chairperson**, is a Special Agent/Deputy State Fire Marshall with the Wisconsin Department of Justice – Division of Criminal Investigation, lives in the Town of Lisbon, and has been a Board member since 2016.
- **Brian K. Baumgartner** is the Business Representative Glaziers Local 1204/941 of the International Union of Painters and Allied Trades District Council 7 (IUPAT DC7), lives in the Town of Lisbon, and was appointed to the Board in September 2018.
- **Stephanie A. Borowski** is the President and CEO of GPS Education Partners in Waukesha, Wisconsin. She lives in the Waukesha area and was appointed to the Board in January 2022.
- **Ryan J. Clark** is the Director of Manufacturing Operations at Bruno Independent Living Aids. He lives in the City of Oconomowoc and was appointed to the Board in July 2021.
- **Joe E. Garza** is the Superintendent of the School District of New Berlin, lives in New Berlin and was appointed to the Board in July 2018.
- **David L. Lancaster, Chairperson** is the Executive Vice President, Employee Benefits, at R&R Insurance Services, lives in the Town of Delafield, and has been a Board member since 2016.
- **Thomas A. Michalski** worked in IT at Marquette University for 30 years and now serves with the Elm Grove Fire Department. He has served nine years as a Village Trustee and the past four as a Waukesha County Supervisor. He was appointed to the Board in August 2020.
- **Julie C. Valadez** is president and CEO of the Hispanic Collaborative Network. She lives in Waukesha and was appointed to the Board in July 2019.
- **Michael M. Wiebe, Treasurer/Secretary** is the Chief Operating Officer and Head of Operations and Services/North America/Central America/Caribbean, with Krones, Inc., lives in the City of New Berlin, and has been a Board member since 2017.

**GENERAL FUND**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2020/21	2021/22	2021/22	2021/22	2022/23
	Actual	Adopted Budget	Modified Budget	Estimate	Budget
<b>REVENUES</b>					
Local Government	12,660,569	13,516,715	10,508,597	10,508,597	9,818,276
State Aids	48,309,678	47,880,734	50,977,307	50,500,000	52,547,628
Program Fees	12,329,217	12,000,000	12,000,000	12,500,000	12,000,000
Material Fees	697,652	729,700	729,700	715,000	689,550
Other Student Fees	1,108,344	737,700	737,700	770,000	682,100
Institutional	2,328,674	3,210,050	3,210,050	1,500,000	3,081,600
Federal	20,380	-	-	10,000	-
Total Revenue	77,454,514	78,074,899	78,163,354	76,503,597	78,819,154
<b>EXPENDITURES</b>					
Instruction	41,145,853	46,924,790	46,924,790	42,750,000	47,712,205
Instructional Resources	1,325,114	1,529,496	1,529,496	1,460,000	1,520,058
Student Services	8,007,386	8,591,278	8,679,733	8,100,000	8,800,154
General Institutional	13,464,846	15,291,520	15,321,520	14,800,000	14,875,350
Physical Plant	5,712,702	5,760,315	5,760,315	5,750,000	5,911,387
Total Expenditures	69,655,901	78,097,399	78,215,854	72,860,000	78,819,154
<b>Net Revenue/(Expenditures)</b>	7,798,613	(22,500)	(52,500)	3,643,597	-
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	1,360,386	22,500	(1,447,500)	(1,447,500)	-
Total Other Sources/(Uses)	1,360,386	22,500	(1,447,500)	(1,447,500)	-
Total Resources/(Uses)	9,158,999	-	(1,500,000)	2,196,097	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Prepays & Inventories	58,051	-	-	8,334	-
Designated for Operations	(105,000)	-	-	2,000	-
Reserve for Post-Employment Sick Pay	272,075	-	-	8,036	-
Reserve for Post-Employment Benefits	-	-	-	-	-
Designated for State Aid Fluctuations	(3,000)	-	-	-	-
Designated for Subsequent Years	(1,000)	-	-	-	-
Designated for Subsequent Year	8,937,873	-	(1,500,000)	2,177,727	-
Total Transfers To/(From) Fund Balance	9,158,999	-	(1,500,000)	2,196,097	-
Beginning Fund Balance	26,454,788	31,296,903	35,613,787	35,613,787	37,809,884
<b>Ending Fund Balance</b>	<b>35,613,787</b>	<b>31,296,903</b>	<b>34,113,787</b>	<b>37,809,884</b>	<b>37,809,884</b>

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**SPECIAL REVENUE FUND - OPERATING**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Modified</b>	<b>Estimate</b>	<b>Budget</b>
<b>REVENUES</b>					
Local Government	835,000	757,400	757,400	757,400	757,400
State Aids	918,550	623,500	850,000	850,000	981,900
Program Fees	-	-	-	-	-
Material Fees	3,233	3,000	3,000	3,000	3,000
Other Student Fees	62,053	57,000	57,000	57,000	57,000
Institutional	193,137	-	215,000	215,000	-
Federal	4,888,881	805,400	2,160,000	2,155,600	873,800
Total Revenue	<u>6,900,854</u>	<u>2,246,300</u>	<u>4,042,400</u>	<u>4,038,000</u>	<u>2,673,100</u>
<b>EXPENDITURES</b>					
Instruction	2,044,482	1,326,400	1,752,600	1,750,000	1,539,200
Instructional Resources	3,000	-	-	-	-
Student Services	1,721,421	769,800	769,800	768,000	1,017,600
General Institutional	366,347	150,100	410,000	410,000	124,100
Physical Plant	504,665	-	310,000	310,000	-
Total Expenditures	<u>4,639,915</u>	<u>2,246,300</u>	<u>3,242,400</u>	<u>3,238,000</u>	<u>2,680,900</u>
<b>Net Revenue/(Expenditures)</b>	2,260,939	-	800,000	800,000	(7,800)
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	(2,231,074)	-	(800,000)	(800,000)	-
Total Other Sources/(Uses)	<u>(2,231,074)</u>	<u>-</u>	<u>(800,000)</u>	<u>(800,000)</u>	<u>-</u>
Total Resources/(Uses)	<u>29,865</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,800)</u>
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Prepays & Inventories	-	-	-	-	-
Designated for Operations	29,865	-	-	-	(7,800)
Total Transfers To/(From) Fund Balance	<u>29,865</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,800)</u>
Beginning Fund Balance	537,212	537,212	567,077	567,077	567,077
<b>Ending Fund Balance</b>	<u>567,077</u>	<u>537,212</u>	<u>567,077</u>	<u>567,077</u>	<u>559,277</u>

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**SPECIAL REVENUE FUND - NON-AIDABLE**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Modified</b>	<b>Estimate</b>	<b>Budget</b>
<b>REVENUES</b>					
Local Government	151,500	151,500	151,500	151,500	151,500
State Aids	1,187,425	1,401,575	1,401,575	1,130,560	1,457,000
Other Student Fees	272,026	550,000	550,000	260,000	430,000
Institutional	29,341	13,000	13,000	10,000	13,000
Federal	4,973,452	4,904,275	9,569,575	8,020,175	4,906,141
Total Revenue	6,613,744	7,020,350	11,685,650	9,572,235	6,957,641
<b>EXPENDITURES</b>					
Instruction	52,998	16,475	16,475	20,000	18,341
Student Services	6,637,357	6,996,375	11,661,675	9,775,803	6,949,300
General Institutional	-	-	-	-	-
Total Expenditures	6,690,355	7,012,850	11,678,150	9,795,803	6,967,641
<b>Net Revenue/(Expenditures)</b>	(76,611)	7,500	7,500	(223,568)	(10,000)
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	420,990	(22,500)	247,500	247,500	-
Total Other Sources/(Uses)	420,990	(22,500)	247,500	247,500	-
Total Resources/(Uses)	344,379	(15,000)	255,000	23,932	(10,000)
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Financial Aids	21,853	(15,000)	(15,000)	34,060	(10,000)
Reserve for Student Organizations	322,526	-	270,000	(10,128)	-
Total Transfers To/(From) Fund Balance	344,379	(15,000)	255,000	23,932	(10,000)
Beginning Fund Balance	620,621	753,201	965,000	965,000	988,932
<b>Ending Fund Balance</b>	965,000	738,201	1,220,000	988,932	978,932

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate



**CAPITAL PROJECTS FUND**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2020/21	2021/22	2021/22	2021/22	2022/23
	Actual	Adopted Budget	Modified Budget	Estimate	Budget
<b>REVENUES</b>					
Local Government	-	-	-	-	-
State	126,274	-	95,000	95,000	178,000
Institutional	412,443	150,000	150,000	-	105,000
Federal	1,842,887	-	321,600	321,000	-
Total Revenue	2,381,604	150,000	566,600	416,000	283,000
<b>EXPENDITURES</b>					
Instruction	1,556,844	1,264,255	1,414,255	1,350,000	1,642,850
Instructional Resources	-	-	-	-	-
Student Services	-	-	-	-	-
General Institutional	2,198,327	2,326,450	2,798,050	2,790,000	1,639,600
Physical Plant	5,947,765	5,665,000	5,765,000	5,765,000	6,890,900
Total Expenditures	9,702,936	9,255,705	9,977,305	9,905,000	10,173,350
<b>Net Revenue/(Expenditures)</b>	(7,321,332)	(9,105,705)	(9,410,705)	(9,489,000)	(9,890,350)
<b>OTHER SOURCES/(USES)</b>					
Proceeds from Debt	7,750,000	7,750,000	7,750,000	7,750,000	7,750,000
Operating Transfer In/(Out)	-	-	2,000,000	2,000,000	-
Total Other Sources/(Uses)	7,750,000	7,750,000	9,750,000	9,750,000	7,750,000
Total Resources/(Uses)	428,668	(1,355,705)	339,295	261,000	(2,140,350)
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Capital Projects	428,668	(1,355,705)	339,295	261,000	(2,140,350)
Total Transfers To/(From) Fund Balance	428,668	(1,355,705)	339,295	261,000	(2,140,350)
Beginning Fund Balance	18,122,966	17,182,969	18,551,634	18,551,634	18,812,634
<b>Ending Fund Balance</b>	18,551,634	15,827,264	18,890,929	18,812,634	16,672,284

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**DEBT SERVICE FUND**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Modified</b>	<b>Estimate</b>	<b>Budget</b>
<b>REVENUES</b>					
Local Government	8,350,000	8,350,000	8,700,000	8,700,000	9,200,000
Institutional	175,111	175,000	175,000	190,000	100,000
Total Revenue	8,525,111	8,525,000	8,875,000	8,890,000	9,300,000
<b>EXPENDITURES</b>					
Physical Plant	8,788,661	8,575,000	8,925,000	8,880,000	9,300,000
Total Expenditures	8,788,661	8,575,000	8,925,000	8,880,000	9,300,000
<b>Net Revenue/(Expenditures)</b>	(263,550)	(50,000)	(50,000)	10,000	-
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	-	-	-	-	-
Total Other Sources/(Uses)	-	-	-	-	-
Total Resources/(Uses)	(263,550)	(50,000)	(50,000)	10,000	-
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Debt Service	(263,550)	(50,000)	(50,000)	10,000	-
Total Transfers To/(From) Fund Balance	(263,550)	(50,000)	(50,000)	10,000	-
Beginning Fund Balance	1,116,298	852,548	852,748	852,748	862,748
<b>Ending Fund Balance</b>	852,748	802,548	802,748	862,748	862,748

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**ENTERPRISE FUND**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Modified</b>	<b>Estimate</b>	<b>Budget</b>
<b>REVENUES</b>					
Institutional	3,503,036	4,005,760	4,005,760	3,227,188	3,857,700
Federal	19,268	20,000	20,000	23,000	20,000
Total Revenue	3,522,304	4,025,760	4,025,760	3,250,188	3,877,700
<b>EXPENDITURES</b>					
Auxiliary Services	3,514,325	4,007,945	4,007,945	3,199,549	3,874,223
Total Expenditures	3,514,325	4,007,945	4,007,945	3,199,549	3,874,223
<b>Net Revenue/(Expenditures)</b>	7,979	17,815	17,815	50,639	3,477
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	449,698	-	-	-	-
Total Other Sources/(Uses)	449,698	-	-	-	-
Total Resources/(Uses)	457,677	17,815	17,815	50,639	3,477
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Retained Earnings	457,677	17,815	17,815	50,639	3,477
Total Transfers To/(From) Fund Balance	457,677	17,815	17,815	50,639	3,477
Beginning Fund Balance	608,241	608,241	1,065,918	1,065,918	1,116,557
<b>Ending Fund Balance</b>	1,065,918	626,056	1,083,733	1,116,557	1,120,034

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**INTERNAL SERVICE FUND**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	<b>2020/21</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>Actual</b>	<b>Adopted</b>	<b>Modified</b>	<b>Estimate</b>	<b>Budget</b>
<b>REVENUES</b>					
Institutional	569,212	900,000	900,000	550,000	625,000
Federal	-	-	-	-	-
Total Revenue	569,212	900,000	900,000	550,000	625,000
<b>EXPENDITURES</b>					
Auxiliary Services	598,447	950,000	950,000	625,000	680,000
Total Expenditures	598,447	950,000	950,000	625,000	680,000
<b>Net Revenue/(Expenditures)</b>	(29,235)	(50,000)	(50,000)	(75,000)	(55,000)
<b>OTHER SOURCES/(USES)</b>					
Operating Transfer In/(Out)	-	-	-	-	-
Total Other Sources/(Uses)	-	-	-	-	-
Total Resources/(Uses)	(29,235)	(50,000)	(50,000)	(75,000)	(55,000)
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Retained Earnings	(29,235)	(50,000)	(50,000)	(75,000)	(55,000)
Total Transfers To/(From) Fund Balance	(29,235)	(50,000)	(50,000)	(75,000)	(55,000)
Beginning Fund Balance	3,071,984	3,021,984	3,042,749	3,042,749	2,967,749
<b>Ending Fund Balance</b>	<b>3,042,749</b>	<b>2,971,984</b>	<b>2,992,749</b>	<b>2,967,749</b>	<b>2,912,749</b>

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual and 3 months of estimate

**COMBINED BUDGET SUMMARY**  
**2022/23 Budgetary Statement of**  
**Resources, Uses, and Changes in Fund Balance**

	2020/21	2021/22	2021/22	2021/22	2022/23
	Actual	Adopted Budget	Modified Budget	Estimate	Budget
<b>REVENUES</b>					
Local Government	21,997,069	22,775,615	20,117,497	20,117,497	19,927,176
State Aids	50,541,927	49,905,809	53,323,882	52,575,560	55,164,528
Program Fees	12,329,217	12,000,000	12,000,000	12,500,000	12,000,000
Material Fees	700,885	732,700	732,700	718,000	692,550
Other Student Fees	1,442,423	1,344,700	1,344,700	1,087,000	1,169,100
Institutional	7,210,954	8,453,810	8,668,810	5,692,188	7,782,300
Federal	11,744,868	5,729,675	12,071,175	10,529,775	5,799,941
Total Revenue	105,967,343	100,942,309	108,258,764	103,220,020	102,535,595
<b>EXPENDITURES</b>					
Instruction	44,800,177	49,531,920	50,108,120	45,870,000	50,912,596
Instructional Resources	1,328,114	1,529,496	1,529,496	1,460,000	1,520,058
Student Services	16,366,164	16,357,453	21,111,208	18,643,803	16,767,054
General Institutional	16,029,520	17,768,070	18,529,570	18,000,000	16,639,050
Physical Plant	20,953,793	20,000,315	20,760,315	20,705,000	22,102,287
Auxiliary Services	4,112,772	4,957,945	4,957,945	3,824,549	4,554,223
Total Expenditures	103,590,540	110,145,199	116,996,654	108,503,352	112,495,268
<b>Net Revenue/(Expenditures)</b>	2,376,803	(9,202,890)	(8,737,890)	(5,283,332)	(9,959,673)
<b>OTHER SOURCES/(USES)</b>					
Proceeds from Debt	7,750,000	7,750,000	7,750,000	7,750,000	7,750,000
Operating Transfer In/(Out)	-	-	-	-	-
Total Other Sources/(Uses)	7,750,000	7,750,000	7,750,000	7,750,000	7,750,000
Total Resources/(Uses)	10,126,803	(1,452,890)	(987,890)	2,466,668	(2,209,673)
<b>TRANSFERS TO/(FROM) FUND BALANCE</b>					
Reserve for Prepays & Inventories	58,051	-	-	8,334	-
Reserve for Post-Employment Sick Pa	272,075	-	-	8,036	-
Reserve for Capital Outlays	428,668	(1,355,705)	339,295	261,000	(2,140,350)
Reserve for Debt Service	(263,550)	(50,000)	(50,000)	10,000	-
Reserve for Financial Aid	21,853	(15,000)	(15,000)	34,060	(10,000)
Reserve for Student Organizations	322,526	-	270,000	(10,128)	-
Retained Earnings	428,442	(32,185)	(32,185)	(24,361)	(51,523)
Designated for State Aid Fluctuations	(3,000)	-	-	-	-
Designated for Operations	(75,135)	-	-	2,000	(7,800)
Designated for Subsequent Years	(1,000)	-	-	-	-
Designated for Subsequent Year	8,937,873	-	(1,500,000)	2,177,727	-
Total Transfers To/(From) Fund Balance	10,126,803	(1,452,890)	(987,890)	2,466,668	(2,209,673)
Beginning Fund Balance	50,532,110	54,253,058	60,658,913	60,658,913	63,125,581
<b>Ending Fund Balance</b>	60,658,913	52,800,168	59,671,023	63,125,581	60,915,908

\*Actual is presented on a budgetary basis

\*\*Estimate is based upon 9 months of actual & 3 months of estimate

**PRO FORMA BALANCE SHEET**  
**As of June 30, 2022**

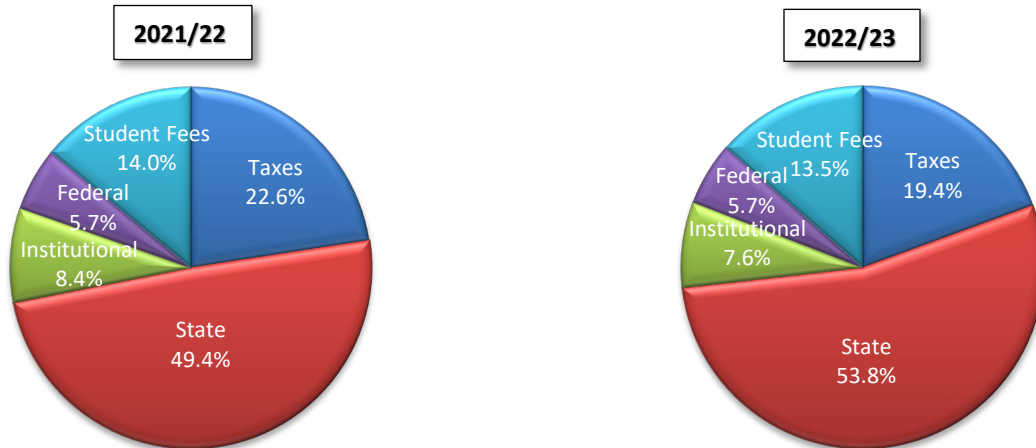
	Governmental				Proprietary		
	Fund Type				Fund Type		
	General	Special Revenue		Capital Projects	Debt Service	Internal	
Operating		Non-aidable	Service			Enterprise	
<b>ASSETS</b>							
Cash & investments	36,606,450	-	1,000	19,837,634	862,748	2,775,749	-
Receivables	12,000,000	1,750,000	150,000	1,500,000	-	-	100,000
Due from other funds	-	-	1,042,932	-	-	-	606,557
Inventories & prepaids	120,000	25,000	-	-	-	252,000	400,000
Capital assets	-	-	-	-	-	-	520,000
Total assets	48,726,450	1,775,000	1,193,932	21,337,634	862,748	3,027,749	1,626,557
<b>LIABILITIES</b>							
Accounts payable	750,000	150,000	5,000	2,500,000	-	60,000	250,000
Due to other funds	666,566	982,923	-	-	-	-	-
Employer-related payables & deferred revenue	9,500,000	75,000	200,000	25,000	-	-	260,000
Total liabilities	10,916,566	1,207,923	205,000	2,525,000	-	60,000	510,000
<b>FUND BALANCE</b>							
Retained earnings	-	-	-	-	-	2,967,749	1,116,557
Reserve for:							
Capital projects	-	-	-	18,812,634	-	-	-
Debt service	-	-	-	-	862,748	-	-
Post-employment benefits	-	-	-	-	-	-	-
Post-employment sick pay	1,750,000	-	-	-	-	-	-
Prepaid expenses	120,000	25,000	-	-	-	-	-
Student organizations	-	-	824,432	-	-	-	-
Financial aid	-	-	164,500	-	-	-	-
Unreserved:							
Designated for:							
Operations	17,415,000	542,077	-	-	-	-	-
State Aid Fluctuations	480,000	-	-	-	-	-	-
Subsequent years	724,000	-	-	-	-	-	-
Subsequent year	17,320,884	-	-	-	-	-	-
Total fund balance	37,809,884	567,077	988,932	18,812,634	862,748	2,967,749	1,116,557
<b>Total liabilities and fund balance</b>	48,726,450	1,775,000	1,193,932	21,337,634	862,748	3,027,749	1,626,557

## PRO FORMA BALANCE SHEET As of June 30, 2023

	Governmental Fund Type					Proprietary Fund Type	
	General	Special Revenue		Capital Projects	Debt Service	Internal	
		Operating	Non-aidable			Service	Enterprise
<b>ASSETS</b>							
Cash & investments	37,512,850	-	1,000	19,197,284	862,748	2,720,749	-
Receivables	12,000,000	800,000	150,000	-	-	-	75,000
Due from other funds	-	-	1,042,932	-	-	-	530,034
Inventories & prepaids	120,000	25,000	-	-	-	252,000	400,000
Capital assets	-	-	-	-	-	-	495,000
Total assets	49,632,850	825,000	1,193,932	19,197,284	862,748	2,972,749	1,500,034
<b>LIABILITIES</b>							
Accounts payable	750,000	100,000	5,000	2,500,000	-	60,000	100,000
Due to other funds	1,572,966	90,723	-	-	-	-	-
Employer-related payables & deferred revenue	9,500,000	75,000	200,000	25,000	-	-	280,000
Total liabilities	11,822,966	265,723	205,000	2,525,000	-	60,000	380,000
<b>FUND BALANCE</b>							
Retained earnings	-	-	-	-	-	2,912,749	1,120,034
Reserve for:							
Capital projects	-	-	-	16,672,284	-	-	-
Debt service	-	-	-	-	862,748	-	-
Post-employment benefits	-	-	-	-	-	-	-
Post-employment sick pay	1,750,000	-	-	-	-	-	-
Prepaid expenses	120,000	25,000	-	-	-	-	-
Student organizations	-	-	824,432	-	-	-	-
Financial aid	-	-	164,500	-	-	-	-
Unreserved:							
Designated for:							
Operations	17,415,000	534,277	-	-	-	-	-
State Aid Fluctuations	480,000	-	-	-	-	-	-
Subsequent years	724,000	-	-	-	-	-	-
Subsequent year	17,320,884	-	-	-	-	-	-
Total fund balance	37,809,884	559,277	988,932	16,672,284	862,748	2,912,749	1,120,034
<b>Total liabilities and fund balance</b>	49,632,850	825,000	1,193,932	19,197,284	862,748	2,972,749	1,500,034

# REVENUES

WCTC has a diversified funding base composed of property taxes, state aid, student fees, federal and state grants, and institutionally generated revenues. WCTC believes this diversity, the strength of the local economy and its fiscal management will continue to provide the resources required to fulfill its mission now and in the future.



## Property taxes

Prior to FY 15, WCTC's major revenue source was local property taxes. In March 2014, the Wisconsin State Legislature approved a major change to the funding structure of the Wisconsin Technical College System. The State replaced \$406 million of operational property tax levy with property tax relief aid from the state, which resulted in the mill rate decreasing \$0.89. In fiscal years 2022 and 2023, the Wisconsin State legislature shifted an additional \$43 million of funding to a new total of \$449 million. In addition to making this shift, the State excluded the property tax relief aid portion from the state aid in lieu of computer taxes calculation. Beginning with FY 19, the Wisconsin Legislature also approved shifting personal property from the property tax levy and replacing it with state aids in lieu of personal property taxes.

The property tax relief aid payment is made the third week in February of each fiscal year, which results in more cash flow during the fiscal year once the payment is received and less outstanding receivable at year-end since the last levy payments are not received until August following year-end. It also results in the college needing to have additional cash flow available at the end of a fiscal year to carry the college through until February (eight months into the new fiscal year) instead of January (seven months) in order to avoid short-term borrowing since this is the largest funding source for the college. Annually WCTC will receive \$47,796,729 of property tax relief funds. This amount will not change unless the legislature approves a change to the \$449 million amount.

As part of Wisconsin's FY 14/FY 15 State Biennial Budget, the Legislature included a cap on the operational portion of the levy amount. The operational portion of the levy may not increase more than the percent of net new construction for the year, which is not known until October of the budget year. This calculation does include the property tax relief aid and personal property relief aid portions in the formula. The calculation of net new construction would use the current year's total levy needs (\$67,864,156) less the debt service levy (\$9,200,000) less any refunded or rescinded property taxes (\$3,096) for a total tax related revenue of \$58,661,060.



If a college does not utilize all of this levy authority in one year, it may use up to one-half of one percent the following year. In the event the Legislature would decrease the \$449 million in property tax relief aid, colleges are allowed to increase their operational levy amount by the amount of the reduction. No cap exists on the debt service portion of the levy amount.

Description	Levy limit formula		Mill rate impact	
	FY 22	FY 23	FY 22	FY 23
Property tax relief aid	46,437,483	47,927,804		
Operational levy	11,417,497	10,727,176	11,417,497	10,727,176
Total operational	57,854,980	58,654,980		
Debt service levy	8,700,000	9,200,000	8,700,000	9,200,000
Total 'levy'	66,554,980	67,854,980	20,117,497	19,927,176
Percent change		1.95%		-0.95%
Mill rate			0.30220	0.28782

Per discussions with finance staff at Waukesha County, a reasonable projection for net new construction without tax incremental financing (TIF) districts included is 1.5%. More net new construction is occurring in TIF districts, but that growth is not included in the allowable calculation.

**OPERATIONAL LEVY LIMIT CALCULATION**

Fiscal Year	Net New Construction	Allowed Increase	Prior Year - Unused 0.5%	Total Allowed	Estimated Amount budgeted
2018/19	0.0156126	\$849,352	\$272,009	\$1,121,361	\$615,128
2019/20	0.0146454	\$805,744	\$234,224	\$1,039,968	\$501,930
2020/21	0.0163439	\$916,189	\$0	\$916,189	\$916,189
2021/22	0.0155873	\$888,055	\$0	\$888,055	\$888,055
2022/23	0.0150000	\$867,962	\$0	\$867,962	\$800,000

In October, the property tax levy is billed to municipalities within WCTC’s boundaries based on the equalized value of taxable property, excluding tax incremental financing districts. The local municipalities act as assessors and collection agencies. All delinquencies are assumed by the respective counties, thus WCTC will receive the full amount of its levy.

In FY 2000 the State removed the value of personal computers from the property tax assessment and provided a state aid payment in lieu of computer taxes to all governmental entities based on the WCTC’s total levy needs. Total levy need was the sum of its property tax levy plus state aid in lieu of computer taxes. The amount of state aid in lieu of computer taxes was the mill rate for property taxes times the equalized value of personal computers.

Beginning with FY 18, the Legislature changed the formula for state aids in lieu of computer taxes. The equalized valuation of personal computer values remains at the FY 17 value of \$294,872,000, and the aid is increased by a CPI factor annually.

Prior to FY 10, increases in housing values within WCTC’s boundaries were averaging in the high single digits. Due to an economic downturn, WCTC’s housing values decreased for five years. In FY 15 the valuations finally turned around and have been increasing ever since. WCTC is conservatively projecting valuations to increase 4.0% in FY 23. Information received from Waukesha County projects valuations to increase between 4.0-5.0%. WCTC’s change in value is always close to Waukesha County’s increase since most of WCTC’s district is within Waukesha County’s boundaries.

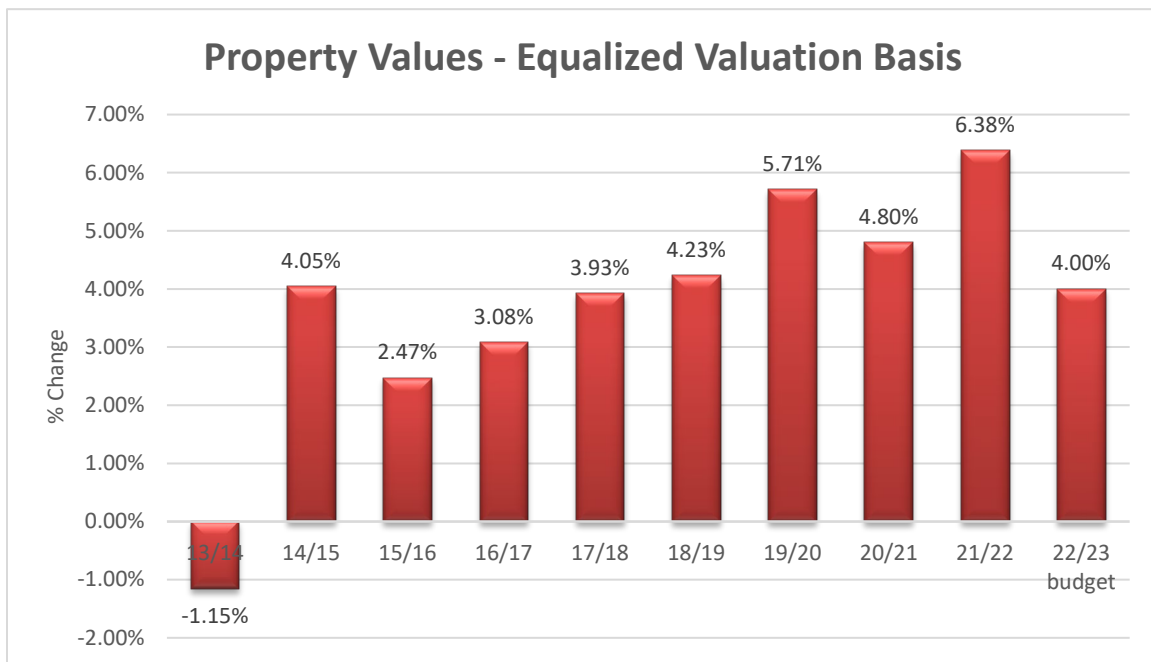
When the equalized valuation increase is greater than the tax levy increase, the mill rate is reduced. The mill rate increased in FY 10 through FY 14 due to valuation declines even though WCTC did not raise its total levy in those years. FY 15 brought a significant decline in the mill rate due to the shift in funding and valuations increasing. For FY 23, valuations are expected to increase and even though WCTC plans to levy

a small increase in levied dollars over FY 22, there will be a decrease in the projected mill rate from \$0.30220 in FY 22 to \$0.28782 in FY 23 as shown in this table.

Year	Mill Rate	Mill Rate	Mill Rate
18/19	\$ 0.20638	\$ 0.15565	\$ 0.36203
19/20	\$ 0.21291	\$ 0.14725	\$ 0.36016
20/21	\$ 0.21790	\$ 0.13344	\$ 0.35134
21/22	\$ 0.17151	\$ 0.13069	\$ 0.30220
22/23	\$ 0.15494	\$ 0.13288	\$ 0.28782

The mill rate is a factor of the tax levy amount divided by the equalized valuation (divided by \$1,000). The mill rate, as stated, equals the amount of taxes paid per \$1,000 of equalized valuation. For consistency purposes, the State of Wisconsin Department of Revenue requires all technical colleges within Wisconsin to bill municipalities for their share of the tax levy assessed by the technical colleges on the basis of *equalized valuation* since their district boundaries cross multiple taxing jurisdictions. The municipalities, in turn, bill their constituents on the basis of *assessed valuation* since they are sending out bills for one taxing jurisdiction only.

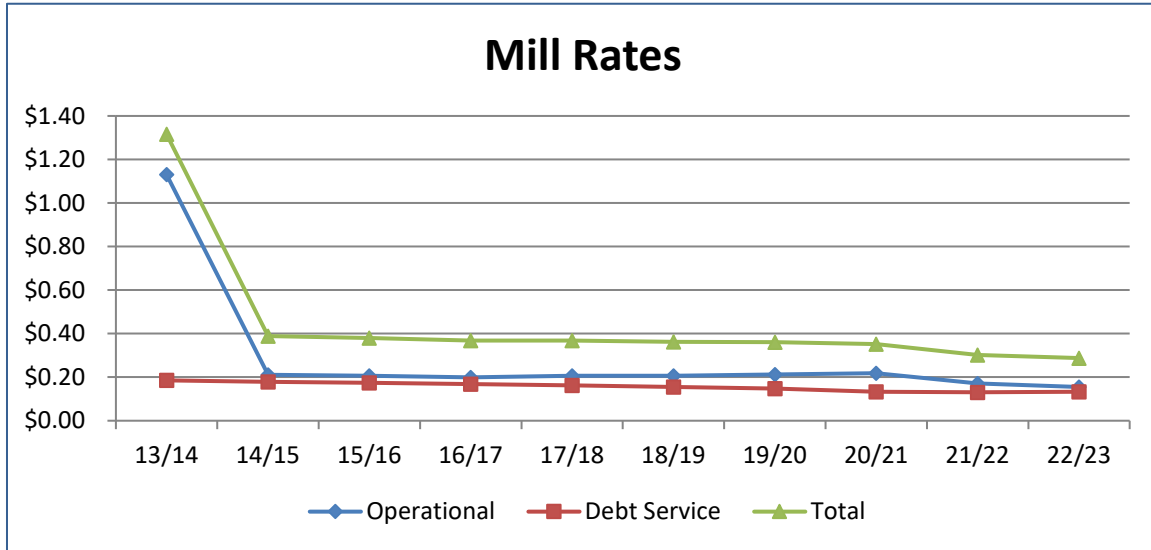
The next chart shows the change in equalized valuation of property over the past ten years.



The technical colleges have two components to their mill rate: operational mill rate and debt service mill rate.

- The **debt service mill rate** can only be used to cover that portion of the tax levy assessed to repay the general obligation promissory notes or bonds WCTC issues to cover its capital needs. There is no cap on the debt service mill rate; however, there are state statutes limiting the amount of building construction a college can do without a referendum and how much can be borrowed per debt issue.
- The **operational mill rate** covers the balance of the tax levy assessed. By state statute the operational mill rate may not increase more than the percent of net new construction each year plus 0.5% carryover of unused taxing authority from the prior year.

- WCTC has elected to increase its operational levy in FY 23 by levying to include net new construction within the district. This net new construction is estimated at 1.5% of total tax levy. Equalized property valuations are estimated to increase by 4%, thus, decreasing the property tax mill rate slightly from prior year (FY 22).
- The official percent of net new construction growth to be used to calculate taxes will not be received from the Department of Revenue until October 2022, but currently is conservatively projected to be 1.5% of total tax levy.



## State funds

WCTC receives state funds from different sources: general state aids, property tax relief aid, personal property tax relief aid, state aid in lieu of computer taxes, and grants. Grant funding may be used in either of the Special Revenue Funds or the Capital Projects Fund. Discussion regarding property tax relief aid and personal property tax relief aid was included in the discussion on property taxes. As a result, those state funds will not be discussed here.

### Grant funding

The amounts budgeted for state grants are based on proposals submitted to the various funding agencies. These amounts may fluctuate greatly between years. During the year, WCTC may be required to amend its budget if the fluctuation is different than what was included in the budget process. Examples of state grants are General Purpose Revenues (GPR), which funds such activities as career pathways, capacity building, and new markets. These grants are competitive in nature and budgeted in one of the two Special Revenue Funds, depending on whether or not WCTC actively manages and oversees the grant or if it is only acting as a fiscal agent or trustee of the funds. WCTC also acts as a trustee for state financial aid funds such as Wisconsin Higher Education Grants (WHEG). These are recorded in the Special Revenue—Non-Aidable Fund.

Year	Special Revenue Fund		Capital
	Operating (in 000's)	Non-Aidable (in 000's)	Projects (in 000's)
13/14	\$ 1,304	\$ 967	\$ 53
14/15	\$ 1,823	\$ 934	\$ 16
15/16	\$ 1,987	\$ 1,006	\$ 207
16/17	\$ 896	\$ 1,071	\$ 66
17/18	\$ 924	\$ 1,126	\$ 66
18/19	\$ 997	\$ 1,252	\$ 78
19/20	\$ 1,280	\$ 1,200	\$ 82
20/21	\$ 918	\$ 1,187	\$ 126
21/22 est	\$ 850	\$ 1,131	\$ 95
22/23 est	\$ 982	\$ 1,457	\$ 178

### General state aid funding

The sixteen technical colleges in Wisconsin receive funding from the state called general state aids to be used to offset the operational costs of the colleges. This is a segment of GPR funds and is recorded in the General Fund.

In the 2014-2015 State Biennium Budget, the Legislature phased in outcome-based funding starting with 10% of state aids funding in FY 15 and increasing the percentage 10% each year through FY 17 for a total of 30% being outcome-based funding for FY 17 and future years.

Year	Aidable FTE's	State	Based
		Aids (in 000's)	Funding (in 000's)
13/14	4,297	\$ 2,999	\$ -
14/15	3,935	\$ 2,878	\$ 614
15/16	3,723	\$ 2,506	\$ 1,252
16/17	3,538	\$ 2,186	\$ 1,869
17/18	3,489	\$ 2,206	\$ 1,847
18/19	3,408	\$ 2,179	\$ 1,913
19/20	3,321	\$ 2,380	\$ 1,842
20/21	3,219	\$ 2,596	\$ 1,726
21/22 est	3,126	\$ 2,400	\$ 1,900
22/23 est	3,032	\$ 2,600	\$ 1,800

The following criteria are used to distribute outcome-based funding. Beginning in FY 15, the colleges annually selected seven of the nine criteria to receive funding on. A tenth criteria was added during the 2015 – 2017 State Biennium Budget process – credit for prior learning. Since an equalized valuation index is not part of outcome-based funding, WCTC receives more funding from outcome-based funding than it lost in state-aid funding. Annually, WCTC selects seven of the following ten criteria to receive funding on.

**Total Funding for the Wisconsin Technical College System**

- Job placement
- High demand fields
- Industry-validated curriculum
- ABE (adult basic education) transition
- ABE services and successes
- Dual enrollment
- Workforce training
- Collaboration
- Special populations
- Credit for prior learning

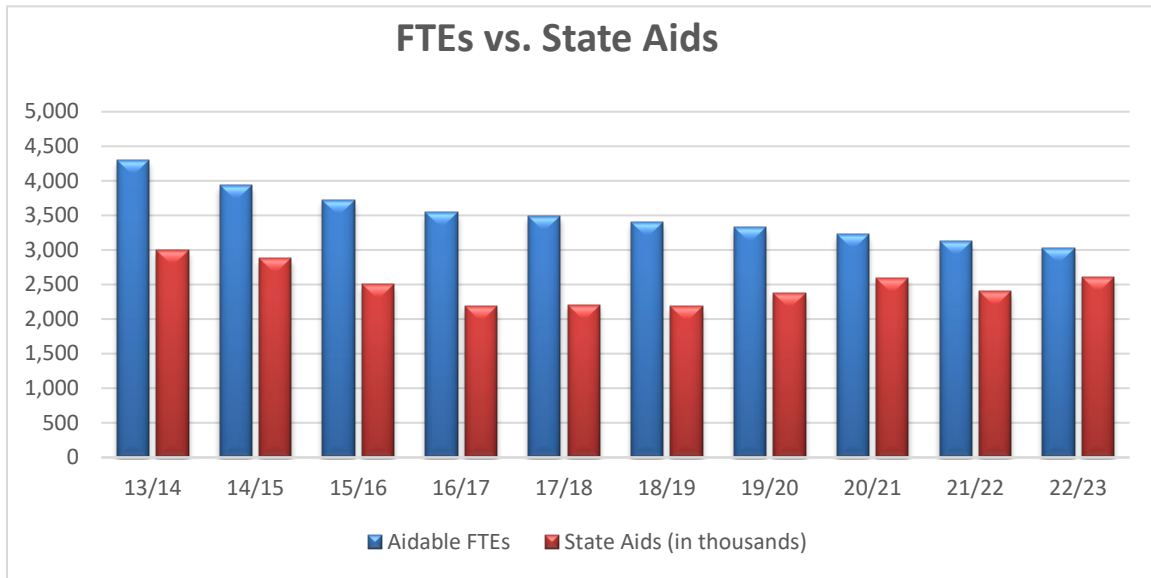
Fiscal Year	State-aid Funding	Outcome-Based Funding	Total Funding
2013/14	\$83,534,900	\$0	\$83,534,900
2014/15	\$79,681,410	\$8,853,490	\$88,534,900
2015/16	\$70,827,920	\$17,706,980	\$88,534,900
2016/17	\$61,974,430	\$26,560,470	\$88,534,900
2017/18	\$61,974,400	\$26,560,470	\$88,534,900
2018/19	\$61,974,400	\$26,560,470	\$88,534,900
2019/20	\$61,974,400	\$30,310,470	\$92,284,870
2020/21	\$68,506,400	\$29,359,907	\$97,866,307
2021/22	\$70,724,400	\$30,310,470	\$101,034,870
2022/23	\$72,299,400	\$30,985,470	\$103,284,870

The current state aid formula distributes general state aids to the sixteen technical colleges based on a complicated, expenditure-driven, formula equalized for tax-levying ability that takes into consideration student full-time equivalent (FTE) enrollments, aidable operational costs, an equalized valuation index, and a sum-certain allocation at the state level. It is difficult to pinpoint exactly what each college will annually receive in state aids. The total amount available to the system in FY 23 will be \$72,299,400. A simplified version of the formula is:

$$\text{((Total General Fund and Special Revenue Fund—Operating expenditures less all non-property tax or interest income revenue) plus Debt Service Fund expenditures) times (state average of taxable property per full-time equivalent student divided by WCTC's taxable property per full-time equivalent student)}$$

This simplified formula takes into consideration the effect of FTEs and operational costs of the other fifteen technical colleges, which can greatly affect the estimates. During the year the technical colleges are required to submit projected cost allocation reports to the state. Based on these projections, the state attempts to estimate the amount of state aids each college will receive. The information is only as good as the projections received from each college. The amount each college may earn is then pro-rated based on the total amount available at the state level to be distributed. Final allocations do not occur until five months after the fiscal year end. There can be wide fluctuation between the estimates during the year and the final allocation.

Due to the timing of when WCTC prepares its budget and when information is available on how much state aid it received for the prior year as well as the uncertainty in the estimates, there typically is a difference between the budgeted state aid amount and what is actually received from the state for that fiscal year. Because WCTC receives a small portion of its revenue in the form of state aids, the variation has been manageable during the fiscal year. WCTC is very conservative and budgets for state aids on the lower end of estimated revenue.



## Student fees

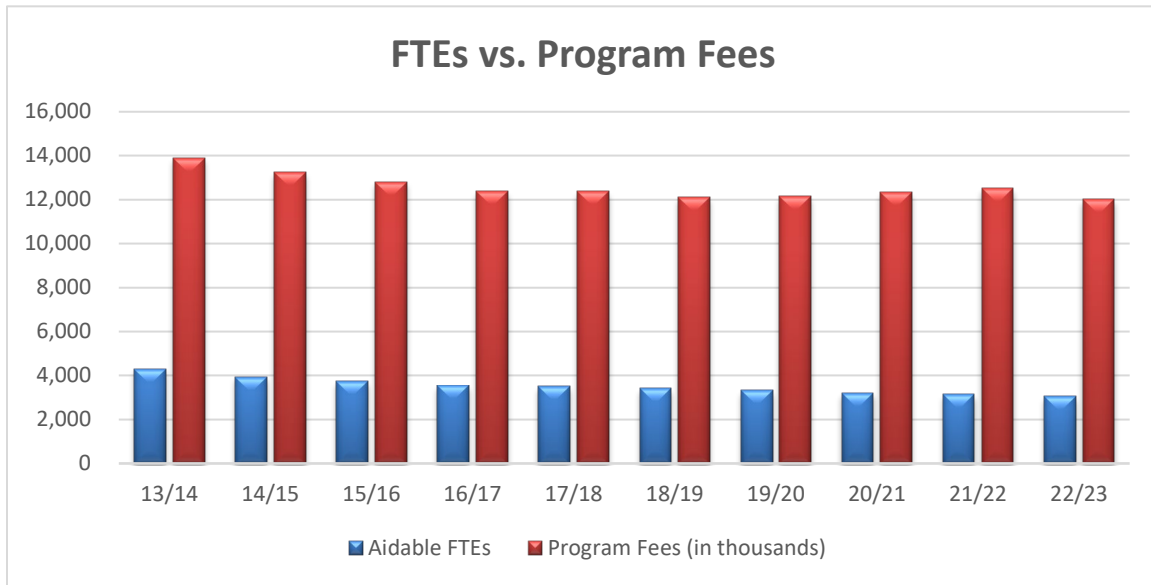
Fees are collected from students for tuition, materials, and miscellaneous items. Program fees consist of tuition paid for students taking classes. These fees may be paid by the student, a relative, an employer, financial aid, a grant, or some other source. State statutes require that the technical colleges may not waive tuition and fees unless specifically stated in a state statute (i.e. grant covers the cost of a course and thus tuition may not be charged to the student). If a student drops a course within a certain timeframe, a credit of 60%, 80%, or 100% of the tuition and fees is given.

WCTC estimates the amount of tuition to be received based on projected enrollments, an estimated amount to be credited due to drops, Veterans remissions, and projected change to tuition rates. The tuition rates per credit for associate degree, technical, apprentice, and vocational adult programs are set by the Wisconsin Technical College System Board and are not able to be changed by WCTC. The WTCS Board normally approves the tuition rates at their Board meeting in March of each year.

Year	Tuition per Credit	Aidable FTE's	Program Fees, Net
13/14	\$ 122.20	4,297	\$ 13,887,633
14/15	\$ 125.85	3,935	\$ 13,220,791
15/16	\$ 128.40	2,723	\$ 12,795,755
16/17	\$ 130.35	3,538	\$ 12,366,091
17/18	\$ 132.20	3,489	\$ 12,376,216
18/19	\$ 134.20	3,408	\$ 12,087,549
19/20	\$ 136.20	3,321	\$ 12,143,918
20/21	\$ 138.90	3,219	\$ 12,329,217
21/22	\$ 141.00	3,126	\$ 12,500,000
22/23	\$ 143.45	3,032	\$ 12,000,000

Program (tuition) fees may be recorded in the General Fund and Special Revenue—Operating Fund only.

When setting the tuition rates, the Wisconsin Technical College System Board and fiscal staff look at how much the state is funding, how much revenue comes from property owners, and how much the students pay for tuition and fees with an ideal split being one-third each. With the shift to the state funding \$449 million previously funded by taxpayers, the state is now funding the largest portion of costs instead of the property taxpayer.



Material fees are rates charged to cover the cost of supplies used by the students in the classroom (i.e. welding rods for a welding class). These rates are set by the state using information provided by all sixteen colleges. The FY 22 and FY 23 rate was \$4.50. The multiplier rate was \$3.50 per credit.

Miscellaneous student fees include such fees as:

- Out-of-state tuition rates, which are set by the state at 150% of the tuition rate.
- Group dynamic course fee rates, which are set by the state.
- Testing, application, and graduation fees, which are set by WCTC.

WCTC sets the fee rates it controls based on the cost to provide the service and what the market will bear if market rates are allowed. The state allows WCTC to recover its costs for most of these services. The revenue budgets for these fees are based on past trend information and projected levels of activities. There is no increase anticipated for miscellaneous student fees.

Students taking credit courses also get charged a student activity fee unless their class has been exempted from the fee. These fees are recorded in the Special Revenue—Operating Fund and are used by Student Government to provide services to students. This fee is equal to 6% of the tuition rate rounded to the nearest \$0.05. The students determine how they would like these funds to be spent. This fee is determined after the WTCS State Board sets the tuition rate. The rate was \$8.45 for FY 22 and will increase to \$8.60 for FY 23.

## Institutional revenues

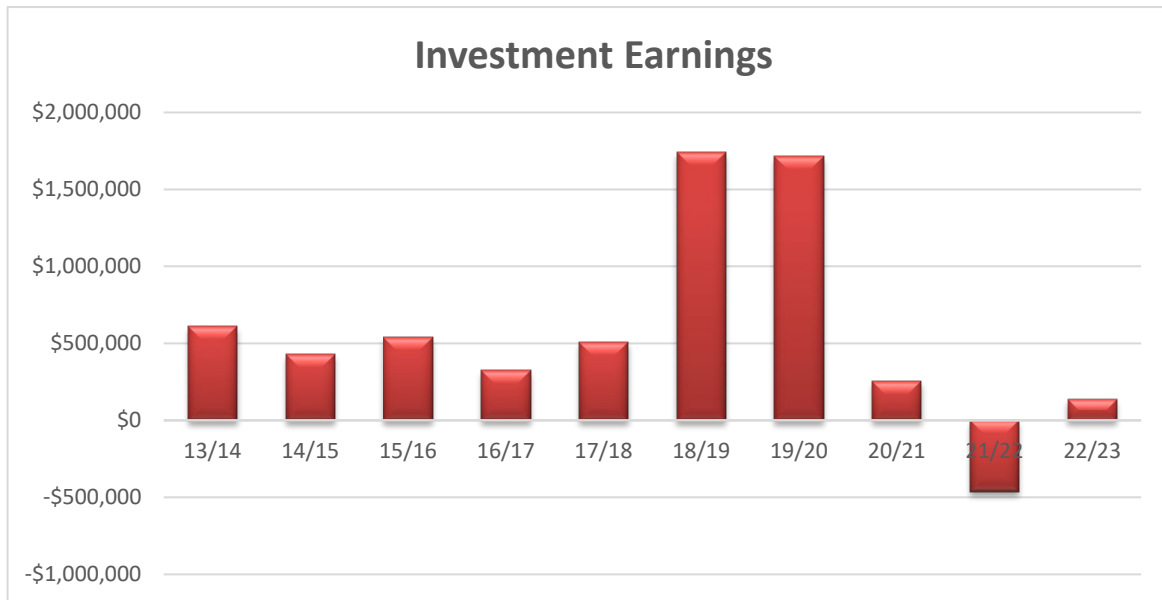
WCTC has a number of revenue sources that are classified as institutional revenue. Some of the major categories of institutional revenues are investment earnings, sales of goods and services from Enterprise activities, revenues generated from contracts with business and industry for customized instruction and technical assistance, and revenues from high schools for instructional services.

Year	Amount
13/14	\$ 608,391
14/15	\$ 428,279
15/16	\$ 540,367
16/17	\$ 323,630
17/18	\$ 508,624
18/19	\$ 1,739,113
19/20	\$ 1,716,741
20/21	\$ 256,181
21/22	\$ (465,672)
22/23	\$ 140,000

### Investment earnings

WCTC records most of its cash in the General Fund. Proceeds from issuing general obligation promissory notes are recorded in the Capital Projects Fund. Cash received for tax levy payments relating to debt service are recorded in the Debt Service Fund. WCTC receives earnings on these cash and cash equivalent investments.

Investments are restricted by Wisconsin State Statutes to only a few conservative options, and earnings vary from year to year, based on the economy.



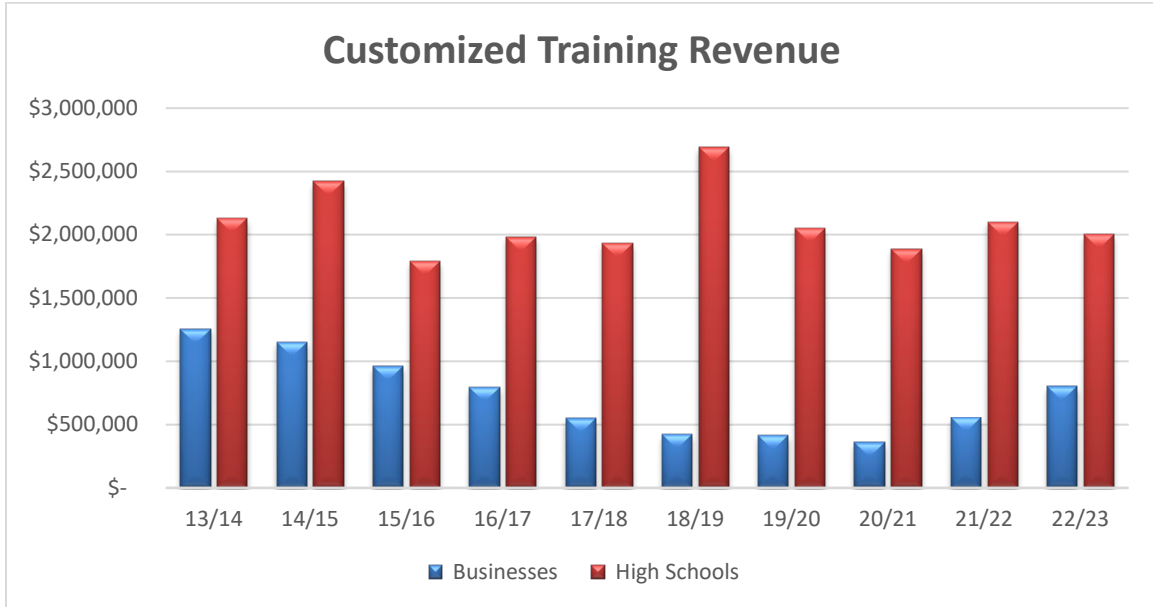
### Customized instruction and technical assistance

Wisconsin state statute 38.14 allows the technical colleges to contract with business and industry to provide customized training to meet the educational needs of their incumbent workers (For example: providing Six Sigma training for employees of XYZ Company). In addition, this statute allows the technical colleges to contract with businesses for technical assistance (For example: a new business needs help in setting up their accounting system). Normal tuition and fees are not charged for this type of activity. Instead, there are other formulas used to set the contract price that takes into consideration the direct and indirect costs of providing the services. The revenue on these contracts need to meet or exceed tuition and fee revenue and be market based.

Year	With Businesses	With High School Students
13/14	\$ 1,254,303	\$ 2,130,063
14/15	\$ 1,151,218	\$ 2,419,996
15/16	\$ 957,633	\$ 1,791,579
16/17	\$ 792,212	\$ 1,983,073
17/18	\$ 549,841	\$ 1,928,434
18/19	\$ 503,494	\$ 2,686,917
19/20	\$ 411,326	\$ 2,051,438
20/21	\$ 357,226	\$ 1,889,196
21/22	\$ 554,000	\$ 2,100,000
22/23	\$ 800,000	\$ 2,000,000



Wisconsin state statutes 38.14 and 118 (transcripted credit) requires the technical colleges to provide certain types of services to high school students whereby the high school student, while still attending high school, can also receive technical college credit for the same class. When high school students meet the criteria for this statute, WCTC bills the high school for the cost of the service based on the funding rates allowed. The student does not pay tuition and fees for this service. The majority of the 38.14 and 118 contract activity takes place in the General Fund. The FY 23 budget was built using an estimate based on projected sales volume and contract rate pricing.



In addition to providing customized instruction to business and industry, state statute 38.24 allows WCTC to provide seminars and workshops if they meet certain criteria with this revenue included in other student fees. WCTC is allowed to charge a market rate for these services.

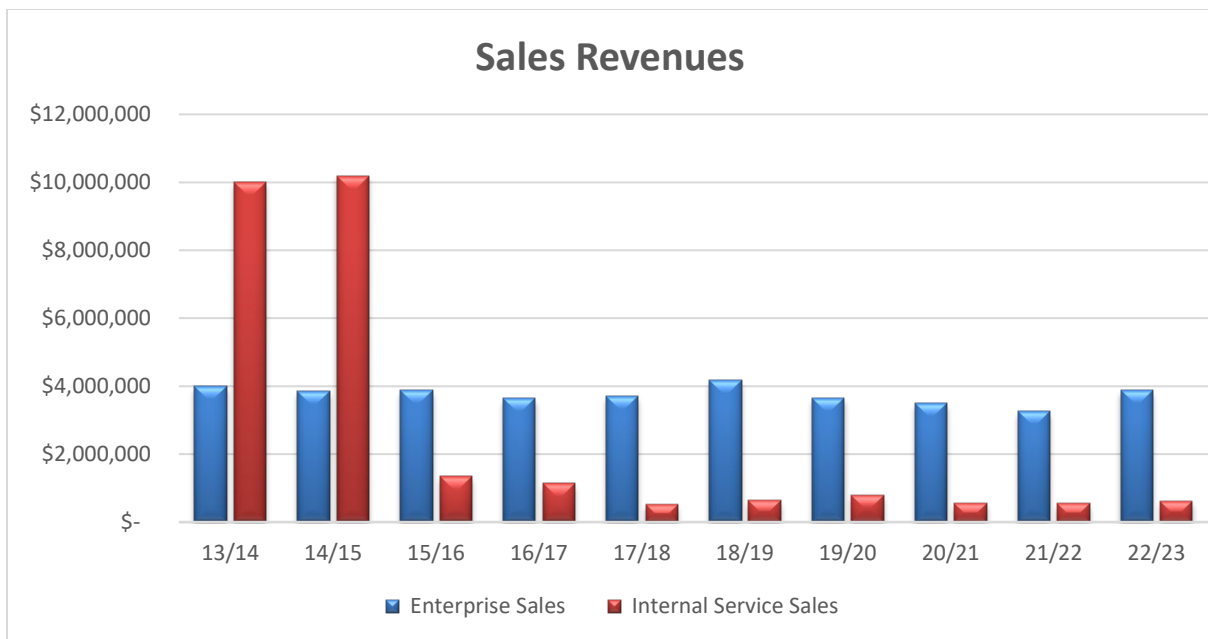
**Sales of goods and services**

WCTC operates a number of enterprise activities. These enterprise activities are run like a private business and sell goods and services to the public through an Enterprise Fund. The main enterprise activities are the Bookstore, Child Development Center, Classic Room, and the Salon. The goal of these enterprises is to break even or to make a small profit.

The Bookstore strives for a small profit margin each year. The Bookstore Leadership Team continues to look for ways to keep the price of resources reasonable for the student. In spring 2016, the Bookstore and Learning piloted the use of digital books in a few classes at significant cost savings for students. Expansion of digital books continues. The Bookstore received approval to become an Apple-certified store in FY 18. Enrollment declines have negatively affected Bookstore sales.

Year	Enterprise Sales	Internal Service Sales
13/14	\$ 3,990,072	\$ 10,004,280
14/15	\$ 3,842,172	\$ 10,188,371
15/16	\$ 3,871,477	\$ 1,340,369
16/17	\$ 3,634,152	\$ 1,132,641
17/18	\$ 3,708,128	\$ 526,276
18/19	\$ 4,178,966	\$ 643,466
19/20	\$ 3,658,878	\$ 804,436
20/21	\$ 3,503,036	\$ 569,212
21/22	\$ 3,250,188	\$ 550,000
22/23	\$ 3,877,700	\$ 625,000

The Enterprises all strive to break even, or make a small profit. These reasonable profits are held in Retained Earnings to support unexpected expenditures that may arise during any given year. Property tax levy is not budgeted for use in these Enterprise operations.



In June 2002, WCTC became self-insured for health and dental. These revenues are recorded in an Internal Service Fund. A goal of three months' claims cost was set for retained earnings and WCTC exceeded that goal. In January 2013, WCTC transitioned retirees from the self-insurance fund to a Medicare Advantage plan that reduced costs and revenues in this fund since that point in time.

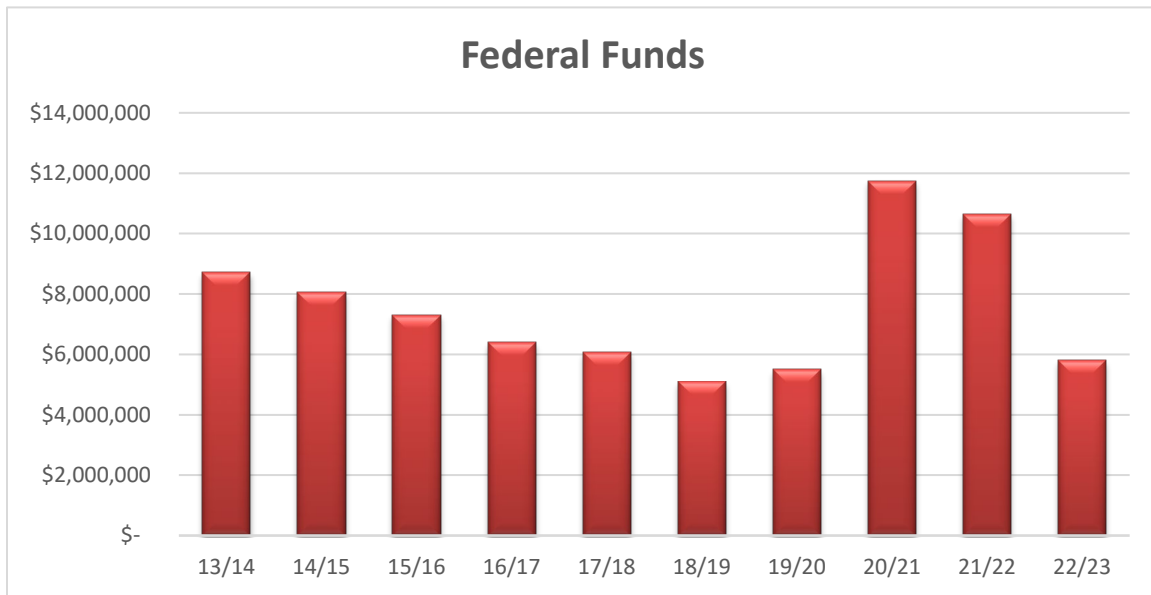
In FY 16, the Internal Service Fund sales were significantly reduced due to transitioning health and dental insurance to the Wisconsin Technical College Employee Benefit Consortium. Health and dental insurance transactions are no longer processed through the Internal Service Fund.

## Federal funds

WCTC receives federal grants for specific projects and for student financial aid. Some federal grants are recorded in the Special Revenue—Operating Fund. These grants include Carl D Perkins Career and Technical Education, Adult Education Act, and other federal funds. Other federal grants where WCTC acts as a trustee are recorded in the Special Revenue—Non-Aidable Fund. WCTC acts as a trustee for financial aid funds such as Pell, Student Employment Opportunity Grant (SEOG), and College Work Study (CWS).

Federal funding levels may fluctuate greatly from year to year based on the availability of federal funds and the amount projected to be awarded to WCTC. The budget is based on known information during the budget process. Any deviations from this information may result in a budget amendment being taken to the WCTC Board to modify the budget. The receipt of federal funds increased in recent years due to the influx of Federal COVID-19 stimulus. The amount of federal financial aid to be received and disbursed will also fluctuate based on increases or decreases in enrollment due to a high correlation between financial aid and enrollment.

Year	Funds Received
13/14	\$ 8,717,077
14/15	\$ 8,065,163
15/16	\$ 7,305,774
16/17	\$ 6,384,111
17/18	\$ 6,081,875
18/19	\$ 5,089,557
19/20	\$ 5,498,147
20/21	\$ 11,744,868
21/22	\$ 10,650,000
22/23	\$ 5,799,941



# BUDGET PROCESS

## Budget process

Annually WCTC is required to prepare a budget document and budget summary in accordance with section 65.90 of the Wisconsin state statutes and the rules contained in TCS (Technical College System) 7 of the Wisconsin Administrative Code as established by the Wisconsin Technical College System Board under section 38.04(11)(a) of the statutes.

Throughout the year the WCTC Board members and staff continuously seek input from customers, students, taxpayers, and others for the services to be provided by WCTC using methods such as:

- Each program area has an advisory committee made up of members from business and industry working in that field of expertise that meet twice per year and make recommendations.
- The WCTC Board members and staff meet regularly with various businesses throughout the district to seek input about their needs.
- Focus group meetings are held with various businesses, students, and staff in order to seek information about the needs of students and businesses.

Staff and the WCTC Board review and update the Strategic Plan. WCTC has updated its Strategic Plan in winter of 2021.

During the budget process the WCTC Board and President set the guidelines for the development of the budget. Administrative staff uses the Board's guidelines to create more restrictive criteria to be used by organizational units when developing the divisional budgets so the final budget falls within the Board's guidelines. The budget has been developed using a rollover of prior year as a starting point.

In late November budget workshops are held whereby staff is given instructions for preparing the next year's budget, including the restrictions they must work within. Department heads have until mid-January to input their budget requests into the budget module. Division managers are then allowed two weeks to modify these requests. The Vice President of Finance & Administration works with the divisions to make sure they are in compliance with the guidelines and make any necessary adjustments. During the month of February the Controller develops the salary and benefit budgeting for regular staff as well as adding rate increases for temporary and part-time staff. During January and February the Vice President of Finance & Administration works with the President's Executive Cabinet to finalize all budget decisions to the extent possible with information known at the time.

Between March and May the Vice President of Finance & Administration presents the budget to the WCTC Board. By this point in time, the budget is balanced and meets the Board's guidelines.

WCTC is required to hold a public hearing prior to adoption of the budget with a Class 1 legal notice being published fifteen days prior to the hearing. This public hearing is held in May. The budget is adopted in May or June. From March through May any necessary final modifications are made to the budget.

Prior to July 1 the WCTC Board must legally adopt a budget at the fund and function level. It requires a majority vote to adopt the budget. Copies of the adopted budget and legal notice must be forwarded to the Wisconsin Technical College System by June 30.

In October of the budget year, the WCTC Board certifies the WCTC tax levy amount based on the adopted budget unless the adopted budget levy was subsequently modified by the Board prior to approving the tax bills. Property taxes are then levied on the various taxing municipalities located within the district

based on their portion of equalized valuation (excluding tax incremental financing districts) as established by the Wisconsin Department of Revenue. Because the taxes for the budget year are not levied until six months into the fiscal year, it is important that WCTC maintains adequate reserves to have sufficient cash available to meet its cash flow needs during the first seven months of the fiscal year.

## Budget amendments

According to Wisconsin statutes, budget transfers between funds and functional areas within funds require WCTC Board approval. Increases or decreases in the overall budget by fund level, such as new revenues being received, require WCTC Board approval. These approvals require a two-thirds vote of the entire WCTC Board, publishing a Class I legal notice in the official college newspaper within ten days, and reporting the change to the WTCS State Office within thirty days of approval. Budget modifications do not require re-issuance of the budget document.

Management has the ability to modify the budget by account number within a function within a fund without Board approval. Management exercises control over budgeted expenditures by fund and function as presented in the accompanying financial statements. Expenditures may not legally exceed the adopted or modified appropriations at the functional level within a fund. Unused appropriations lapse at the end of each fiscal year.

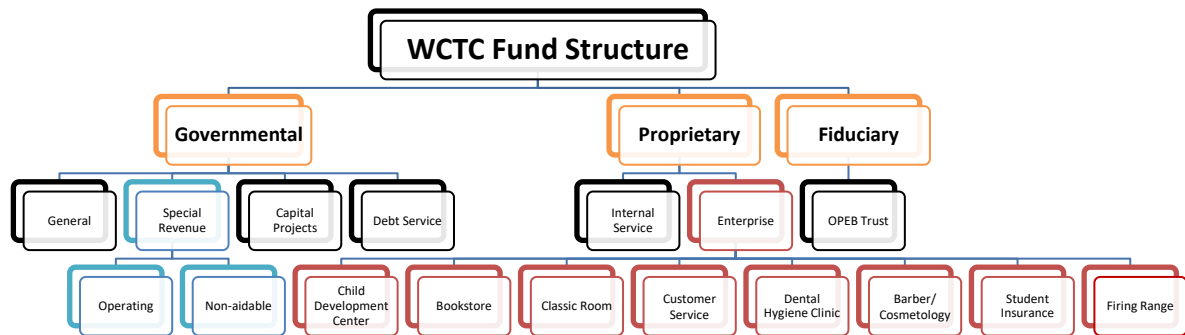
<b>Month</b>	<b>Activity</b>
<b>Quarterly</b>	Strategic Plan reviewed and measures updated
<b>Fall</b>	Budget and levy limit guidelines established
<b>October</b>	Capital requests submitted New position requests submitted New and expanded activity requests submitted
<b>November/ December</b>	Budget workshops held Staff begins developing their budgets Capital project requests reviewed and approved
<b>January</b>	Staff completes inputting their budgets Grant budgets developed Divisional managers finalize their budgets New position requests reviewed and prioritized Capital requests reviewed and prioritized New and expanded activity requests reviewed and prioritized
<b>February</b>	Salary and benefit budgets calculated and inputted Revenue budgets calculated and inputted Grant budgets finalized
<b>Spring</b>	Budget presented to the WCTC Board WCTC Board establishes final budget parameters
<b>April/May</b>	Public hearing notice published Public hearing held
<b>May/June</b>	WCTC Board adopts the budget Budget submitted to the state
<b>October</b>	WCTC Board approves the tax levy bills and mill rates Certified tax bills mailed to municipalities
<b>Year long</b>	Input sought from customers, students, staff, and taxpayers Operating budgets monitored by budget responsible managers

# FINANCIAL STRUCTURE

The WCTC Board is the governing authority of this reporting entity. By state statute, the County Board Chairs of Waukesha, Jefferson, Dodge, and Racine counties appoint WCTC Board members. These elected county officials do not maintain a continuing relationship with the WCTC Board with respect to carrying out its important public functions. As WCTC's governing authority, the WCTC Board powers include authority to:

- Borrow money and levy taxes.
- Establish a budget.
- Execute contracts, exercise control over facilities and properties, determine the outcome or disposition of matters affecting the receipt of the services being provided, and approve the hiring or retention of key management personnel who implement board policies and directives.

The accounts of WCTC are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. WCTC's resources are allocated to and accounted for in individual funds, based on the purpose for which they are to be spent and the means by which spending activities are controlled. In this budget document the various funds are grouped into fund types and three broad fund categories as follows:



## Governmental funds

Governmental funds are those funds through which most functions of WCTC are financed. The acquisitions, uses, and balances of WCTC's expendable financial resources and related liabilities, except those accounted for in Proprietary funds, are accounted for through Governmental funds. The measurement focus is based on the determination of changes in financial position rather than on determination of net income. WCTC maintains the following Governmental funds:

- **General Fund:** The General Fund is the principal operating fund and accounts for all financial activities not required to be accounted for in another fund.
- **Special Revenue Fund:** The Special Revenue Fund is used to account for the proceeds and related financial activities of specific revenue sources that are legally restricted to expenditures for specified purposes or where WCTC acts as a trustee or fiscal agent for the funds of others.

- ✓ **Operating:** The Special Revenue – Operating Fund is used to account for the proceeds and related financial activities of specific revenue sources that are legally restricted to expenditures for specified purposes and which are within the mission of WCTC.
- ✓ **Non-aidable:** The Special Revenue – Non-Aidable Fund is used to account for assets held by WCTC in a trustee capacity, primarily for student activities, financial aid, and funds from various state and federal grantor agencies where WCTC is acting as a fiscal agent and the scope of activities is not within WCTC’s mission. This fund is also used to account for assets held by WCTC as fiscal agent, such as student club funds. No budgets are included for those activities where WCTC acts as a fiscal agent only. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of the results of operations.
- **Capital Projects Fund:** The Capital Projects Fund accounts for financial resources used for the acquisition or construction of capital assets and remodeling other than those financed by Enterprise Funds.
- **Debt Service Fund:** The Debt Service Fund is used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and related costs.

## Proprietary funds

Proprietary Funds are used to account for ongoing activities that are similar to those often found in the private sector. The measurement focus is based on the determination of income. These funds are maintained on the accrual basis of accounting.

- **Internal Service Fund:** The Internal Service Fund is used to account for the financing and related financial activities of goods and services provided by one department of the college to another department of the college or to other governmental units on a cost-reimbursement basis.
- **Enterprise funds:** The Enterprise Fund is used to record revenues and expenses related to rendering services to students, faculty, staff, and the community. These funds are intended to be self-supporting and are operated in a manner similar to private business where the intent is that all costs, including depreciation expense, of providing goods and services to students and other aforementioned parties is recovered primarily through user charges. These services complement the educational and general objectives of WCTC.

## Fiduciary funds

Fiduciary Funds are used to report assets held in an irrevocable trust on behalf of others and which, therefore, cannot be used to support WCTC’s own programs. Fiduciary Funds are not included in WCTC’s adopted budget. Budgetary information is provided for information purposes only.

- **OPEB Trust:** The Other Post-Employment Benefit (OPEB) Trust Fund is a fund created to track the activities of the irrevocable trust established by WCTC with a third-party. This trust was established to hold assets to cover the post-employment benefits earned by current and former WCTC staff until the benefit is paid out on behalf of the retiree.

# ACCOUNTING STRUCTURE

## Basis of accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The financial statements are prepared on an accrual basis, whereby all revenues are recognized when earned and all expenses are recorded as liabilities when incurred. This basis of accounting requires depreciation expense be recorded for all capitalized assets to spread the cost of those assets to the estimated period benefiting from them. Principal still owing on long-term debt is recorded as a liability.

In December 1998 the Governmental Accounting Standards Board (GASB) released Statement No. 33, *“Accounting and Financial Reporting for Non-Exchange Transactions,”* which revised reporting requirements for property tax revenue. In June 1999, GASB approved Statement No. 34, *“Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments,”* followed by Statement No. 35, *“Basic Financial Statements and Management’s Discussion and Analysis for Public Colleges and Universities,”* which changed the financial statement presentation requirements for WCTC. The change in financial statement presentation provides a comprehensive one-page look at the total college and requires capitalization of assets and the recording of depreciation. These statements were implemented by WCTC for the fiscal year ended June 30, 2002.

The significant changes in these financial statements included the recording and depreciation of capital assets, the elimination of internal revenue and expense charges, the removal of capital-related items from revenues and expenditures, the reporting of summer school revenues and expenses on a pro rata basis between fiscal years rather than in one fiscal year, the recording of all revenues and expenditures on an accrual basis rather than a modified accrual basis, the recognition of accrued interest on outstanding debt, and the elimination of two account groups.

Under these new regulations, WCTC reports its financial statements using the business-type activities model, whereby the financial statements will be presented in a manner similar to private industry.

## Basis of budgeting

WCTC adopts an annual operating budget, which is prepared on substantially the same basis as the financial statements, which are prepared in accordance with generally accepted accounting principles (GAAP), with the following exceptions:

- WCTC uses encumbrance accounting in its budgetary basis. Encumbrances are not included in the accounting basis.
- WCTC records purchases of capital assets as an expenditure on a budgetary basis. Under the accounting basis, these costs are recorded as an asset with depreciation expense.
- WCTC records the principal and interest payment on debt as an expenditure on a budgetary basis for the year in which it is paid. Under the accounting basis, the principal portion is recorded as a liability and the interest portion is recorded as an expense in the year it is due.



- WCTC records some of its revenues on the accrual basis and some on the modified accrual basis for the budgetary basis. Under the accounting basis, all revenues are recorded using the accrual basis.
- WCTC utilizes the various funds described in the previous section to record transactions for budgetary purposes. For accounting purposes, these funds are consolidated into one column in the annual financial statements since WCTC uses the business-type activities method of reporting.

The Governmental Funds are accounted for on a modified accrual basis. Under the modified accrual basis of accounting, transactions are recorded in the following manner:

- Revenues are recognized when they become both measurable and available (susceptible to accrual). All revenues are considered susceptible to accrual except summer school tuition and fees.
- Expenditures are recognized when the liability is incurred, except for interest and principal on general long-term obligation debt, which are recognized as expenditures when due. Expenditures for claims and judgments are recognized when it becomes probable that an asset has been impaired or a liability has been incurred.
- Expenditures for compensated absences, including vacation and sick leave, are recognized when the liability is incurred for past services of an employee that vest and accumulate.
- Capital assets are recorded as capital outlays and expensed at the time of purchase.
- Proceeds of long-term debt obligations are treated as a financing source when received.

The Proprietary Funds are accounted for on an accrual basis, whereby revenues are recognized when measurable and earned and expenses are recorded as liabilities when incurred and, where applicable, depreciation expenses are also included.

# DESCRIPTION OF FUNCTIONS

## Instruction

This function includes teaching, academic administration and related clerical support, and other activities related directly to the teaching of students, such as guiding the students in the educational programs, coordination and improvement of teaching.

## Instructional resources

This function includes all learning resource activities such as the Library and audio-visual aids center, learning resource center, Center for Academic Performance Excellence, instructional media center, instructional resources administration, and related clerical support.

## Student services

This function includes those non-instructional services provided for the student body, such as student recruitment; student services administration and related clerical support; admissions; registration; counseling, including testing and evaluation; health services; financial aids; placement; and follow up. Non-instructional athletics, such as inter-mural and intercollegiate athletics, are also included.

## General institution

This function includes costs related to general administrative functions, including the WCTC Board, the Office of the President, the Business Office, and general clerical support for administrative offices serving all functions of WCTC. Administrators of specific functions are not recorded under this function. This function also includes all services benefiting the entire college, exclusive of those chargeable directly to other functional categories. Examples of this type of expenditures are legal fees, external audit fees, general liability insurance, interest on operational borrowing, and public information. General personnel, employment relations, and affirmative action programs are included in this function.

## Physical plant

This function includes all services required for the operation and maintenance of the physical facilities. Principal and interest on long-term debt obligations are included under this function as are general utilities, such as heat, light, and power.

## Auxiliary services

This function includes commercial-type activities, such as the Bookstore, Classic Room, Salon, and Child Development Center.

# Fiscal Year 2023 **BUDGET DOCUMENT**



## General Fund



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
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# GENERAL FUND

The General Fund is the principal operating fund and accounts for all financial activities not required to be accounted for in another fund.

## General Fund Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		\$	%
<b>Revenues</b>								
Local government	\$ 12,660,569	\$ 13,516,715	\$ 10,508,597	\$ 9,818,276	\$ (690,321)		-6.6%	
State aids	48,309,678	\$ 47,880,734	\$ 50,977,307	\$ 52,547,628	1,570,321		3.1%	
Program fees	12,329,217	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000	-		0.0%	
Material fees	697,652	\$ 729,700	\$ 729,700	\$ 689,550	(40,150)		-5.5%	
Other student fees	1,108,344	\$ 737,700	\$ 737,700	\$ 682,100	(55,600)		-7.5%	
Institutional	2,328,674	\$ 3,210,050	\$ 3,210,050	\$ 3,081,600	(128,450)		-4.0%	
Federal	20,380	-	-	-	-		0.0%	
Total revenue	<u>\$ 77,454,514</u>	<u>\$ 78,074,899</u>	<u>\$ 78,163,354</u>	<u>\$ 78,819,154</u>	<u>\$ 655,800</u>		<u>0.8%</u>	
<b>Expenditures</b>								
Salaries	\$ 40,714,629	\$ 42,154,160	\$ 42,154,160	\$ 42,682,278	\$ 528,118		1.3%	
Benefits	14,483,259	16,241,628	16,241,628	15,517,304	(724,324)		-4.5%	
Operating expenditures	14,458,013	19,426,217	19,820,066	19,897,817	77,751		0.4%	
Total expenditures	<u>\$ 69,655,901</u>	<u>\$ 77,822,005</u>	<u>\$ 78,215,854</u>	<u>\$ 78,097,399</u>	<u>\$ (118,455)</u>		<u>-0.2%</u>	
Net Revenue/(Expenditures)	7,798,613	252,894	(52,500)	721,755				
<b>Other sources/(uses)</b>								
Operating Transfer In/(Out)	<u>\$ 1,360,386</u>	<u>\$ 22,500</u>	<u>\$ (1,447,500)</u>	<u>\$ -</u>				
<b>Total Resources/(Uses)</b>	<u>\$ 9,158,999</u>	<u>\$ 275,394</u>	<u>\$ (1,500,000)</u>	<u>\$ 721,755</u>				
Beginning Fund Balance	26,454,788	31,296,903	35,613,787	37,809,884				
Ending Fund Balance	<u>\$ 35,613,787</u>	<u>\$ 31,572,297</u>	<u>\$ 34,113,787</u>	<u>\$ 38,531,639</u>				

The FY 14/FY 15 Wisconsin State Biennium Budget included language that capped operational levy increases at net new construction growth. If the allowed increase was not levied in a budget year, a college could use up to one-half of one percent of the unused portion in the next budget year.

WCTC plans to increase the operational tax levy \$800,000, resulting in a small decrease in the tax levy mill rate. The projected allowable operational levy increase from net new construction is 1.5%. WCTC strives to utilize resources efficiently and minimize the impact on the individual taxpayer whenever possible.

## Financial summary by function and class

By state statute, the WCTC Board controls the budget at the fund and function level. The expenditure functions in the General Fund are:

- Instruction
- Instructional resources
- Student services
- General institutional
- Physical plant

In addition, WCTC staff also looks at expenditures in the following class categories:

- Salaries
- Benefits
- Operating expenditures

The following table displays the FY 23 General Fund budget by function and class categories.

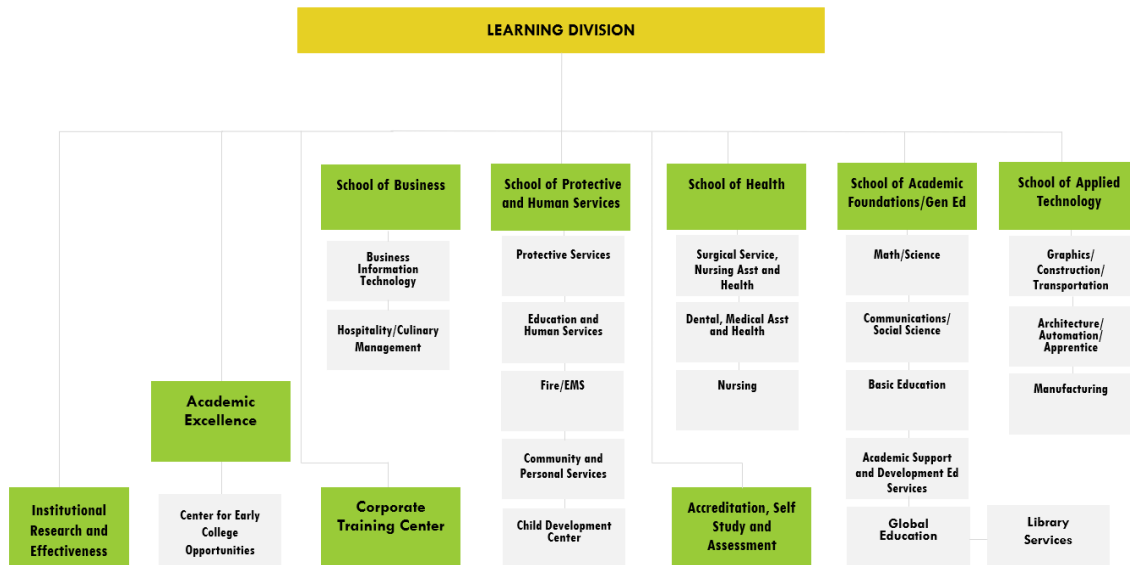
Function	Salaries	Benefits	Current Operating	Total
Instruction	\$ 28,788,425	\$ 10,039,254	\$ 8,097,111	\$ 46,924,790
Instructional resources	851,902	332,383	345,211	1,529,496
Student services	5,005,013	2,075,866	1,510,399	8,591,278
General administration	6,440,587	2,410,052	6,440,881	15,291,520
Physical plant	<u>1,596,351</u>	<u>659,749</u>	<u>3,504,215</u>	<u>5,760,315</u>
Total	\$ 42,682,278	\$ 15,517,304	\$ 19,897,817	\$ 78,097,399

The following narratives describe activities, goals, and achievements of the various divisional units at WCTC. Each section includes the following:

- Financial summary
- Divisional activities
- Organization chart

## LEARNING DIVISION

	Change from 2020/21					
	2020/21	2021/22		2022/23	Modified Budget	
	Actual	Adopted	Modified	Budget	\$	%
Salaries	\$ 27,926,894	\$ 28,324,672	\$ 28,324,672	\$ 29,307,887	\$ 983,215	3.5%
Benefits	9,801,641	10,099,331	10,099,331	10,416,743	317,412	3.1%
Operating expenditures	<u>3,435,768</u>	<u>4,756,195</u>	<u>4,756,195</u>	<u>5,012,115</u>	<u>255,920</u>	<u>5.4%</u>
Total expenditures	\$ 41,164,303	\$ 43,180,198	\$ 43,180,198	\$ 44,736,745	\$ 1,556,547	3.6%



### Activities

**Learning** is responsible for providing all direct educational services to its customers. Educational activities include associate of applied science degrees, technical diploma programs, continuing education, community and family education, advanced technical certificates (ATC), apprenticeship education, technical studies journey worker, basic education, adult high school, English as a second language (ESL), school to work, youth apprenticeship, and contracted training for the incumbent workforce, hybrid courses, and on-line.

#### The School of Academic Foundations/General Studies

Provides high school credentialing, English language learning, academic support, and general studies courses with an emphasis on the Critical Life Skills needed for academic and workforce success. The general studies courses are integral components of WCTC's occupational programs and span the disciplines of math, natural science, social and behavioral science, and communications. They comprise the Associate of Arts and Associate of Science degrees providing graduates guaranteed transfer of 61 credits to four-year degrees at the University of Wisconsin, Milwaukee.

The **School of Business**, through a learner-centered focus, provides entry-level, advanced technical training, and continuing education for learners. This division spans the fields of human resources, accounting, management, information technology, supply chain management, marketing, and customer service and culinary. Specialized technical diplomas and certificates are also available in entrepreneurship, information technology, real estate, , quality tools, management, import/export compliance, property assessment, mortgage lending, social media, and leadership.

The **School of Applied Technologies** provides a comprehensive series of technical/occupational programs to fulfill the educational and training needs of area employers and employees. The division spans the fields of construction, electronics technology, architecture, mechanical design, manufacturing, automation systems, printing, graphic design, and transportation. Practical, application-oriented instruction is offered in well-equipped laboratory facilities. Many program areas feature cooperative work experience with related industry employers.

The **School of Protective and Human Services** accomplishes its mission and vision, along with that of WCTC, through its educational programs and services. The School offers formal education and training in degree and certificate programs, along with community services, continuing education, and customized training, in the fields of education, interior design, human services, law enforcement, criminal justice, firefighting (and related disciplines), emergency medical, cosmetology, and aesthetics.

The **School of Health** accomplishes its vision/mission and that of WCTC through its educational programs and services. The division offers community services, continuing education, and specially funded or certificate programs in the fields of nursing, dental hygiene, health information technology, health office operations, pharmacy, surgical technology, and physical therapy.

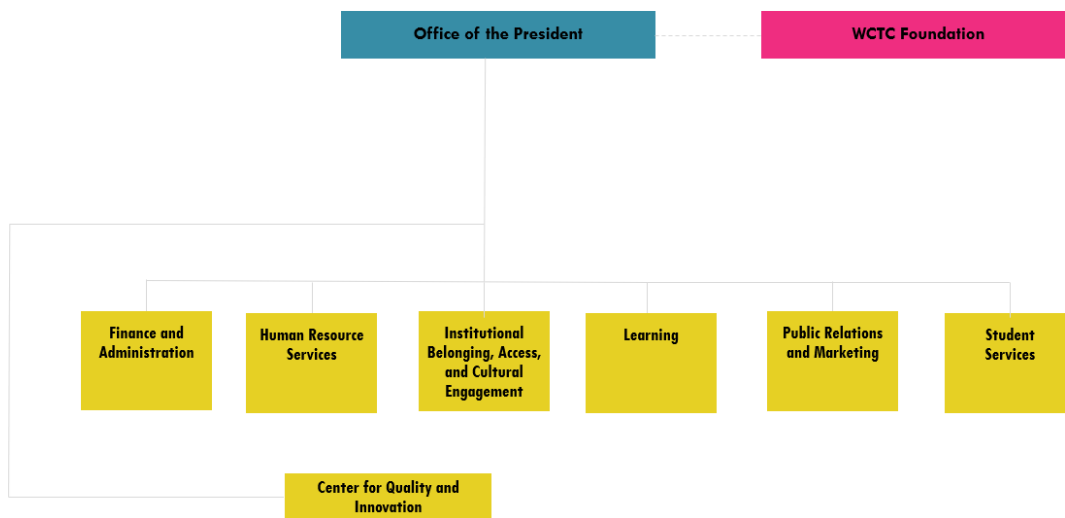
The **Corporate Training Center** builds and maintains lasting relationships between Waukesha County Technical College and business, industry and governmental agencies in Waukesha County, including small business. WCTC's customers embrace the use of WCTC's innovative and customized occupational, technical and professional development training and technical assistance. A value-added customer service approach leads to increased customer organizational performance and economic development.

The **Academic Excellence Department** provides support to instructional staff and students through support of learning management software, online learning, and the Center for Academic and Professional Excellence. The curriculum staff promotes, supports, and trains others in the development and implementation of competency-based curriculum, integration of critical life skills, assessment of student learning outcomes, and analysis of occupations for developing new programs and improving existing programs. The Early College Opportunities staff work closely with K-12 school districts to transition students from high schools to WCTC and dual credit programs, such as transcribed credit, Start College Now, WCTC Excelerate and the Dual Enrollment Academy program.

The **Institutional Research and Effectiveness (IRE)** Department provides leadership and expertise in planning, designing and conducting research and developing academic offerings and in ensuring quality by administering and coordinating the college's accreditation and evaluation processes.

## OFFICE OF THE PRESIDENT’S DIVISION

General Fund	2020/21	2021/22		2022/23	Change from 2020/21	
	Actual	Adopted	Modified	Budget	Modified Budget	
					\$	%
Salaries	\$ 2,427,378	\$ 2,500,176	\$ 2,500,176	\$ 2,317,753	\$ (182,423)	-7.3%
Benefits	729,279	789,526	789,526	863,828	74,302	9.4%
Operating expenditures	<u>1,910,792</u>	<u>2,202,927</u>	<u>2,202,927</u>	<u>2,330,944</u>	<u>128,017</u>	<u>5.8%</u>
Total expenditures	\$ 5,067,449	\$ 5,492,629	\$ 5,492,629	\$ 5,512,525	\$ 19,896	0.4%



### Activities

The **Office of the President** provides support for the WCTC Board, overall college leadership, connection to the community, educational programming, legislative activities, and revenue development.

**Diversity, Equity, Inclusion, and Compliance** provides leadership, expertise, and advocacy for diversity, equity, inclusion, and compliance while infusing it into the systems, structure, culture, curriculum, and policies and procedures, that drives decision-making and resource allocation to recruit, retain, and support diverse students and employees.

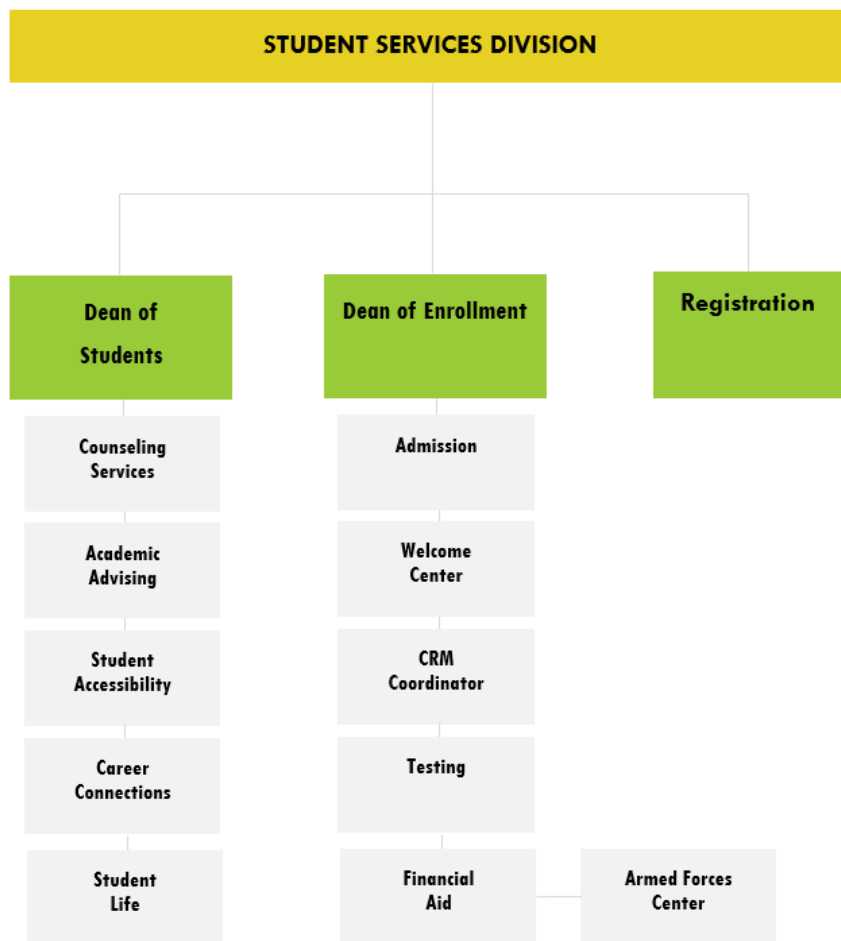
**Human Resources Services** provides services that include recruitment selection and employment, compensation and benefit programs, administration, employee orientation, training and development, personnel records and position control, faculty credentialing, risk management, environmental health and safety office, and wellness programs.

The **Center for Quality and Innovation (CQI)** provides coaching and facilitation to staff for the continuous improvement of teaching, learning, and working throughout the college and provides training related to quality improvement processes and tools, including appreciative inquiry, systems thinking, leadership, teambuilding, and student assessment.



## STUDENT SERVICES DIVISION

General Fund	2020/21	2021/22		2022/23	Change from 2020/21	
	Actual	Adopted	Modified	Budget	Modified Budget	
					\$	%
Salaries	\$ 4,594,413	\$ 4,779,414	\$ 4,779,414	\$ 5,590,607	\$ 811,193	17.0%
Benefits	1,856,762	1,952,427	1,952,427	2,318,081	365,654	18.7%
Operating expenditures	<u>672,020</u>	<u>963,422</u>	<u>963,422</u>	<u>758,518</u>	<u>(204,904)</u>	<u>-21.3%</u>
Total expenditures	\$ 7,123,195	\$ 7,695,263	\$ 7,695,263	\$ 8,667,206	\$ 971,943	12.6%



### Activities

The **Student Services** Division provides admissions, assessment, career development, job search, registration, student records management, financial aid, counseling, advising, student development, and student accessibility. Other services and activities include international student admission and advising, student government, student activities and organizations, student orientation, leadership development, multicultural student resources, and student conduct. The Library acquires resources that support programs and courses, offers Library orientation and instructional workshops, subscribes to the interlibrary loan (ILL) services and makes referrals to outside resources.

## PUBLIC RELATIONS AND MARKETING DIVISION

General Fund	2020/21	2021/22		2022/23	Change from 2020/21	
	Actual	Adopted	Modified	Budget	Modified Budget	
					\$	%
Salaries	\$ 1,885,830	\$ 1,897,835	\$ 1,897,835	\$ -	\$ (1,897,835)	-100.0%
Benefits	753,593	764,062	764,062	-	(764,062)	-100.0%
Operating expenditures	<u>875,148</u>	<u>1,081,889</u>	<u>1,170,344</u>	-	<u>(1,170,344)</u>	<u>-100.0%</u>
Total expenditures	\$ 3,514,571	\$ 3,743,786	\$ 3,832,241	\$ -	\$ (3,832,241)	-100.0%

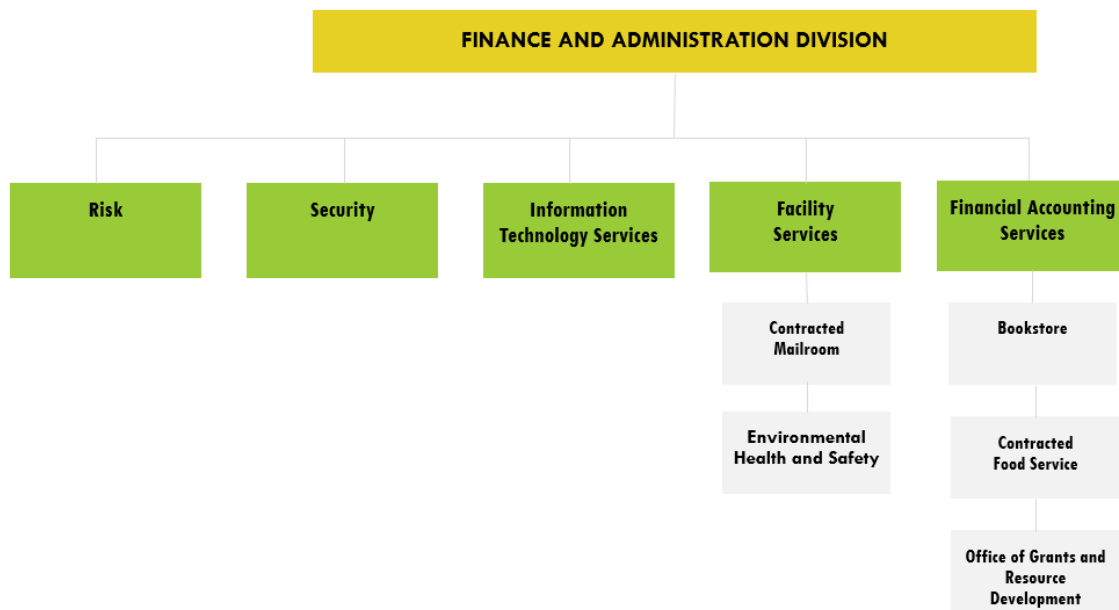


### Activities

**College Marketing** provides marketing, advertising, and communications services designed to promote and foster a positive image and to communicate effectively to WCTC’s internal and external stakeholders. It promotes WCTC to potential students, their parents, and the community using a variety of methods, such as open houses and meetings with students at the high schools with the goal of potential recruits becoming WCTC students.

## FINANCE AND ADMINISTRATION DIVISION

General Fund	2020/21	2021/22		2022/23	Change from 2020/21	
	Actual	Adopted	Modified	Budget	\$	%
Salaries	\$ 4,218,723	\$ 5,180,181	\$ 5,180,181	\$ 5,979,954	\$ 799,773	15.4%
Benefits	1,218,063	1,911,958	1,911,958	2,144,087	232,129	12.1%
Operating expenditures	<u>7,349,597</u>	<u>10,893,384</u>	<u>10,923,384</u>	<u>11,778,637</u>	<u>855,253</u>	<u>7.8%</u>
Total expenditures	\$ 12,786,383	\$ 17,985,523	\$ 18,015,523	\$ 19,902,678	\$ 1,887,155	10.5%



### Activities

**Information Technology Services (ITS)** provides college-wide network support for administrative and instructional applications; college-wide telecommunications and voice mail administration; database administration, information systems development; telecommunications support for distance learning; student computing support; WTCS reporting coordination; service desk support for college-wide applications; computer equipment consulting and maintenance; telecommunications equipment consulting and maintenance; Workforce Development Center network and telecommunications systems support; instructional technology consultation; media services, liaison for statewide technology initiatives and agreements; and college-wide software license agreements monitoring.

**Facility Services** provides services that include planning, budgeting, operating, and maintaining college facilities; remodeling, renovating, and constructing facilities; facility master planning; campus infrastructure maintenance; custodial services for buildings and grounds; property leasing agent services; outreach campus administration; education center management; print shop services; and mailroom services.

**Financial Accounting Services (FAS)** is responsible for all financial activities and related records of the college, including accounts payable, payroll support, grant and financial aid management and billing, budgeting, cash management, debt management, accounting, internal controls, auditing, accounts receivable and collections, capital asset tracking and monitoring, and procurement. This department also provides accounting services to the WCTC Foundation and oversees on-campus food service and vending contracts.

The **Bookstore** is a retail shop with online web sales component that provides textbooks and other products that students need to be successful at WCTC. The Bookstore is a certified Apple Store that also facilitates technology sales and device rental to students.

The **Office of Grants and Resource Development (OGRD)** provides support to the college community on development of externally funded grants and contracts. Activities include; identification of funding sources, writing and submission of all grant applications; federal and state compliance monitoring, sub-grant approval and audits, and project performance reporting; oversight of college grants, contracts, and grant reporting systems to comply with WTCS reporting requirements; and grant budget development support.

# Fiscal Year 2023

# **BUDGET DOCUMENT**



## Special Revenue Fund



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# SPECIAL REVENUE FUND

The Special Revenue Fund is used to account for the proceeds and related financial activities of specific revenue sources that are legally restricted to expenditures for specified purposes or where WCTC acts as a trustee or fiscal agent for the funds of others.

## Operating

The Operating Fund is used to account for the proceeds and related financial activities of specific revenue sources that are legally restricted to expenditures for specified purposes. The majority of the federal and state grants WCTC receives are recorded in this fund.

## Non-Aidable

The Non-Aidable Fund is used to account for assets held in trust by WCTC in a trustee capacity, primarily for student activities, financial aid, and federal and state grants. This fund is also used to account for assets held in trust by WCTC as a fiscal agent, such as the Other Post Employment Benefit (OPEB) Trust. No budgets are included for those activities where WCTC acts as a fiscal agent only. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of the results of operation.

- Student Association
- Financial Aid
- Grantor Agencies

**Special Revenue Fund – Operating  
Budget Summary**

	2020/21	2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget	
					\$	%
<b>Revenues</b>						
Local government	\$ 835,000	\$ 757,400	\$ 757,400	\$ 757,400	\$ -	0.0%
State funds	918,550	623,500	850,000	981,900	131,900	15.5%
Program fees	-	-	-	-	-	0.0%
Material fees	3,233	3,000	3,000	3,000	-	0.0%
Other student fees	62,053	57,000	57,000	57,000	-	0.0%
Institutional	193,137	-	215,000	-	(215,000)	0.0%
Federal funds	4,888,881	805,400	2,160,000	873,800	(1,286,200)	-59.5%
Total revenue	\$ 6,900,854	\$ 2,246,300	\$ 4,042,400	\$ 2,673,100	\$ (1,369,300)	-33.9%
<b>Expenditures</b>						
Salaries	\$ 2,013,242	\$ -	\$ -	\$ -	\$ -	0.0%
Benefits	658,835	-	-	-	-	0.0%
Operating expenditures	1,967,838	2,246,300	3,242,400	2,680,900	(561,500)	-17.3%
Total expenditures	\$ 4,639,915	\$ 2,246,300	\$ 3,242,400	\$ 2,680,900	\$ (561,500)	-17.3%
Net Revenue/(Expenditures)	2,260,939	-	800,000	(7,800)		
<b>Other sources/(uses)</b>						
Operating Transfer In/(Out)	\$ (2,231,074)	\$ -	\$ (800,000)	\$ -		
<b>Total Resources/(Uses)</b>	<b>\$ 29,865</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,800)</b>		
Beginning Fund Balance	537,212	537,212	567,077	567,077		
Ending Fund Balance	\$ 567,077	\$ 537,212	\$ 567,077	\$ 559,277		

The Special Revenue - Operating Fund is used to account for the proceeds and related financial activities of specific revenue sources that are legally restricted to expenditures for specified purposes, mainly state and federal funds.

When preparing this fund, staff submits proposed budgets based on projected grants to be received. The financial summary shown in this section identifies the projected grants to be received. When preparing the expenditure side of the grants, the expenditure budget is placed into a segregated pool account. As the award letters are received for each grant, a budget transfer is done transferring the funds from the segregated pool account to the appropriate expenditure account(s) for each grant.

If a grant is discontinued, WCTC decides whether or not to continue with the service. If the service is continued, the activity is transferred to the General Fund where it will be fully funded with tax levy and other revenues in the General Fund.

This fund was budgeted based on the projected grants to be received and calculating the necessary match with the match portion not exceeding the available tax levy. If additional match funds are needed during the year as a result of applying for more grants, WCTC would seek WCTC Board approval to modify its budget and re-appropriate funds from fund balance for the match funds. This would be a one-time transfer.

Based on the fluctuation of which grants may be received and the funding source, there can be wide variations in the amounts budgeted in this fund from one year to another.

Projected grants to be received in FY23 are:

GRANT	FEDERAL FUNDS	STATE FUNDS	TUITION & FEES	LEVY FUNDS	TOTAL FUNDS
<b>Carl D Perkins Career and Technical Education (CTEA)</b>					
Career Prep	\$48,341	-	-	-	48,341
Student Success	321,807	-	-	\$182,346	504,153
Strengthening CTE Programs	85,815				85,815
Nontraditional Occupations	21,454				21,454
Capacity Building for Equity and Inclusion	30,761				30,761
Capacity Building for Equity and Inclusion	7,520	-	-		7,520
Capacity Building for Equity and Inclusion	\$23,917	-	-		23,917
<b>Adult Education &amp; Family Literacy Act (AEFL)</b>					
Comprehensive - ABE	\$191,136	-	-	\$344,229	535,365
Comprehensive - ABE	33,729	-	-	\$60,746	94,475
Integrated English Lit. & Civics Education	34,162			\$11,388	45,550
Adult Corrections Education	65,436			\$21,812	87,248
Adult Corrections Education	9,564			\$3,188	12,752
<b>General Purpose Revenue (GPR)</b>					
Developing Markets AA/AS	-	\$200,000	-		200,000
Completion	-	\$65,714	-	\$21,905	87,619
Completion	-	\$159,286	-	\$53,095	212,381
Professional Growth	-	\$66,623	-	\$33,312	99,935
Career Pathways	-	\$75,900	-	\$18,976	94,876
Core Industry (Automotive)	-	150,000	-	-	150,000
Core Industry (Machine Tool)	-	172,000	-	-	172,000
<b>Other State</b>					
Motorcycle Safety BRC	-	25,000	56,800	-	81,800
Motorcycle Safety BRC2	-	880	1,200	-	2,080
Motorcycle Safety UBBRC	-	1,300	2,000	-	3,300
	-	-	-	-	-
Youth Apprenticeship	-	65,000	-	14,000	79,000
<b>TOTAL</b>	<b>\$873,642</b>	<b>\$981,703</b>	<b>\$60,000</b>	<b>\$764,997</b>	<b>\$2,680,342</b>



**Special Revenue Fund – Non-Aidable  
Budget Summary**

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		\$	%
<b>Revenues</b>								
Local government	\$ 151,500	\$ 151,500	\$ 151,500	\$ 151,500	\$ -			0.0%
State funds	1,187,425	1,401,575	1,401,575	1,457,000	55,425			4.0%
Other student fees	272,026	550,000	550,000	430,000	(120,000)			-21.8%
Institutional	29,341	13,000	13,000	13,000	-			0.0%
Federal funds	4,973,452	4,904,275	9,569,575	4,906,141	(4,663,434)			-48.7%
Total revenue	<u>\$ 6,613,744</u>	<u>\$ 7,020,350</u>	<u>\$ 11,685,650</u>	<u>\$ 6,957,641</u>	<u>\$ (4,728,009)</u>			<u>-40.5%</u>
<b>Expenditures</b>								
Salaries	\$ 110,048	\$ 248,445	\$ 248,445	\$ 254,043	\$ 5,598			2.3%
Benefits	24,367	31,941	31,941	25,905	(6,036)			-18.9%
Operating expenditures	6,555,940	6,732,464	11,397,764	6,687,693	(4,710,071)			-41.3%
Total expenditures	<u>\$ 6,690,355</u>	<u>\$ 7,012,850</u>	<u>\$ 11,678,150</u>	<u>\$ 6,967,641</u>	<u>\$ (4,710,509)</u>			<u>-40.3%</u>
Net Revenue/(Expenditures)	(76,611)	7,500	7,500	(10,000)				
<b>Other sources/(uses)</b>								
Operating Transfer In/(Out)	\$ 420,990	\$ (22,500)	\$ 247,500	\$ -				
<b>Total Resources/(Uses)</b>	<u>\$ 344,379</u>	<u>\$ (15,000)</u>	<u>\$ 255,000</u>	<u>\$ (10,000)</u>				
Beginning Fund Balance	620,621	753,201	965,000	988,932				
Ending Fund Balance	<u>\$ 965,000</u>	<u>\$ 738,201</u>	<u>\$ 1,220,000</u>	<u>\$ 978,932</u>				

The Special Revenue - Non-Aidable Fund is used to account for assets held by WCTC in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.

WCTC acts as a trustee for student government, some financial aid programs, and some federal and state grantor agencies. These are included as part of the adopted budget.

WCTC acts as an agent for the Southeast Wisconsin Certification Consortium and student clubs. These activities are not included in the adopted budget.

**Student Association  
Budget Summary**

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
					\$	%	
Other student fees	\$ 272,026	\$ 550,000	\$ 550,000	\$ 430,000	\$ (120,000)	-21.8%	
Institutional	9,341	13,000	13,000	13,000	-	0.0%	
Total revenue	\$ 281,367	\$ 563,000	\$ 563,000	\$ 443,000	\$ (120,000)	-21.3%	
Salaries	\$ 83,488	\$ 136,145	\$ 136,145	\$ 141,743	\$ 5,598	4.1%	
Benefits	24,367	31,941	31,941	25,905	(6,036)	-18.9%	
Operating expenditures	271,976	372,414	372,414	275,352	(97,062)	-26.1%	
Total expenditures	\$ 379,831	\$ 540,500	\$ 540,500	\$ 443,000	\$ (97,500)	-18.0%	

When students register for credit classes, they are charged an activity fee per credit. The activity fee is equal to 6% of the tuition rate rounded to the nearest nickel. This activity fee is collected on behalf of Student Association. The fees are placed into this fund for Student Association to use with the approval of WCTC's management. With the assistance and guidance of staff, Student Association determines how they would like to spend these funds to improve student life on campus. WCTC acts as a trustee of these funds.

**Financial Aid  
Budget Summary**

	Change from 2021/22					
	2020/21	2021/22		2022/23	Modified Budget	
	Actual	Adopted	Modified	Budget	\$	%
Local government	\$ 151,500	\$ 151,500	\$ 151,500	\$ 151,500	\$ -	0.0%
State funds	908,080	1,100,500	1,100,500	1,102,000	1,500	0.1%
Institutional	-	-	-	-	-	100.0%
Federal funds	4,955,277	4,887,800	9,553,100	4,887,800	(4,665,300)	-48.8%
Total revenue	\$ 6,014,857	\$ 6,139,800	\$ 10,805,100	\$ 6,141,300	\$ (4,663,800)	-43.2%
Salaries	\$ 26,560	\$ 112,300	\$ 112,300	\$ 112,300	\$ -	0.0%
Benefits	-	-	-	-	-	0.0%
Operating expenditures	5,966,444	6,042,500	10,707,800	6,039,000	(4,668,800)	-43.6%
Total expenditures	\$ 5,993,004	\$ 6,154,800	\$ 10,820,100	\$ 6,151,300	\$ (4,668,800)	-43.1%

WCTC is a trustee for some financial aid programs such as Supplemental Education Opportunity Grant (SEOG), Wisconsin Higher Education Grant (WHEG), Pell, and Federal College Work Study.

WCTC is a fiscal agent for other financial aid programs such as Direct Loans. WCTC does not prepare a budget for those funds where it is fiscal agent. Agency funds use only balance sheet accounts (assets, liabilities, and fund balance). As a result, no budget needs to be established.

In the past, the Bookstore has transferred \$20,000 of its retained earnings to be used for scholarships for students. These funds were used to meet student needs not met through traditional scholarships, such as the purchase of textbooks. These funds are administered by the Financial Aid Department.

Federal College Work Study and SEOG funds have a 25% match requirement and the HEAB Technical Assistance funds have a 50% match requirement. As a result, WCTC uses property tax levy funds for that purpose.

**Grantor Agencies  
Budget Summary**

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
					\$	%	
State funds	\$ 279,345	\$ 301,075	\$ 301,075	\$ 355,000	\$ 53,925	0.0%	
Institutional revenues	20,000	-	-	-	-	0.0%	
Federal funds	18,175	16,475	16,475	18,341	1,866	11.3%	
Total revenue	\$ 317,520	\$ 317,550	\$ 317,550	\$ 373,341	\$ 55,791	17.6%	
Operating expenditures	\$ 317,520	\$ 317,550	\$ 317,550	\$ 373,341	\$ 55,791	17.6%	
Total expenditures	\$ 317,520	\$ 317,550	\$ 317,550	\$ 373,341	\$ 55,791	17.6%	

Periodically WCTC is asked to act as a fiscal agent for receipt of state or federal grants where the work is done by some agency other than WCTC. These grant activities are recorded in this fund instead of the Special Revenue – Operating Fund. There can be fluctuations between years as a result.

Projected grants to be received in FY23 are:

GRANT	FEDERAL FUNDS	STATE FUNDS	TOTAL FUNDS
<b>Career and Technical Education (CTEA)</b>			
Waukesha County Career Prep	\$18,341	\$0	\$18,341
Youth Apprenticeship	\$0	\$355,000	\$355,000
<b>TOTAL</b>	<b>\$18,341</b>	<b>\$355,000</b>	<b>\$373,341</b>

No matter the season, the campus is always a sight to behold.



# Fiscal Year 2023 **BUDGET DOCUMENT**



## Capital Projects Fund



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# CAPITAL PROJECTS FUND

The Capital Projects Fund accounts for financial resources used for the acquisition or construction of capital assets and remodeling other than those financed by Proprietary Funds.

WCTC has two components that make up its Capital Projects Fund. They are:

- Capital projects budget (new construction, building remodeling, site improvements)
- Capital equipment budget

## Capital Projects Fund Budget Summary

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
					\$	%	
Local Government	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
State	126,274	-	95,000	178,000	83,000	0.0%	
Institutional	412,443	150,000	150,000	105,000	(45,000)	-30.0%	
Federal	1,842,887	-	321,600	-	(321,600)	0.0%	
<b>Total revenue</b>	<b>\$ 2,381,604</b>	<b>\$ 150,000</b>	<b>\$ 566,600</b>	<b>\$ 283,000</b>	<b>\$ (283,600)</b>	<b>-50.1%</b>	
Capital equipment	\$ 5,343,748	\$ 4,175,705	\$ 4,797,305	\$ 4,341,350	\$ (455,955)	-9.5%	
Capital projects	4,359,188	5,080,000	5,180,000	5,654,000	474,000	9.2%	
<b>Total expenditures</b>	<b>\$ 9,702,936</b>	<b>\$ 9,255,705</b>	<b>\$ 9,977,305</b>	<b>\$ 9,995,350</b>	<b>\$ 18,045</b>	<b>0.2%</b>	

WCTC issued \$7,750,000 in general obligation promissory notes to offset fiscal year 2021/22 capital costs. For fiscal year 2022/23, WCTC plans to issue \$7,750,000 of general obligation promissory notes. WCTC will use \$2,140,350 of fund balance to cover the remaining costs. These funds have accumulated for this purpose.

## Definitions

**Capital equipment** is defined as furniture or equipment with a value of \$5,000 or more and a useful life greater than 12 months. Capital equipment is capitalized as an asset in the Capital Projects Fund of WCTC.

**Capital projects** consist of the following and are defined by the Wisconsin Technical College System (WTCS) Board as:

- **New construction** – Adding additional square footage to an existing building or constructing a new building.
- **Land purchases** – Purchase of additional land for WCTC.
- **Building improvements** – This consists of the following:
  - ✓ **Infrastructure** – Improvements made to a building to extend the useful life (i.e. roof replacement) of that building.
  - ✓ **Retrofitting** – Changing the configuration of a room or building to extend the useful life of the asset and to meet the changing needs of WCTC and its students.
- **Site improvements** – Improvements made to the land (i.e. roads, sidewalks, and underground piping) to extend the useful life of the assets.

## Statutory limitations

The following statutory limits apply:

- New construction, building additions, and land purchases are limited to no more than \$1,500,000 in expenditures every two years without passing a referendum. New construction, building additions, and land purchases also require approval by the WTCS Board.
- Debt issues for site improvements are limited to \$1,500,000 per issue unless approved through a referendum.
- Debt issues for building improvements are limited to \$1,500,000 per issue unless approved through a referendum.

## Capital budgeting – planning policy

WCTC has a capital planning process that consists of a Facility Master Plan, equipment replacement schedules, and identification of new capital equipment needs in future years. These plans are reviewed and updated annually, concurrent with the Strategic Plan, budgeting process, and Academic Master Plan to ensure alignment of all plans and processes.

Below is a schedule of planned capital spending and the year of planned implementation. All amounts are in millions.

	2023	2024	2025	2026	2027	2028
Master facility plan (MFP)	4.100	4.150	4.950	3.000	3.000	3.000
Classroom/facility renovations	0.500	0.500	0.500	0.500	0.500	0.500
Infrastructure projects	2.400	1.500	1.000	1.950	1.950	1.950
Equipment	1.800	2.000	1.500	2.000	2.000	2.000
Technology purchases	1.050	1.500	1.500	2.000	2.000	2.000
Other capital equip/IT	0.150	0.150	0.150	0.150	0.150	0.150
<b>Total</b>	<b>10.000</b>	<b>9.800</b>	<b>9.600</b>	<b>9.600</b>	<b>9.600</b>	<b>9.600</b>



Funding (in millions) for these projected expenditures is expected to come from the following sources:

	2023	2024	2025	2026	2027	2028
General obligation promissory notes	7.750	7.750	7.750	7.750	7.750	7.750
Investment earnings	0.100	0.100	0.100	0.100	0.100	0.100
Other revenues	0.050	0.050	0.050	0.050	0.050	0.050
Use of fund balance	2.100	1.900	1.700	1.700	1.700	1.700
<b>Total</b>	<b>10.000</b>	<b>9.800</b>	<b>9.600</b>	<b>9.600</b>	<b>9.600</b>	<b>9.600</b>

Not included in the above schedules for future years are capital purchases relating to any federal or state grants, which may or may not be received in a particular fiscal year. These are generally small in nature and are to start up or expand an academic program. Revenue from such grants equals expenditures.

In recent years, WCTC has transferred some excess fund balance from the General Fund to the Capital Projects Fund to help fund capital projects and related capital costs that are needed now rather than in the future. By doing this, WCTC has been able to limit its debt borrowing to \$7.75 million per year, has not needed to increase the debt service levy amount. WCTC is utilizing these funds over a number of years to help fund its capital needs.

## Funding of capital projects and equipment

WCTC issues general obligation promissory notes to provide funds for capital equipment and capital projects. The proceeds of these notes are recorded in the Capital Projects Fund and the payment of the principal and interest is recorded in the Debt Service Fund. WCTC may also receive grant funds to cover the cost of some capital equipment items. These grants are recorded in this fund. Any investment earnings from the proceeds of the debt issuance are also recorded in this fund.

## Operating impacts

**Capital equipment and technology** – Operating impacts are generally minimal, if any. Operating impacts may consist of maintenance agreements, utility costs, supplies, fuel, staffing, etc. Many of the capital equipment purchases are replacements and the operating costs are already built into the base of the budget so new additional funds are not necessary.

The operating impact is shown on the following pages with the related capital expenditure.

**New construction** – New construction will always result in an impact to operational costs. However, sometimes these costs are minimized at the time of construction due to the following situations:

- Previously leased space to conduct the program prior to adding the new space; the leased space costs will be eliminated once the new space is available.
- Positions have already been created to conduct the program in the new space.
- Utility costs will be added for new construction.

**Building and site improvements** – Operating impacts are generally minimal, if any. WCTC tries to maintain its facilities and land in good shape in order to keep repairs at a minimum. These improvements may result in a reduction of repair and maintenance costs and/or energy savings. Since many of these remodeling projects are to repurpose a space, there generally are no operating impacts.

## Capital Expenditures Budget Summary

Type of Expenditure	Amount
Capital projects	
• Master Facility Plan	\$4,100,000
• Facility Infrastructure Projects	900,000
• Classroom and facility Renovations	500,000
Capital equipment	
• Equipment - Master Facility Plan	800,000
• Equipment - Learning	1,000,000
• Technology - Master Facility Plan	900,000
• Technology – Learning	150,000
• Technology - Infrastructure	1,500,000
• Other capital equipment/IT	150,000
<b>Total Capital Expenditures</b>	<b>\$10,000,000</b>
<b>Funding for Capital Expenditures</b>	<b>Amount</b>
Debt Issuance	\$7,750,000
Investment Earnings	100,000
Equipment Sales	50,000
Fund balance	2,100,000
<b>Total Funding</b>	<b>\$10,000,000</b>

## Fiscal Year 2023 Capital Projects Summary

The following Master Facility Plan projects are budgeted in the **Capital Projects Fund**.

FY23	
eSports lab in SEC	280,000
Cosmetology expansion & S-122 carpet removal/LVT install	455,000
Fire Training Phase IA Site Development & Foundation	441,650
Transportation Center	11,270,000
Student Life, Renovate C-123	217,000
Consolidate gas props	75,000
Electrical Infrastructure upgrade - phase III	1,100,000
Roof replacements H-1, H-4, and S-6	400,000
Update Waukesha campus signage	30,000
W-Bldg rain gutters	60,000
Architectural / Environmental Fees	60,000
Less Potential Grant for Transportation Center	(9,770,000)
<b>Total</b>	<b>4,618,650</b>

## Future Years' Proposed Capital Projects











FY24	
Infrastructure	900,000
Renovate three sets (6) of restrooms - C Building Atrium	400,000
Remodel A-010	157,500
Remodel A-016	157,500
Remodel shop areas I-Building	1,000,000
I-144 Metallurgy lab	262,500
Additional classroom space - I Building - Haas Donation	500,000
Renovate I-156 office complex	500,000
Insulate and heat PB1 (Pole barn storing the police cars for EVOC track)	315,000
Fire Training Phase IB Site Development & Foundation	432,850
Remodel H-101, H-102, and H-104 offices	157,500
Install electric car charging stations in parking lot 9 - phase 1	100,000
Roof replacements G-5, G-6M, G-7M, and S-6M	118,530
Exterior signs along College Avenue entrances	82,500
Architectural / Environmental Fees	60,000
Less Haas Donation - Funds fully available March 2023	(500,000)
<b>Total</b>	<b>4,643,880</b>
FY25	
Infrastructure	950,000
Build Aerial ladder building - Phase II	696,900
Rebuild the Burn Building	500,000
Rebuild the Fire Training tower	105,000
Renovate I-203 office complex	500,000
Electrical Infrastructure upgrade - phase IV	1,200,000
Roof replacements G-3, G-4, PB-1	437,100
Install electric car charging stations in parking lot 6 - phase II	105,000
Renovate one set (2) of restrooms in AJN	180,000
<b>Total</b>	<b>4,674,000</b>
FY26	
Infrastructure	950,000
Fire Training Phase III Site Development	457,600
Roof replacements G-1 & G-2	302,565
Install electric car charging stations in parking lot 4 - phase III	110,000
Renovate two sets (4) of restrooms - RTA and C-103 Corridor	320,000
Electrical transformer roof - security	460,000
Renovate former auto labs in I bldg	500,000
<b>Total</b>	<b>3,100,165</b>
FY27	
Infrastructure	1,000,000
V-Bldg Addition	1,500,000
Roof replacements C-1M & C-3M	138,000
Electrical Infrastructure upgrade - phase V	1,000,000
Install electric car charging stations in parking lot 11 - phase IV	115,000
Renovate restrooms	500,000
<b>Total</b>	<b>4,253,000</b>
FY28	
Infrastructure	1,000,000
Roof replacements C-1, C-2, C-3, C-4 and WK-2	1,056,225
Renovate restrooms	500,000
Install electric car charging stations in parking lot WA-1 - phase V	115,000
<b>Total</b>	<b>2,671,225</b>

# Fiscal Year 2022/23 Capital Projects Timeline

Account	Description	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023
<b>Capital Projects requiring State Board approval</b>																				
	eSports lab in SEC																			
	Expand Cosmetology																			
	Fire Training Phase 1 Site Development & Foundation																			
	Transportation Center																			
	Student Development, Renovate C-123																			
<b>Capital projects not needing State Board approval</b>																				
	Consolidate gas props																			
	Electrical loop - phase III																			
	Roof replacements H1, H4, and S6																			
	Update Waukesha campus signage																			
	W-Bldg rain gutters																			
<b>Professional Services</b>																				
	Architectural fees																			
	Environmental fees																			

Less Potential Grant

**Totals**

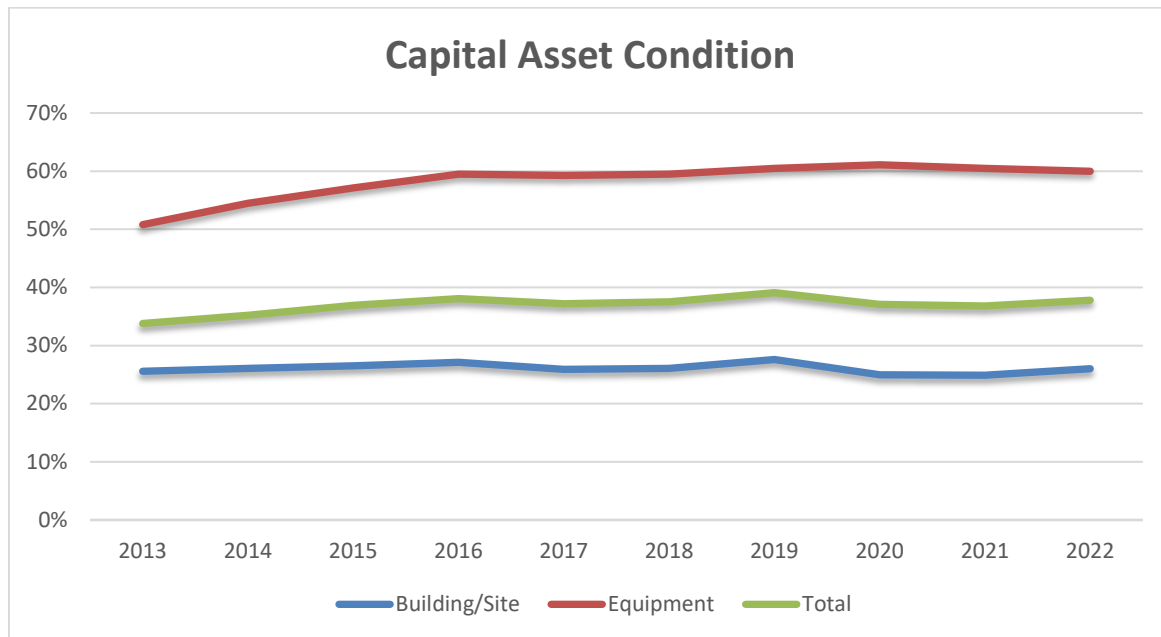
Planning process		WCTC Board Presentation	
Projects requiring State board approval		Under \$5000 - FAS building funds	
Construction phase		WCTC Board Resolution approval	
Construction bids		State Board approval	
WCTC Board construction approval		Village Plan commission	

## CAPITAL SPENDING RATIOS

These indicators help determine whether or not WCTC is spending enough in capital so that its physical assets can meet the needs of the college and its students and other customers.

- The Capital Asset Condition Ratio looks at accumulated depreciation in comparison to capital asset values.
- The Replacement Cost Ratio, also known as the Capital Spend Ratio, looks at replacement cost in comparison to original cost.
- The Annual Required Asset Replacement Spend calculation looks at the annual depreciation amount times the Capital Spend Ratio to determine how much the college should be spending annually for capital. This calculation would then be compared to actual spend levels.

	Capital Asset Condition			Replacement Cost Ratio		Annual Required Asset Replacement Spend	
	Building/ Site	Equipment	Total	Building/ Site	Equipment	Building/ Site	Equipment
2013	25.6%	50.8%	33.8%	2.27	2.15	\$3,017,420	\$4,734,114
2014	26.1%	54.5%	35.2%	2.15	1.75	\$2,965,113	\$4,489,016
2015	26.5%	57.1%	36.9%	2.15	1.71	\$3,019,349	\$4,627,398
2016	27.1%	59.5%	38.1%	2.08	1.65	\$3,619,313	\$4,396,794
2017	25.9%	59.3%	37.2%	1.98	1.58	\$3,057,499	\$5,063,142
2018	26.1%	59.5%	37.5%	1.88	1.49	\$3,240,616	\$4,271,498
2019	27.6%	60.5%	39.1%	1.95	1.50	\$3,615,331	\$3,644,864
2020	25.0%	61.1%	37.1%	1.82	1.45	\$3,507,943	\$3,853,981
2021	24.9%	60.5%	36.8%	1.67	1.34	\$3,533,928	\$3,708,580
2022	26.0%	60.0%	37.8%	1.70	1.29	\$3,838,196	\$3,526,349



# Fiscal Year 2023 **BUDGET DOCUMENT**



## Debt Service Fund



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# DEBT SERVICE FUND

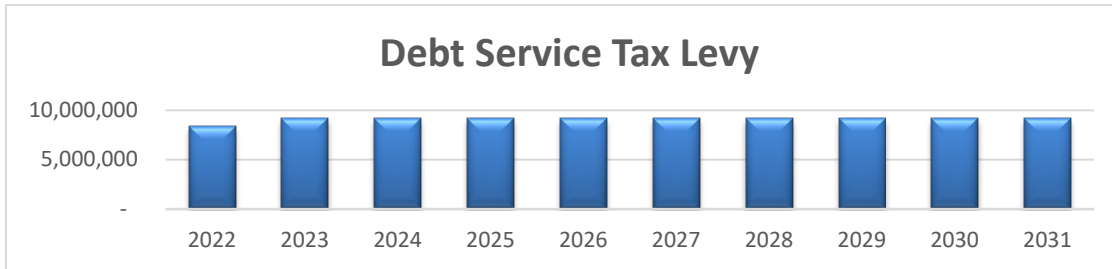
The Debt Service Fund is used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and related costs.

## Debt Service Fund Budget Summary

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
					\$	%	
<b>Revenues</b>							
Local government	\$ 8,350,000	\$ 8,350,000	\$ 8,350,000	\$ 9,200,000	\$ 850,000	10.2%	
Investment income	175,111	175,000	175,000	100,000	(75,000)	-42.9%	
<b>Total revenue</b>	<b>\$ 8,525,111</b>	<b>\$ 8,525,000</b>	<b>\$ 8,525,000</b>	<b>\$ 9,300,000</b>	<b>\$ 775,000</b>	<b>9.1%</b>	
<b>Expenditures</b>							
Principal	\$ 8,280,000	\$ 7,800,000	\$ 8,240,000	\$ 8,000,000	\$ (240,000)	-2.9%	
Interest	469,375	490,000	477,000	490,000	13,000	2.7%	
Other expenditures	39,286	285,000	208,000	85,000	(123,000)	-59.1%	
<b>Total expenditures</b>	<b>\$ 8,788,661</b>	<b>\$ 8,575,000</b>	<b>\$ 8,925,000</b>	<b>\$ 8,575,000</b>	<b>\$ (350,000)</b>	<b>-3.9%</b>	
Net Revenue/(Expend	(263,550)	(50,000)	(400,000)	725,000			
<b>Other sources/(uses)</b>							
Operating Transfer In/	\$ -	\$ -	\$ -	\$ -			
<b>Total Resources/(Uses)</b>	<b>\$ (263,550)</b>	<b>\$ (50,000)</b>	<b>\$ (400,000)</b>	<b>\$ 725,000</b>			
Beginning Fund Balance	1,116,298	852,548	852,748	862,748			
Ending Fund Balance	\$ 852,748	\$ 802,548	\$ 452,748	\$ 1,587,748			

WCTC has scheduled its debt service repayments in order to keep a stable or decreasing tax levy in the Debt Service Fund. Based on WCTC's current debt levels, historical premiums received, planned future borrowings, and the amount of fund balance currently available, WCTC decreased the amount of property tax levy in fiscal year 2021/22 and plans to levy the same for 2022/23. Based on its current borrowing plans, the debt service levy is projected to remain flat, with only a small increase for the next few years as shown in the following graph.





## Debt service policy

WCTC issues general obligation promissory notes to pay for capital projects (new construction, remodeling, and site improvements) and capital equipment purchases only. WCTC structures its debt to maintain a stable tax levy within the Debt Service Fund. WCTC looks to repay its debt within three to seven years for capital equipment borrowings and five to ten years for capital project borrowings.

## What is a capital purchase?

Prior to July 1, 2017, equipment with a value of \$500 and a life of greater than 12 months was capital. Effective July 1, 2017, equipment with a value of \$5,000 and a life greater than 12 months is capital. Capital projects consist of new construction, building remodeling, site improvements, land purchases, and land improvements. A capitalization threshold of \$100,000 has been set for internally generated software and \$15,000 for capital projects. The Wisconsin Technical College System has set these capitalization limits.

All purchases meeting the definition of capital are budgeted in the Capital Projects Fund unless they relate to an Enterprise Fund. The college capitalizes these assets and records depreciation in its annual audited financial statement in compliance with GASB 34 and 35 accounting regulations.

## Restrictions on borrowing and capital projects

For each general obligation bond or promissory note issued without a referendum, WCTC can only:

- Issue \$1,500,000 or less per issuance for building improvements.
- Issue \$1,500,000 or less per issuance for site improvements.
- Issue \$1,500,000 or less for new construction or land purchases within a two-year period per campus location as defined by the Wisconsin Technical College System.

The Wisconsin Technical College System Board must approve all new construction projects and major building remodeling projects prior to any issuance of general obligation bonds or promissory notes, regardless of a referendum.

There is no limit on the amount of capital equipment that can be included in a borrowing; however WCTC borrows \$5,000,000 or less per calendar year in order to maintain the College's status as a small issuer.

Because of the above limitations, it is necessary for WCTC to structure multiple debt issues in each fiscal year.

## Financial accountability

WCTC is fiscally strong and has been able to maintain a Aaa bond rating from Moody's Investor Service since 1994, because of its fiscal policies, its sound financial position, its long-range plans, and low tax levy.

## Legal debt margin

Per Wisconsin state statute 67.03(1), WCTC's aggregate indebtedness may not exceed 5% of the equalized value of the taxable property located in WCTC's taxing district and its bonded indebtedness may not exceed 2% of equalized valuation. The maximum indebtedness of WCTC for FY 22 will be \$25,840,000 compared to the 5% limit, based on a projected 4.0% change in equalized valuation, of approximately \$3,253,995,918. WCTC is currently utilizing less than 1.0% of its maximum total indebtedness potential. WCTC does not have any bonded debt outstanding.

Below is the calculation for the legal debt limit the college must comply with.

Gross total debt includes general obligation promissory notes and bonds, which are included in WCTC's general obligation indebtedness.

Total general obligation indebtedness may not exceed 5% of equalized valuation. For FY 22, the projected computation of legal debt margin is as follows:

FY 22 Equalized Valuation		\$66,571,913,441
Projected Change in Valuation		<u>X 104.00%</u>
FY 23 Projected Equalized Valuation		69,234,789,979
Debt Limit Percent		<u>X 5%</u>
Debt Limit		3,461,739,499
Gross Indebtedness Applicable to Debt Limit	\$25,300,000	
Less Projected Assets Available	<u>862,748</u>	
Total Amount of Debt Applicable to Debt Limit		<u>24,437,252</u>
Legal Debt Margin		\$ 3,437,302,247

Additionally, total bonded debt, which is a component of general obligation debt, may not exceed 2% of equalized valuation. For FY 22, the computation of legal debt margin is as follows:

FY 23 Projected Equalized Valuation		\$69,234,789,979
Debt Limit Percent		<u>X 2.00%</u>
Debt Limit		1,384,695,800
Gross Indebtedness Applicable to Debt Limit	\$0	
Less Projected Assets Available	<u>0</u>	
Total Amount of Debt Applicable to Debt Limit		<u>0</u>
Legal Debt Margin		\$ 1,384,695,800

## Current year debt status

For FY 22 WCTC borrowed \$7,750,000 for building improvements and capital equipment, which matches the amount it planned to borrow.

## Budget year debt planning

WCTC plans on borrowing \$7,750,000 in general obligation promissory notes to pay for capital projects and capital equipment in FY 23. These capital projects are part of WCTC's Facility Master Plan.

The debt repayment schedules are structured to fit into the existing debt structure in order to keep a stable rate in the property tax levy requirements for the Debt Service Fund. Equalized valuations of **property are projected to increase 4.00%**. The FY 23 debt service levy was increased based on expected payment schedules, favorable rates, and reserves available within the fund. As a result of the decreased levy along with the expected increase in equalized values, property owners should see a **slight increase** in their property taxes relating to debt service for FY 23 on an equalized valuation basis for the same priced house.

## Long-term debt planning

WCTC anticipates the need to issue the following amounts of general obligation promissory notes over the next seven years:

2022/23	7,750,000
2023/24	7,750,000
2024/25	7,750,000
2025/26	7,750,000
2026/27	7,750,000
2027/28	7,750,000
2028/29	<u>7,750,000</u>
<b>Total</b>	<b>\$54,250,000</b>

## Long-term debt schedule as of June 30, 2022

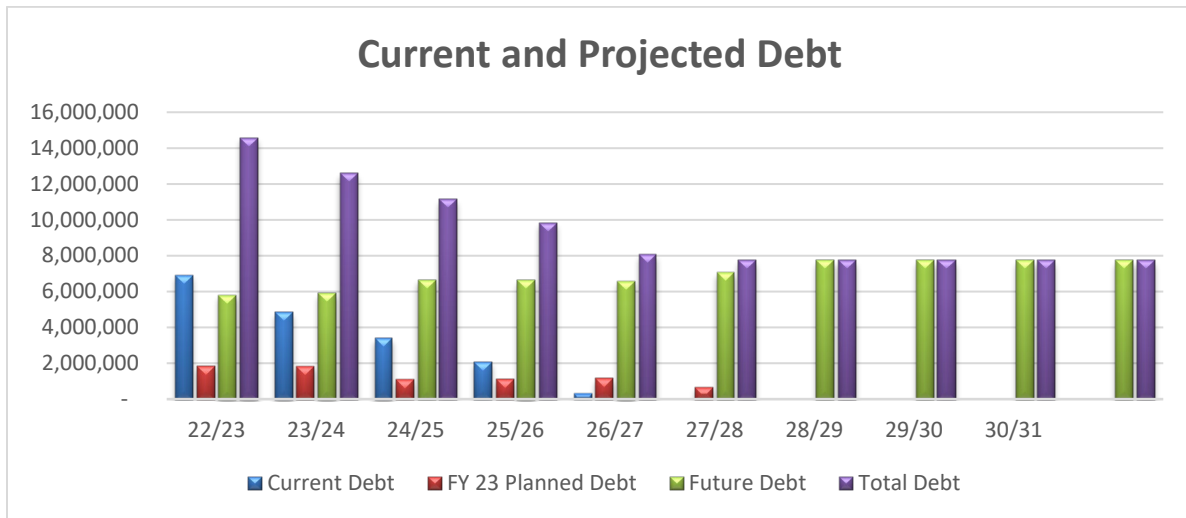
Issuance Description	Total Outstanding
General obligation promissory notes (\$2,400,000) issued to finance FY 18 building (\$1,500,000) and site improvements (\$900,000) over 5 years at 2.00 – 2.50% interest with Piper Jaffray:	510,000
General obligation promissory notes (\$1,500,000) issued to finance FY 18 building improvements over 5 years at 2.00% to 2.25% interest with BOK Financial Services, Inc.:	320,000
General obligation promissory notes (\$5,600,000) issued to finance FY 19 building remodeling (\$1,500,000) and capital equipment (\$4,100,000) over 5 years at 2.00% - 3.00% interest with Hutchinson, Shockey, Erley & Co.:	1,390,000
General obligation promissory notes (\$2,150,000) issued to finance FY 19 building remodeling (\$1,500,000) and construction of the second phase of the EVOC track (\$650,000) over 5 years at 2.25% - 2.50% interest with Hutchinson, Shockey, Erley & Co.:	900,000
General obligation promissory notes (\$4,850,000) issued to finance FY 20 building remodeling (\$1,500,000), site improvements (\$460,000), and capital equipment (\$2,890,000) over 5 years at 2.0% - 3.0% interest with Hutchinson, Shockey, Erley & Co.:	2,060,000
General obligation promissory notes (\$2,900,000) issued to finance FY 20 site improvements (\$900,000), and capital equipment (\$2,000,000) over 5 years at 2.0% - 3.0% interest with Hutchinson, Shockey, Erley & Co.:	1,785,000
General obligation promissory notes (\$4,500,000) issued to finance FY 21 building remodeling (\$1,500,000), site improvements (\$742,500), and capital equipment (\$2,257,500) over 5 years at 2.0% - 3.0% interest with BNY Mellon Capital Markets:	2,190,000
General obligation promissory notes (\$3,250,000) issued to finance FY 21 building and remodeling (\$1,033,000), capital equipment (\$717,000), and construction of building additions (\$1,500,000) over 5 years at .5% - 3.0% interest with Huntington Securities, Inc.:	2,635,000
General obligation promissory notes (\$3,250,000) issued to finance FY 22 building and remodeling (\$1,500,000), site improvements (\$850,000), and capital equipment (\$900,000) over 5 years at 1.125% - 3.0% interest with BNY Mellon Capital Markets:	2,240,000
General obligation promissory notes (\$3,000,000) issued to finance FY 22 building remodeling (\$1,500,000) and capital equipment (\$1,500,000) over 5 years at 1.25% - 3.0% interest with Huntington Securities, Inc.:	2,020,000
General obligation promissory notes (\$1,500,000) issued to finance FY 22 building and remodeling (\$1,500,000) over 5 years at 2.0% interest with Northland Securities, Inc.:	1,500,000
<b>Current Debt Totals</b>	<b>17,550,000</b>

## Projected 2022/23 general obligation promissory notes to be issued

Issuance Description	Total Outstanding
General obligation promissory notes (\$3,800,000) issued to finance FY 23 building remodeling, site improvements, and capital equipment over 5 years at 3.0% interest	3,800,000
General obligation promissory notes (\$3,950,000) issued to finance FY 23 remodeling, site improvements, and capital equipment over 5 years at 3.25%	3,950,000
<b>Projected 2022/23 Debt Totals</b>	<b>\$ 7,750,000</b>

## Long-term debt summary as of June 30, 2023 (includes debt to be issued between now and June 30, 2023 as shown above)

	Principal	Interest	Total
2022/23	8,760,000	452,175	9,212,175
2023/24	6,680,000	391,625	7,071,625
2024/25	4,495,000	236,438	4,731,438
2025/26	3,210,000	142,575	3,352,575
2026/27	1,475,000	64,850	1,539,850
2027/28	680,000	22,100	702,100
<b>Total</b>	<b>\$ 25,300,000</b>	<b>\$ 1,309,763</b>	<b>\$ 26,609,763</b>

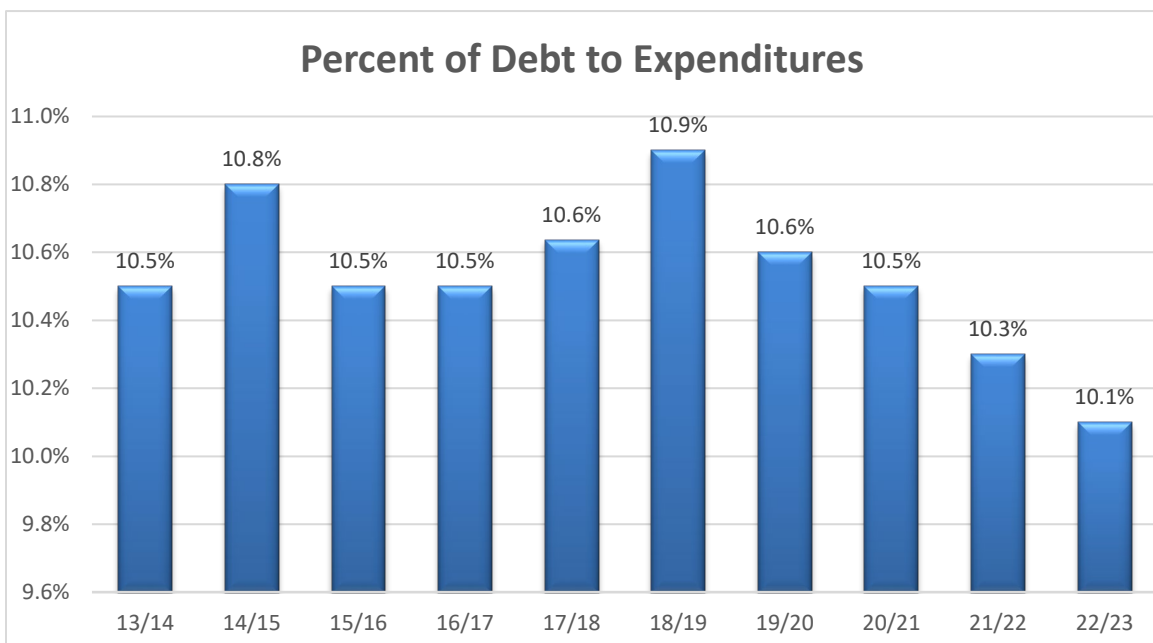


# RATIO OF ANNUAL DEBT SERVICE TO TOTAL GOVERNMENTAL EXPENDITURES

## HISTORICAL COMPARISONS (Amounts in Thousands)

Debt service includes principal and interest payments on general debt obligations of WCTC that were issued to pay for capital expenditures. Debt service payments are compared to governmental operating expenditures, which include the General Fund and Special Revenue – Operating Funds, in order to assess the amount of risk WCTC is undertaking. As a fixed cost, debt service can reduce expenditure flexibility. To mitigate this, WCTC strives to keep the ratio of debt service to governmental operating expenditures as low as possible, but going too low shows WCTC would not be keeping its facilities and equipment up to date. WCTC’s debt service has remained stable in proportion to increases in expenditures.

Year	Total Debt		Total	Total Governmental Operating Expenditures	Ratio of Debt Service to Operating Expenditures	
	Principal	Interest & Related Charges			Bonded Debt Service	Total Debt Service
13/14	\$8,000	\$611	\$8,611	\$81,962	0.0%	10.5%
14/15	\$9,060	\$537	\$9,597	\$88,838	0.0%	10.8%
15/16	\$8,695	\$484	\$9,179	\$87,723	0.0%	10.5%
16/17	\$8,370	\$458	\$8,828	\$83,728	0.0%	10.5%
17/18	\$8,390	\$461	\$8,851	\$83,217	0.0%	10.6%
18/19	\$8,323	\$503	\$8,826	\$80,860	0.0%	10.9%
19/20	\$8,280	\$469	\$8,749	\$82,377	0.0%	10.6%
20/21	\$8,280	\$469	\$8,749	\$83,084	0.0%	10.5%
21/22 est	\$8,240	\$477	\$8,717	\$84,978	0.0%	10.3%
22/23 proj.	\$8,760	\$455	\$9,215	\$90,800	0.0%	10.1%



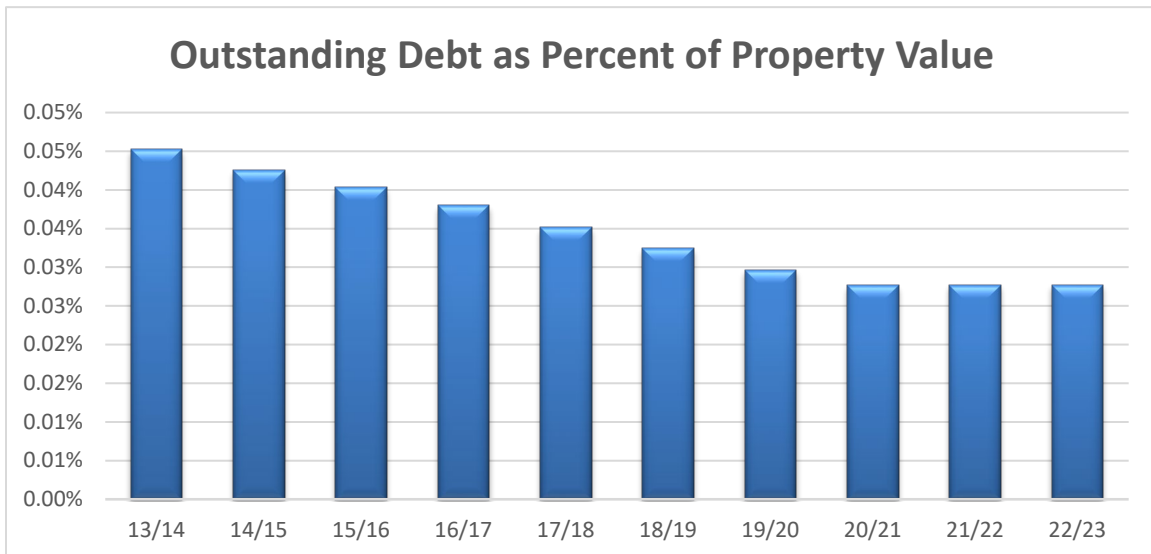
# RATIO OF NET DEBT TO EQUALIZED VALUATION, PER CAPITA, AND COMPARISON OF LEGAL DEBT MARGIN

## HISTORICAL COMPARISONS (Amounts in Thousands except Per Capita)

Year	Population	Equalized Valuation	Gross Total Debt Amount	Debt Service Fund Assets Available	Net Total Debt		
					Amount	Ratio to Equalized Valuation	Per Capita
13/14	405,794	\$47,450,464	\$23,195	\$1,598	\$21,597	0.05%	\$53
14/15	407,150	\$49,372,912	\$21,885	\$855	\$21,030	0.04%	\$52
15/16	408,359	\$50,592,374	\$20,940	\$559	\$20,381	0.04%	\$50
16/17	410,919	\$52,151,418	\$20,320	\$612	\$19,708	0.04%	\$48
17/18	412,747	\$54,199,834	\$19,680	\$629	\$19,051	0.04%	\$46
18/19	416,057	\$56,491,051	\$19,110	\$764	\$18,346	0.03%	\$44
19/20	420,620	\$59,714,494	\$18,580	\$853	\$17,727	0.03%	\$42
20/21	421,445	\$62,576,845	\$18,090	\$853	\$17,237	0.03%	\$41
21/22 est	423,000	\$66,571,913	\$25,840	\$863	\$17,277	0.03%	\$41
22/23 prj	425,000	\$69,234,790	\$25,300	\$863	\$16,687	0.03%	\$39

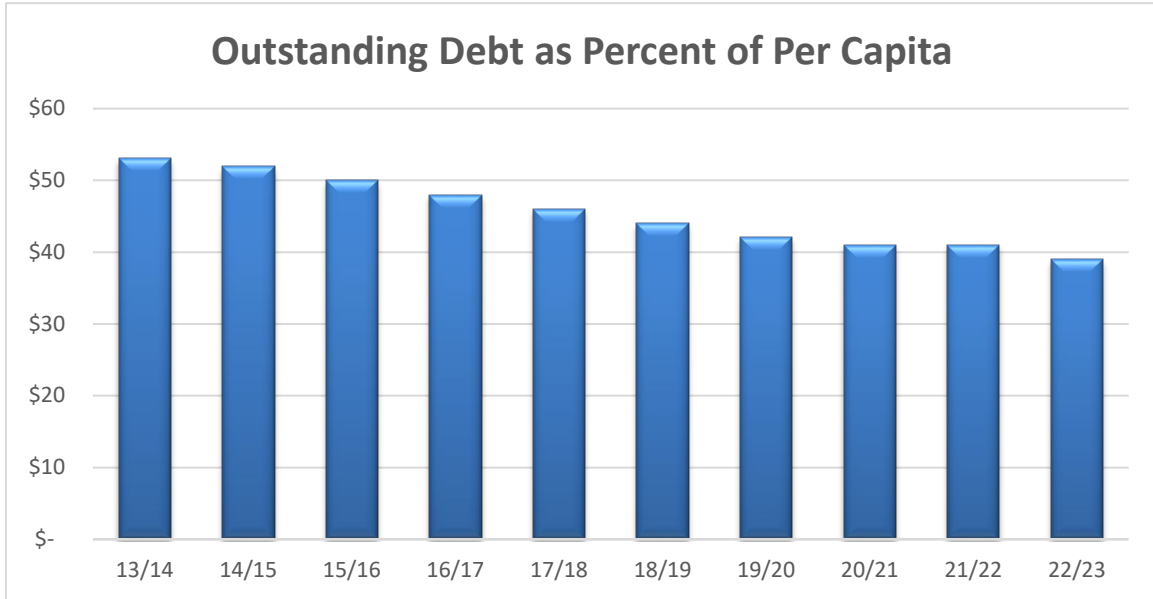
Source—Population and equalized valuation received from Wisconsin Department of Revenue

Outstanding debt is defined as the remaining principal on general obligation promissory notes or bonds, which WCTC has pledged its full faith and credit and unlimited taxing power to repay. With the property tax as the major revenue source, long-term debt is analyzed by looking at the debt service as a percent of equalized valuation. By statute, WCTC is restricted to 5% of the value of all property in the district for total debt and 2% of the value of all property in the district for bonded debt. At this point in time, WCTC is well below both of these restrictions with outstanding debt being less than 1/10<sup>th</sup> of a percent of value.



## Per Capita

Dividing outstanding debt by the current population is another indicator of the burden on the community of the general obligation debt that has been issued. The lower the per capita amount, the less the burden is on the taxpayer. If the debt per capita is too low, it would show WCTC is not keeping up its facilities and equipment and this ratio would need to be monitored.





# COMPUTATION OF DIRECT AND OVERLAPPING DEBT

For the Year Ended June 30, 2021

JURISDICTION	Net Debt Outstanding	Percentage Applicable to WCTC	Amount Applicable to WCTC
<b>DIRECT DEBT</b>			
WCTC	\$ 17,631,922	100 %	\$ 17,631,922
<b>TOTAL DIRECT DEBT</b>			<b><u>\$ 17,631,922</u></b>
<b>OVERLAPPING DEBT</b>			
County of			
Dodge	23,545,000	2	470,900
Jefferson	19,086,114	10	1,908,611
Racine	156,366,853	2	3,127,337
Waukesha	79,749,405	99	78,951,911
<b>Total All Counties</b>			<b><u>\$ 84,458,759</u></b>
City of			
Brookfield	97,217,027	100	97,217,027
Delafield	14,699,313	100	14,699,313
Muskego	38,083,237	100	38,083,237
New Berlin	49,078,230	93	45,642,754
Oconomowoc	39,124,816	100	39,124,816
Pewaukee	4,875,267	100	4,875,267
Waukesha	192,871,118	100	192,871,118
<b>Total All Cities</b>			<b><u>\$ 432,513,532</u></b>
Town of			
Ashippun	28,859	68	19,624
Brookfield	1,019,533	100	1,019,533
Cold Spring	-	1	-
Concord	186,540	31	57,827
Delafield	3,400,545	100	3,400,545
Eagle	428,826	100	428,826
Genesee	88,670	100	88,670
Ixonia	5,047,758	72	3,634,386
Lebanon	173,680	4	6,947
Lisbon	6,861,912	100	6,861,912
Merton	2,032,473	100	2,032,473
Mukwonago	3,322,006	100	3,322,006
Norway	523,995	58	303,917
Oconomowoc	4,916,365	100	4,916,365
Ottawa	-	100	-
Palmyra	89,193	98	87,409
Sullivan	368,045	47	172,981
Vernon	3,035,000	100	3,035,000
Waukesha	5,512	100	5,512
<b>Total All Towns</b>			<b><u>\$ 29,393,934</u></b>

<b>JURISDICTION</b>	<u>Net Debt Outstanding</u>	<u>Percentage Applicable to WCTC</u>	<u>Amount Applicable to WCTC</u>
Village of			
Big Bend	\$ -	100 %	\$ -
Butler	451,295	100	451,295
Chenequa	-	100	-
Dousman	8,162,724	100	8,162,724
Eagle	33,851	100	33,851
Elm Grove	6,925,628	100	6,925,628
Hartland	19,502,311	100	19,502,311
Lac La Belle - Jefferson County	3,289	100	3,289
Lac La Belle - Waukesha County	1,093,254	100	1,093,254
Lannon	1,461,108	100	1,461,108
Menomonee Falls	83,470,306	100	83,470,306
Merton	2,736,946	100	2,736,946
Mukwonago	37,373,404	100	37,373,404
Nashotah	349,660	100	349,660
North Prairie	253,317	100	253,317
Oconomowoc Lake	351,733	100	351,733
Palmyra	1,190,434	100	1,190,434
Pewaukee	16,381,463	100	16,381,463
Summit	10,486,535	100	10,486,535
Sussex	59,608,860	100	59,608,860
Wales	5,941,895	100	5,941,895
<b>Total All Villages</b>			<b><u>\$ 255,778,013</u></b>
School district of			
Arrowhead	432,628	100	432,628
Elmbrook	38,250,000	100	38,250,000
Hamilton	53,505,000	100	53,505,000
Kettle Moraine	23,992,299	100	23,992,299
Menomonee Falls	36,105,000	100	36,105,000
Mukwonago	36,968,874	100	36,968,874
Muskego – Norway	37,215,000	100	37,215,000
New Berlin	36,275,000	100	36,275,000
Oconomowoc	76,105,000	100	76,105,000
Palmyra-Eagle	10,085,000	100	10,085,000
Pewaukee	50,745,000	100	50,745,000
Waukesha	38,021,518	100	38,021,518
<b>Total All School Districts</b>			<b><u>\$ 437,700,319</u></b>
<b>TOTAL OVERLAPPING DEBT</b>			<b><u>\$ 1,239,844,557</u></b>
<b>TOTAL DIRECT AND OVERLAPPING DEBT</b>			<b><u>\$ 1,257,476,479</u></b>

WCTC’s boundaries comprise the boundaries of twelve K-12 school districts and the towns, villages, cities, and county property that are contained within those school districts. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses located within WCTC’s boundaries. This process recognizes that, when considering WCTC’s ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be considered. This does not imply that every taxpayer is a resident and, therefore, responsible for repaying the debt of each overlapping government. The percentage of overlapping debt applicable to WCTC is the equalized property value of property of the overlapping government located within WCTC’s boundaries as a percentage of total equalized value of all property for the overlapping government.

# Fiscal Year 2023 **BUDGET DOCUMENT**



## Proprietary Funds



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# PROPRIETARY FUNDS

Proprietary Funds are used to account for ongoing activities, which are similar to those often found in the private sector. The measurement focus is based on the determination of income. These funds are maintained on the accrual basis of accounting. Two types of Proprietary Funds exist. They are:

- Internal Service Fund
- Enterprise Fund

## Internal Service Fund

The Internal Service Fund is used to account for the financing and related financial activities of goods and services provided by one department of WCTC to another department(s) of WCTC or to other governmental units on a cost-reimbursement basis. WCTC is self-insured for dental insurance coverage. Because of this, it utilizes an Internal Service Fund to track this activity.

### Internal Service Fund Budget Summary

	2020/21 Actual	2021/22		2022/23 Budget	Change from 2021/22 Modified Budget	
		Adopted	Modified		\$	%
Sales	\$ 569,212	\$ 900,000	\$ 900,000	\$ 625,000	\$ (275,000)	-30.6%
Federal	-	-	-	-	-	100.0%
Total revenue	\$ 569,212	\$ 900,000	\$ 900,000	\$ 625,000	\$ (275,000)	-30.6%
Salary	\$ 35,293	\$ 35,640	\$ 35,640	\$ 36,900	\$ 1,260	100.0%
Benefits	16,418	16,610	16,610	17,270	660	100.0%
Operating expenses	12,248	40,000	40,000	40,830	830	2.1%
Cost of goods sold	534,488	857,750	857,750	585,000	(272,750)	-31.8%
Total expenditures	\$ 598,447	\$ 950,000	\$ 950,000	\$ 680,000	\$ (270,000)	-28.4%

Effective June 1, 2002, WCTC became self-insured for health and dental and created an Internal Service Fund to track this activity. Effective July 1, 2015, WCTC joined the Wisconsin Technical Colleges Employee Benefit Consortium for health insurance. This change left self-funded dental insurance as the only remaining internal service fund activity.

## Enterprise Funds

The Enterprise Funds are used to record revenues and expenses related to rendering services to students, faculty, staff, and the community. These funds are intended to be self-supporting and are operated in a manner similar to private business where the intent is that all costs, including depreciation expense, of providing goods and services to students and other aforementioned parties is recovered, primarily through user charges. These services complement the educational and general objectives of WCTC.

- Child Development Center
- Bookstore
- Classic Room Restaurant
- Customer Assistance Auto Shop
- Dental Hygiene Clinic
- Style and Class Salon
- Indoor Firing Range and Training Center
- Student Accident Insurance

### Enterprise Fund Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		\$	%
Sales	\$ 3,503,036	\$ 4,005,760	\$ 4,005,760	\$ 3,857,700	\$ (148,060)		-3.7%	
Federal	19,268	20,000	20,000	20,000	-		100.0%	
<b>Total revenue</b>	<b>\$ 3,522,304</b>	<b>\$ 4,025,760</b>	<b>\$ 4,025,760</b>	<b>\$ 3,877,700</b>	<b>\$ (148,060)</b>		<b>-3.7%</b>	
Salaries	\$ 744,845	\$ 833,584	\$ 833,584	\$ 842,480	\$ 8,896		1.1%	
Benefits	289,096	352,741	352,741	295,948	(56,793)		-16.1%	
Cost of goods sold	2,214,718	2,552,560	2,552,560	2,431,735	(120,825)		-4.7%	
Operating expenditures	265,666	269,060	269,060	304,060	35,000		13.0%	
<b>Total expenditures</b>	<b>\$ 3,514,325</b>	<b>\$ 4,007,945</b>	<b>\$ 4,007,945</b>	<b>\$ 3,874,223</b>	<b>\$ (133,722)</b>		<b>-3.3%</b>	

This budget is built on projected activity levels. It includes the individual Enterprise Fund budgets following.

## Child Development Center Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual		Adopted	Modified	Budget		Modified Budget	
							\$	%
Sales	\$ 537,787	\$	741,000	\$ 741,000	\$ 720,000	\$	(21,000)	-2.8%
Federal	19,268		20,000	20,000	20,000		-	100.0%
<b>Total revenue</b>	<b>\$ 557,055</b>	<b>\$</b>	<b>761,000</b>	<b>\$ 761,000</b>	<b>\$ 740,000</b>	<b>\$</b>	<b>(21,000)</b>	<b>-2.8%</b>
Salaries	\$ 440,825	\$	469,861	\$ 469,861	\$ 505,181	\$	35,320	7.5%
Benefits	178,984		228,093	228,093	183,711		(44,382)	-19.5%
Cost of goods sold	35,376		40,000	40,000	46,000		6,000	15.0%
Operating expenditures	2,595		7,360	7,360	4,860		(2,500)	-34.0%
<b>Total expenditures</b>	<b>\$ 657,780</b>	<b>\$</b>	<b>745,314</b>	<b>\$ 745,314</b>	<b>\$ 739,752</b>	<b>\$</b>	<b>(5,562)</b>	<b>-0.7%</b>

The Child Development Center is a childcare center operated by WCTC in order to give students in the Early Childhood Program on-the-job experience in a childcare setting and to give WCTC students, staff and the community a quality childcare center. Students, staff, and the community may enroll their children in the Center. Staff at the Center constantly look for ways to improve the services and staffing patterns in order to break even. The Center has received the YoungStar accreditation for multiple years. The Center sets its rates to be affordable for WCTC students, but at the same time keeps up with the market rates of local child care centers to avoid unfairly competing with private industry.

## Bookstore Budget Summary

	Change from 2021/22					
	2020/21	2021/22		2022/23	Modified Budget	
	Actual	Adopted	Modified	Budget	\$	%
Sales	\$ 2,774,521	\$ 3,040,700	\$ 3,040,700	\$ 2,905,700	\$ (135,000)	-4.4%
Total revenue	\$ 2,774,521	\$ 3,040,700	\$ 3,040,700	\$ 2,905,700	\$ (135,000)	-4.4%
Salaries	\$ 304,020	\$ 353,723	\$ 353,723	\$ 332,299	\$ (21,424)	-6.1%
Benefits	110,112	121,148	121,148	110,472	(10,676)	-8.8%
Cost of goods sold	2,101,030	2,401,500	2,401,500	2,254,000	(147,500)	-6.1%
Operating expenditures	181,604	162,200	162,200	205,700	43,500	26.8%
Total expenditures	\$ 2,696,766	\$ 3,038,571	\$ 3,038,571	\$ 2,902,471	\$ (136,100)	-4.5%

The Bookstore is available to students, staff, and the community, anyone who desires to purchase books for classes, supplies and other items available from the Bookstore. The Bookstore budget was developed on a virtual break-even basis.

In March 2017, the Bookstore received approval to become an Apple store retailer beginning fall 2017. Staffing includes a Bookstore Technician position specific to this initiative. Sales of Apple products and related accessories have continued to increase each year. For fiscal year 2021 the Bookstore implemented a pilot rental program where students rent needed technological devices for the semester, and also have the option to buy out the lease at the end of the agreement.

WCTC determined an appropriate level of retained earnings for the Bookstore is between \$250,000 and \$500,000 plus an amount to cover net capital assets. As of June 30, 2020, the Bookstore had retained earnings of \$48,817, net of capital. The fund balance decreased from June 30, 2018 falling under the targeted threshold due to significant capital improvements completed during fiscal year 2019. It is expected that the reserve balance will be built back up over the course of the next few years.

## Classic Room Restaurant Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		\$	%
Sales	\$ 26,061	\$ 40,060	\$ 40,060	\$ 40,000	\$ (60)			-0.1%
Total revenue	\$ 26,061	\$ 40,060	\$ 40,060	\$ 40,000	\$ (60)			-0.1%
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -			0.0%
Benefits	-	-	-	-	-			0.0%
Cost of goods sold	17,648	33,060	33,060	35,000	1,940			5.9%
Operating expenditures	3,029	7,000	7,000	5,000	(2,000)			-28.6%
Total expenditures	\$ 20,677	\$ 40,060	\$ 40,060	\$ 40,000	\$ (60)			-0.1%

The Classic Room is a restaurant-type operation, which allows students in the Hospitality and Culinary Arts programs to get on-the-job experience running a food service operation. During the semester, the Classic Room is open a few days per week for lunch and dinner for staff, students, and the community to enjoy a fine-dining meal prepared by students to give the students an opportunity to improve their skills through hands-on-learning.

The Classic Café is also open for a quick deli-type meal that gives the students another opportunity to practice their skills as a barista.

Excess food made through the learning process is sold to staff, students, and others on campus through the Food Outlet Store in order to generate revenues to help offset the cost of the materials used to produce the foods made by students.



## Dental Hygiene Clinic Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual		Adopted	Modified	Budget		Modified Budget	
							\$	%
Sales	\$ 18,825	\$	\$ 17,000	\$ 17,000	\$ 20,000	\$	3,000	17.6%
Total revenue	\$ 18,825	\$	\$ 17,000	\$ 17,000	\$ 20,000	\$	3,000	17.6%
Salaries	\$ -	\$	\$ -	\$ -	\$ -	\$	-	0.0%
Benefits	-		-	-	-		-	0.0%
Cost of goods sold	15,493		15,500	15,500	17,500		2,000	0.0%
Operating expenditures	2,546		1,500	1,500	2,500		1,000	66.7%
Total expenditures	\$ 18,039	\$	\$ 17,000	\$ 17,000	\$ 20,000	\$	3,000	17.6%

The Dental Hygiene Clinic provides students on-the-job experience providing dental hygiene care to customers of the clinic. The clinic also provides an opportunity for the students to meet the requirements of a clinical experience as part of their program.

## Customer Assistance Auto Shop Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual		Adopted	Modified	Budget		Modified Budget	
							\$	%
Sales	\$ 4,579	\$	12,000	\$ 12,000	\$ 10,000	\$	(2,000)	-16.7%
Total revenue	\$ 4,579	\$	12,000	\$ 12,000	\$ 10,000	\$	(2,000)	-16.7%
Cost of goods sold	\$ 2,602	\$	10,000	\$ 10,000	\$ 6,000	\$	(4,000)	-40.0%
Operating expenditures	2,534		2,000	2,000	4,000		2,000	100.0%
Total expenditures	\$ 5,136	\$	12,000	\$ 12,000	\$ 10,000	\$	(2,000)	-16.7%

The Customer Assistance operation provides students on-the-job experience repairing customer cars that have been brought in to the Customer Assistance Auto Shop.

## Style and Class Salon Budget Summary

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
					\$	%	
Sales	\$ 87,933	\$ 70,000	\$ 70,000	\$ 87,000	\$ 17,000	100.0%	
Total revenue	\$ 87,933	\$ 70,000	\$ 70,000	\$ 87,000	\$ 17,000	100.0%	
Salaries	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	\$ (5,000)	100.0%	
Benefis	-	3,500	3,500	1,765	(1,735)	100.0%	
Cost of goods sold	35,540	52,500	52,500	73,235	20,735	100.0%	
Operating expenditures	19,488	4,000	4,000	7,000	3,000	100.0%	
Total expenditures	\$ 55,028	\$ 70,000	\$ 70,000	\$ 87,000	\$ 17,000	100.0%	

Students in the Cosmetology program are required to have hands-on experience with various salon services provided. During fiscal year 2018/19 WCTC launched a Master Aesthetician program, which also requires students to have hands on experience with related services provided. Beginning with the 2019/20 budget The Style and Class Salon provides the students an opportunity to gain this necessary on-the-job experience for both the Cosmetology and Aesthetician programs.

## Student Accident Insurance Budget Summary

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget		
						\$	%
Sales	\$ 36,457	\$ 85,000	\$ 85,000	\$ 75,000	\$ (10,000)	100.0%	
Total revenue	\$ 36,457	\$ 85,000	\$ 85,000	\$ 75,000	\$ (10,000)	100.0%	
Operating expenditures	\$ 36,457	\$ 85,000	\$ 85,000	\$ 75,000	\$ (10,000)	100.0%	
Total expenditures	\$ 36,457	\$ 85,000	\$ 85,000	\$ 75,000	\$ (10,000)	100.0%	

Through the Wisconsin Technical College System’s insurance company, Districts Mutual Insurance, students taking credit courses are able to obtain student accident insurance coverage at minimal cost per semester. The WTCS State Office has identified this coverage is to be processed as an Enterprise Fund activity. Fiscal Year 2020-21 lower figures are due to the impact of COVID-19 on in-person class enrollments.

## Indoor Firing Range and Training Facility Budget Summary

	2020/21		2021/22		2022/23	Change from 2021/22	
	Actual		Adopted	Modified	Budget	Modified Budget	
						\$	%
Sales	\$ 16,873	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Total revenue	\$ 16,873	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
Benefis	-	-	-	-	-	-	100.0%
Cost of goods sold	7,029	-	-	-	-	-	100.0%
Operating expenditures	17,413	-	-	-	-	-	100.0%
Total expenditures	\$ 24,442	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%

In April 2013, WCTC leased a warehouse for an indoor firing range and training center, which opened February 2014. This range gave WCTC an opportunity to enhance the training it provides to law enforcement agencies throughout the district to better meet their training needs and to keep their skills current.

Since the current training need of law enforcement does not utilize the facility 100% of the time, the range was open to the public during certain hours to generate revenues to help offset costs. Customers using the center were required to have a background check prior to any use and to abide by the rules established by WCTC for this center. This public use also allowed law enforcement personnel additional opportunities to practice their skills. This Enterprise Fund was established to track the activities of the public use portion of the range.

The firing range has experienced losses every year since it opened. WCTC has decided to terminate public firing range operations based on the overall performance of the enterprise fund over the years. Fiscal Year 21 is the last full year of public access to the firing range. A firing range was built on the Pewaukee Campus during fiscal year 22 to provide the training and law enforcement firing range needs without the public access of the past. The warehouse lease was terminated in December 2021.

# Fiscal Year 2023 **BUDGET DOCUMENT**



## Fiduciary Fund



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# FIDUCIARY FUND

The Fiduciary Fund is used to report assets held in a trustee or agency capacity for others and which, therefore, cannot be used to support WCTC’s own programs.

## Other Post-Employment Benefits (OPEB) Trust Fund

The OPEB Trust Fund is used to record the transactions of the OPEB Trust that was established for post-employment benefit assets. WCTC has placed assets into this irrevocable trust to be used for the purpose of post-employment benefits for employees and retirees who have earned those benefits and will receive the benefits in a future year. A budget is not required for this trust, however, for internal purposes, WCTC has created a budget. **Please note that this fund is not part of the legally adopted budget for WCTC.**

### OPEB Trust Budget Summary

	2020/21		2021/22		2022/23		Change from 2021/22	
	Actual	Adopted	Modified	Budget	Modified Budget			
						\$	%	
Institutional Revenue	\$ 2,467,968	\$ 1,750,000	\$ 1,750,000	\$ 750,000	\$ (1,000,000)	-57.1%		
Total revenue	\$ 2,467,968	\$ 1,750,000	\$ 1,750,000	\$ 750,000	\$ (1,000,000)	-57.1%		
Operating Costs	\$ 2,990,534	\$ 3,821,000	\$ 3,821,000	\$ 3,570,000	\$ (251,000)	-6.6%		
Total expenditures	\$ 2,990,534	\$ 3,821,000	\$ 3,821,000	\$ 3,570,000	\$ (251,000)	-6.6%		

**This budget is for information purposes only. The state does not require this fund to be part of WCTC’s adopted budget.**

During fiscal year 2006/07, WCTC created an irrevocable OPEB (Other Post-Employment Benefits) Trust in order to begin funding its post-employment benefits by placing \$21.5 million dollars into the trust from its fund balance.

In fiscal year 2007/08, WCTC implemented GASB 43/45, which required governmental entities to recognize this liability on its financial statements. The only way to reduce the liability was to either pay the benefit out on behalf of retirees or place assets into an irrevocable OPEB Trust.

Since that time and until fully funded, WCTC placed an amount equivalent to the annual required contribution (ARC) or higher into the trust each year. The trust pays the post-employment benefit costs for retirees when they become due.

As of June 30, 2020, WCTC was fully funded with 129% of planned expenditures placed in the trust based on healthcare claims experience plus a reduction in eligible members.

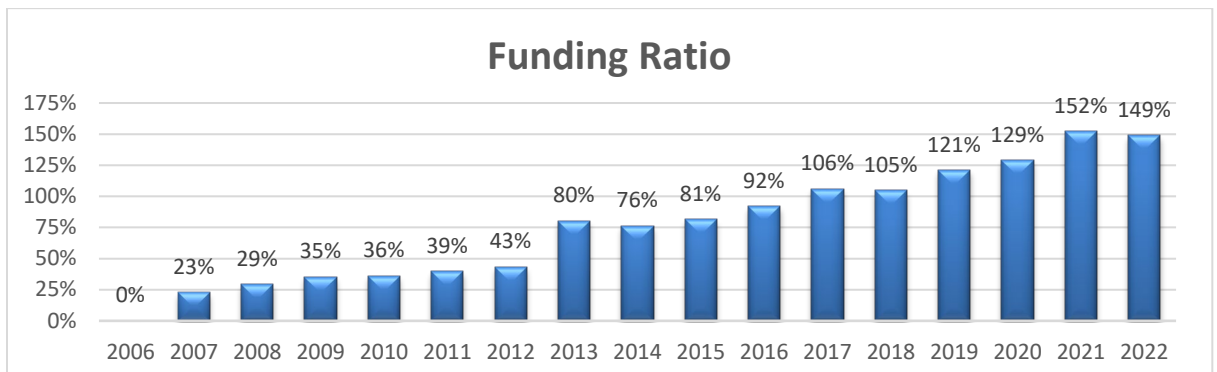
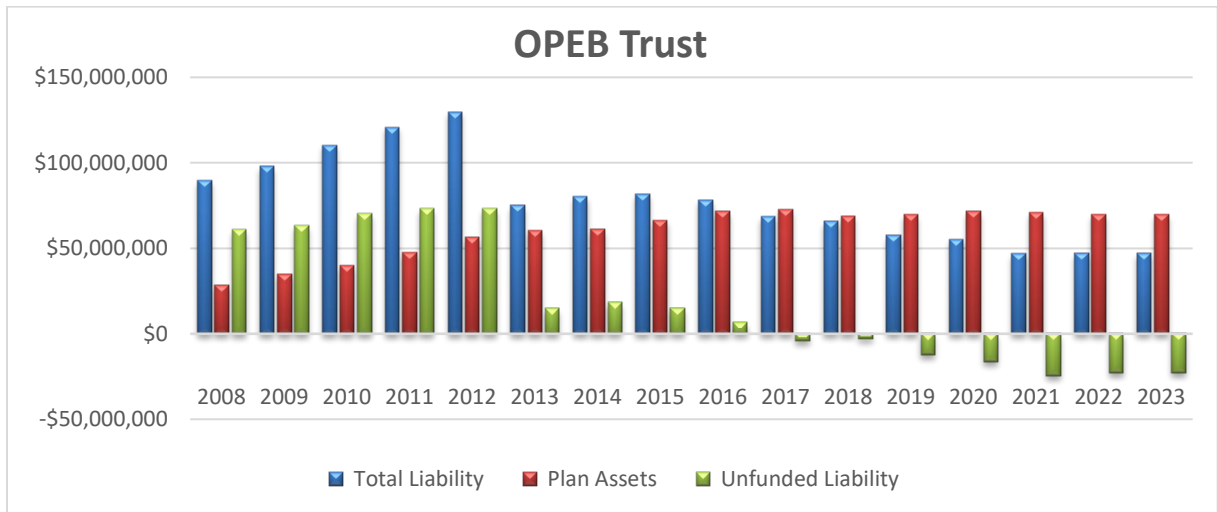
Due to this trust being fully funded, WCTC did not place any additional funds into the trust in fiscal years 2020/21 or 2021/22. Likewise, no additional funds are budgeted to be placed into this trust for fiscal year 2022/23. The plan status will be monitored annually to determine if additional funds need to be added to the trust in any future year.

## Other Post-Employment Benefit Liability Status

WCTC has been very proactive in funding its liabilities. Below is information about WCTC's post-employment benefits liability and how quickly it became fully funded.

Fiscal Year	Total Liability	Plan Assets	Unfunded Liability
2008	89,430,527	28,367,939	61,062,588
2009	97,896,026	34,681,028	63,214,998
2010	110,418,346	40,041,887	70,376,459
2011	120,961,664	47,625,611	73,336,053
2012	129,726,932	56,315,619	73,411,313
2013	75,189,563	60,328,346	14,861,217
2014	80,102,451	61,163,399	18,243,282
2015	81,855,502	66,703,989	15,151,513
2016	78,182,383	71,677,999	6,504,384
2017	68,513,729	72,647,482	(4,133,753)
2018	65,794,021	68,799,358	(3,005,337)
2019	57,594,827	69,741,933	(12,147,106)
2020	55,528,092	71,682,246	(16,154,154)
2021	46,774,489	71,159,680	(24,385,191)
2022 est	47,000,000	70,000,000	(23,000,000)
2023 est	47,000,000	70,000,000	(23,000,000)

\*Major changes to eligibility were made in FY 13, significantly decreasing the liability.





# Fiscal Year 2023 **BUDGET DOCUMENT**



## Appendix



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

# DEGREES/DIPLOMAS

Our programs cover a wide spectrum of post-secondary education from adult basic education to associate degree programs and many areas in between. We offer the following programs:

## Associate Degree of Applied Science

Accounting	Human Services Associate
Architectural Drafting/Construction Technology	Individual Technical Studies
Automation Systems Technology (Robotics)	IT – Computer Support Specialist
Automotive Technology - General	IT – Data and Analytics Specialist
Automotive Technology – GM ASEP	IT – Cybersecurity Specialist
Baking and Pastry Management	IT – Network Specialist
Business Management	IT – Web and Software Developer
Construction Management Technology	Interior Design
Criminal Justice Studies	Interior Design-Kitchen and Bath Design
Culinary Management	Leadership Development
Dental Hygienist	Master Aesthetician
Diesel Equipment Technology	Manufacturing Engineering Technology
Early Childhood Education	Marketing
Electrical Engineering Technology	Mechanical Design Technology
Electronic Systems Technology	Mechanical Engineering Technology
Fire Medic	Metal Fabrication/Welding Advanced
Fire Protection Technician	Nursing
Foundations of Teacher Education	Paramedic Technician
Front End Web Development	Quality Management
Global Business	Real Estate
Graphic Design	Supply Chain Management
Health Information Technology	Surgical Technology
Hospitality Management	Technical Studies – Journey worker
Human Resources	

## Apprenticeships

Electrician - ABC	Machinist
Concrete Finishing – ABC	Maintenance Mechanic/Millwright
Electrical and Instrumentation	Maintenance Technician
Industrial Electrician	Mechatronics Technician
Industrial Manufacturing Technician	Plumbing – ABC
Injection Mold Setup (Plastic)	Tool and Die Maker
IT - Service Desk	Welding

## Technical Diplomas

Advanced EMT	Emergency Medical Technician
Autism Technician	Industrial Maintenance Technician
Building Trades-Carpentry	Language Interpreter/Health Services
Central Service Technician	Medical Assistant
Cosmetology	Nursing Assistant
Criminal Justice-Law Enforcement Academy	Phlebotomy Technician
Customer Service Specialist	Refrigeration, Air Conditioning & Heating Technician
Dental Assistant	Technician
Electricity	Tool and Die Making

Truck Driving (CDL Class A)

## Embedded Technical Diplomas

Accounting Assistant  
Aesthetician  
Automotive Maintenance and Light Repair  
Automotive Maintenance Technician  
Baking and Pastry Production  
CNC Setup Technician  
Desktop Support Technician  
Diesel Maintenance Technician  
Digital Marketing Promotions  
Diesel Equipment Mechanic  
Early Childhood Ed Preschool  
Food Service Production  
Hospitality Specialist  
Human Resource Professional

IT-Mobile Programmer  
IT-Software Development Specialist  
Import/Export Specialist  
Lean/Six Sigma  
Machine Tool Operation  
Medical Coding Specialist  
Metal Fabrication/Welding  
Network Enterprise Admin  
Organizational Leadership  
Paramedic Technician  
Property Management Associate  
Supply Chain Professional  
Welding Technician

## Technical Certificates

Accounting in Healthcare  
Autism for Educators  
Automotive Basics  
Automotive Leaders  
Automation - Industrial PLCs  
Automation - Control and Interface  
Baking/Pastry  
Business Systems Analyst  
CAE2Y Cyber Security  
Change Management  
Child Care Administrator Credential  
Cisco – CCNA  
CNC Operator  
Communication  
Communication – Verbal Emphasis  
Communication – Writing Emphasis  
Compensation and Benefits Specialist  
Computerized Accounting Specialist  
Culinary Skills  
Database Developer  
Database Server Administrator  
Developmental Disabilities  
Digital Photography  
Digital Production/DTP  
Enterprise Support Technician  
Entrepreneurship  
Excellence in Leadership  
Family Child Care Credential  
Global Business Communication  
Global Marketing

Global Supply Chain Management  
Global Trade Finance  
GMAW/Fabricator  
Inclusion  
Industrial Laser Operator  
Infant Toddler Credential  
Instructional Strategies  
Introduction to Health Careers  
IT Network Support Specialist  
IT Security Administrator  
IT Security Manager  
IT Service Desk Technician  
IT Support Technician  
Java Programming  
Lean Enterprise  
Maintenance Technician Level 1  
Maintenance Technician Level 2  
Maintenance Technician Level 3  
Marketing Leadership and Innovation  
Marketing Management  
Marketing Media  
Mechatronics for Electronic Technicians  
Medication Assistant  
Mortgage Lending  
Nail Technician  
Operational Effectiveness  
Pressroom/Prepress Technician  
Property Assessment  
Property Management  
Python Programming

Report Analyst  
Refrigeration Service  
Six Sigma Black Belt  
Six Sigma Green Belt  
Social Media Marketing  
Storage and Visualization Administrator

Supply Chain Specialist  
Talent Acquisition Specialist  
Tax for the Non-Accountant  
Web Design  
Youth Care Counselor

## Dual Enrollment Programs

Automation Systems Technology  
Criminal Justice Studies  
Building Construction Trades  
Building Construction Trades (Electrical Emphasis)  
Early Childhood Ed Preschool

Firefighter/EMT  
IT Systems Specialist  
Pre-Nursing  
Tool and Die/CNC  
Welding Fabrication

## Shared Programming

Bio-Medical Electronics (shared with Milwaukee Area Technical College)  
Radiography (shared with Milwaukee Area Technical College)

## ENROLLMENT STATISTICS – Students Attending WCTC

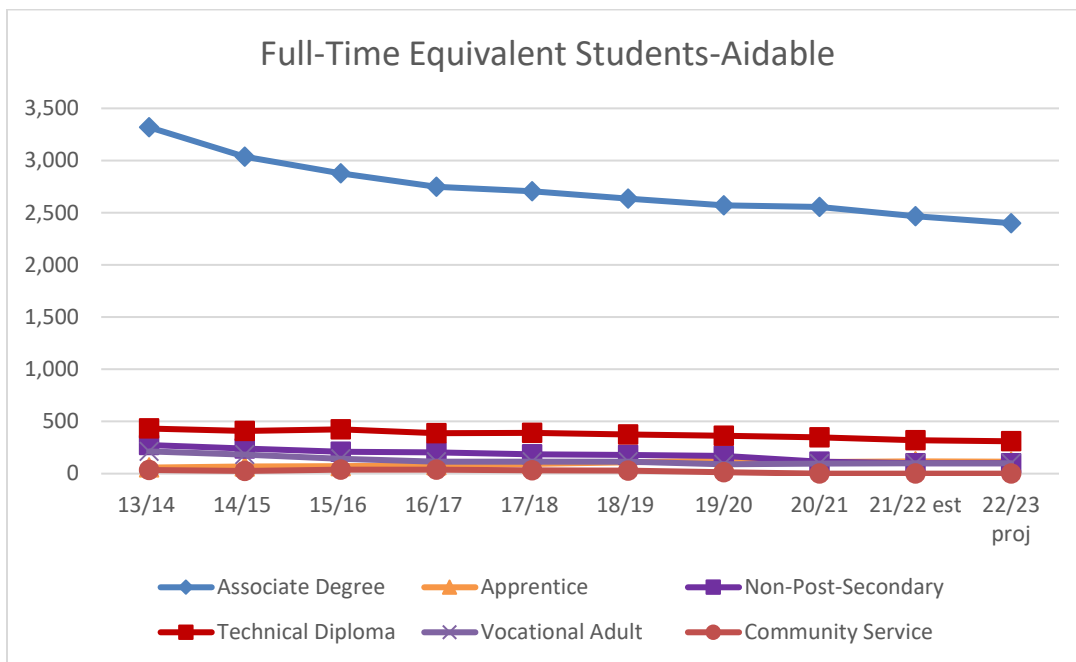
### Students Served

Year	Associate Degree	Technical Diploma	Apprentice	Vocational Adult	Non-Post-Secondary	Community Service	Total
13/14	7,816	1,514	279	10,067	1,529	1,551	22,756
14/15	6,994	1,520	346	10,044	1,278	1,004	21,186
15/16	6,450	1,351	371	8,094	1,179	1,761	19,206
16/17	6,321	1,201	419	6,904	1,260	1,938	18,043
17/18	6,056	1,171	482	6,579	1,067	1,536	16,891
18/19	6,153	1,147	566	6,445	930	1,306	16,547
19/20	6,018	1,073	656	5,236	829	690	14,502
20/21	5,783	1,108	632	4,995	514	80	13,112
21/22 est	5,650	1,000	650	5,000	600	200	13,100
22/23 prj	5,500	970	650	5,000	600	0	12,720

### Full-time Equivalent Students

Year	Associate Degree	Technical Diploma	Apprentice	Vocational Adult	Non-Post-Secondary	Community Service	Total
13/14	3,319	432	58	213	274	34	4,330
14/15	3,038	408	68	182	239	25	3,960
15/16	2,877	423	72	141	209	38	3,760
16/17	2,747	389	82	116	204	37	3,575
17/18	2,707	390	92	116	186	31	3,522
18/19	2,633	377	109	114	179	27	3,439
19/20	2,572	364	126	90	171	14	3,337
20/21	2,556	347	111	97	116	0	3,227
21/22 est	2,465	320	119	100	100	0	3,104
22/23 prj	2,400	310	115	100	100	0	3,025

A full-time equivalent (FTE) is equal to 30 student credits. This chart shows only those credits taken by students at WCTC and does not include dual credits taken by high school students. This method of calculating student FTEs is used in the calculation of state aids



## ENROLLMENT STATISTICS – Includes Dual Enrollment

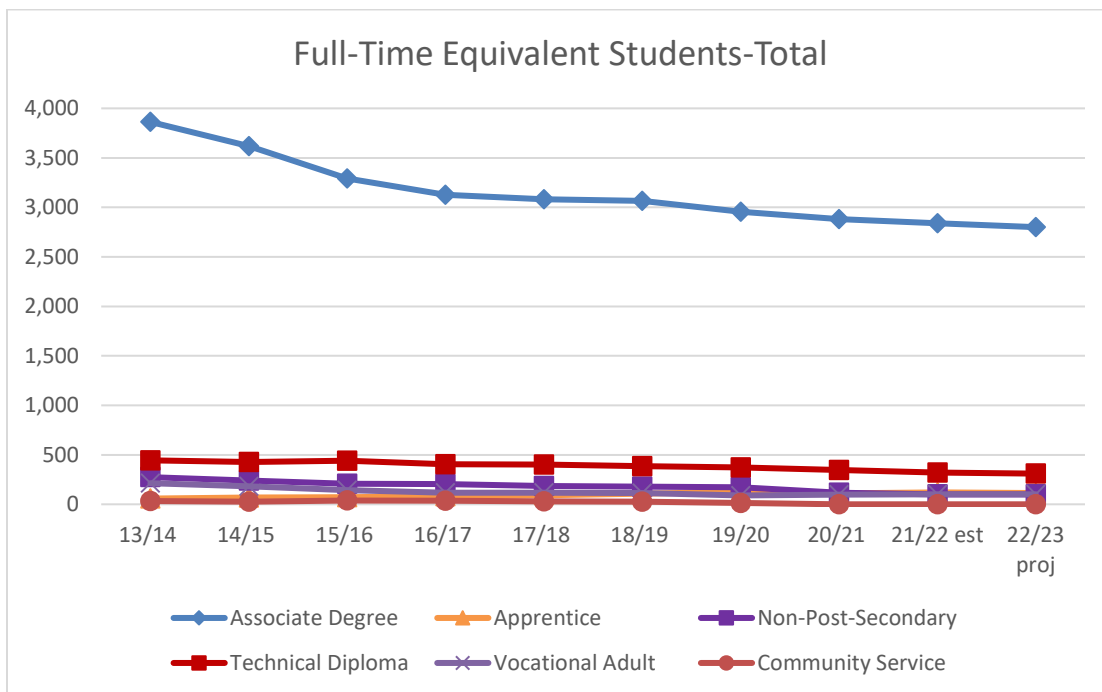
### Students Served

Year	Associate Degree	Technical Diploma	Apprentice	Vocational Adult	Non-Post-Secondary	Community Service	Transcripted Credit	Total
13/14	7,816	1,514	279	10,067	1,529	1,551	4,723	27,480
14/15	6,994	1,520	346	10,044	1,278	1,004	4,933	26,153
15/16	6,450	1,351	371	8,094	1,179	1,761	3,536	22,742
16/17	6,321	1,201	419	6,904	1,260	1,938	3,258	21,301
17/18	6,056	1,171	482	6,579	1,067	1,536	3,207	20,098
18/19	6,153	1,147	566	6,445	930	1,306	3,599	20,146
19/20	6,018	1,073	656	5,236	829	690	3,333	17,835
20/21	5,783	1,108	632	4,995	514	80	2,719	15,831
21/22 est	5,650	1,000	650	5,000	600	200	2,800	15,900
22/23 prj	5,500	970	650	5,000	600	0	2,780	15,500

### Full-time Equivalent Students

Year	Associate Degree	Technical Diploma	Apprentice	Vocational Adult	Non-Post-Secondary	Community Service	Total
13/14	3,863	444	58	213	274	34	4,885
14/15	3,618	429	68	182	239	25	4,561
15/16	3,293	441	72	142	209	38	4,195
16/17	3,128	406	82	116	204	37	3,973
17/18	3,081	401	92	116	185	31	3,907
18/19	3,065	387	109	114	179	27	3,880
19/20	2,957	373	126	90	171	14	3,731
20/21	2,880	347	111	97	116	0	3,551
21/22est	2,840	320	119	100	100	0	3,479
22/23 prj	2,800	310	115	100	100	0	3,425

A full-time equivalent (FTE) is equal to 30 student credits. Effective July 1, 2015, the state included transcripted credit/dual enrollment counts in FTEs. The FTE table above has been restated to reflect the impact of this change. The Associate Degree and Technical Diploma categories were impacted by this change.

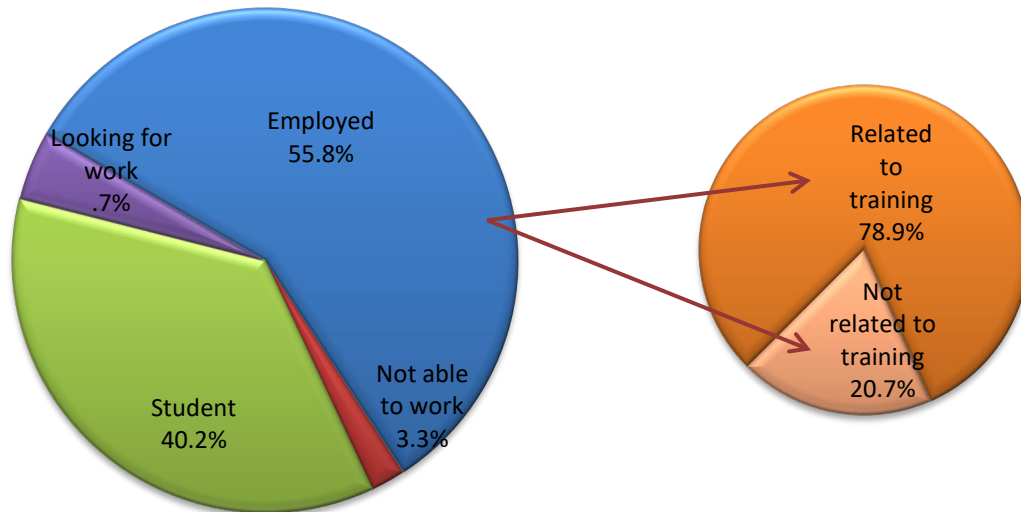


## PROGRAM GRADUATES FOLLOW-UP STATISTICS

Year	Number of Degrees Awarded	Number of Follow-Up Respondents	Percent Employed In Related Occupations	Median Annual Salary	Percent Residing In District	Percent Employed In District	Percent Employed in Milwaukee Metro Area
11/12	1,810	912	79%	\$33,000	68%	57%	89%
12/13	1,786	825	76%	\$36,450	69%	56%	90%
13/14	1,814	1,044	79%	\$37,440	67%	56%	88%
14/15	1,894	1,142	80%	\$36,372	68%	51%	88%
15/16	1,918	895	83%	\$38,508	66%	53%	87%
16/17	2,136*	982	80%	\$42,088	65%	58%	87%
17/18	2,039	939	81%	\$42,000	68%	55%	89%
18/19	1,800	829	84%	\$47,803	63%	56%	86%
19/20	1,858	859	81%	\$50,000	65%	50%	88%
20/21	1,996	883	79%	\$50,000	63%	52%	87%

\*Statistics are based on a survey of WCTC's Associate Degree and Technical Diploma graduates conducted approximately six months after graduation. 2020/21 graduate statistics are the most recent available.

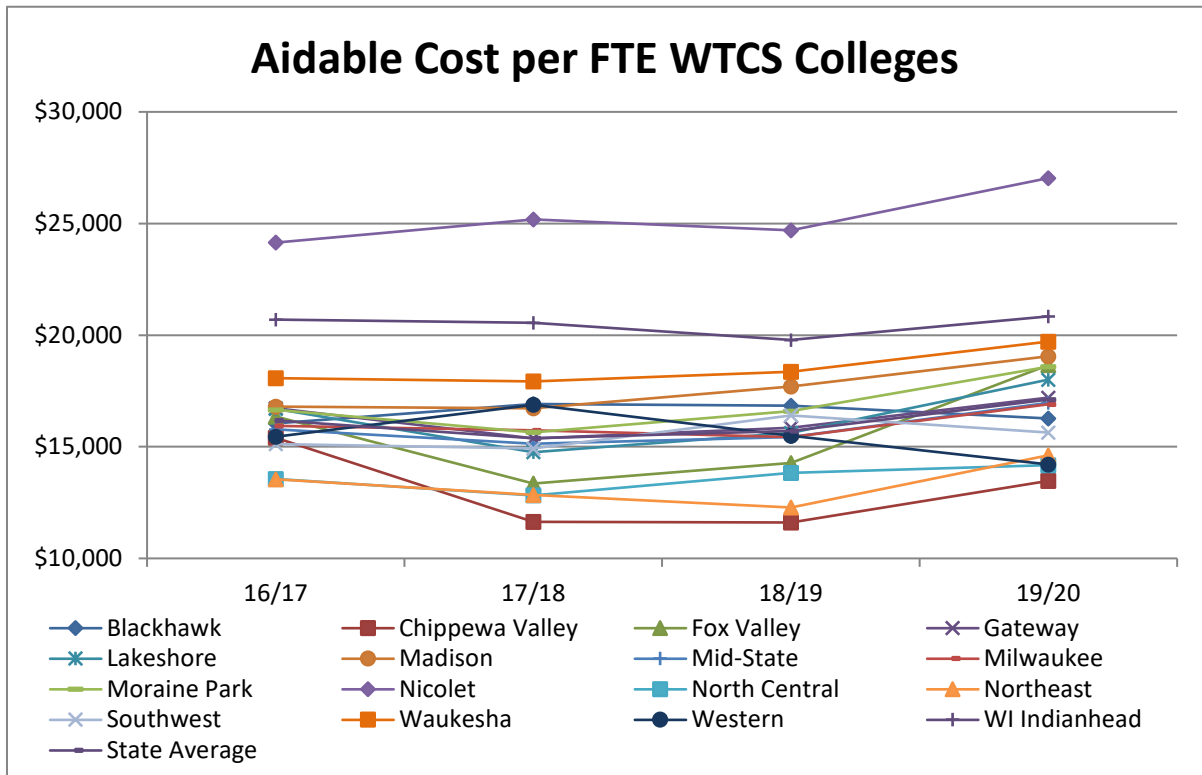
### 2020/21 Job Placement



## AIDABLE COST PER FTE WTCS COLLEGES

College	2016/17	2017/18	2018/19	2019/20	2020/21	Percent Change from 2019/20	Percent Change from 2016/17
Blackhawk	\$16,048	\$16,916	\$16,839	\$16,273	\$19,088	17.3%	18.9%
Chippewa Valley	\$15,401	\$11,638	\$11,609	\$13,466	\$11,937	(11.4%)	(22.5%)
Fox Valley	\$16,351	\$13,353	\$14,271	\$18,659	\$16,215	(13.1%)	(0.8%)
Gateway	\$16,731	\$15,374	\$15,849	\$17,201	\$20,042	16.5%	19.8%
Lakeshore	\$16,695	\$14,756	\$15,626	\$18,008	\$18,809	4.4%	12.7%
Madison Area	\$16,796	\$16,723	\$17,697	\$19,054	\$21,056	10.5%	25.4%
Mid-State	\$15,777	\$15,136	\$15,437	\$16,967	\$16,867	(0.5%)	6.9%
Milwaukee Area	\$15,942	\$15,734	\$15,432	\$16,903	\$20,294	20.1%	27.3%
Moraine Park	\$16,648	\$15,645	\$16,601	\$18,588	\$20,070	8.0%	20.6%
Nicolet	\$24,145	\$25,183	\$24,691	\$27,035	\$21,977	(18.7%)	(9.0%)
Northcentral	\$13,557	\$12,821	\$13,824	\$14,177	\$14,962	5.5%	10.4%
Northeast	\$13,543	\$12,848	\$13,280	\$14,618	\$14,273	(2.4%)	5.4%
Southwest	\$15,123	\$14,926	\$16,404	\$15,637	\$17,654	12.9%	16.7%
Waukesha Area	\$18,079	\$17,927	\$18,362	\$19,712	\$18,961	(3.8%)	4.9%
Western	\$15,457	\$16,880	\$15,488	\$14,209	\$18,386	29.4%	19.0%
Wisconsin Indianhead	\$20,693	\$20,547	\$19,785	\$20,840	\$19,537	(6.3%)	(5.6%)
Statewide Average	\$16,181	\$15,381	\$15,715	\$17,115	\$18,104	5.8%	11.9%

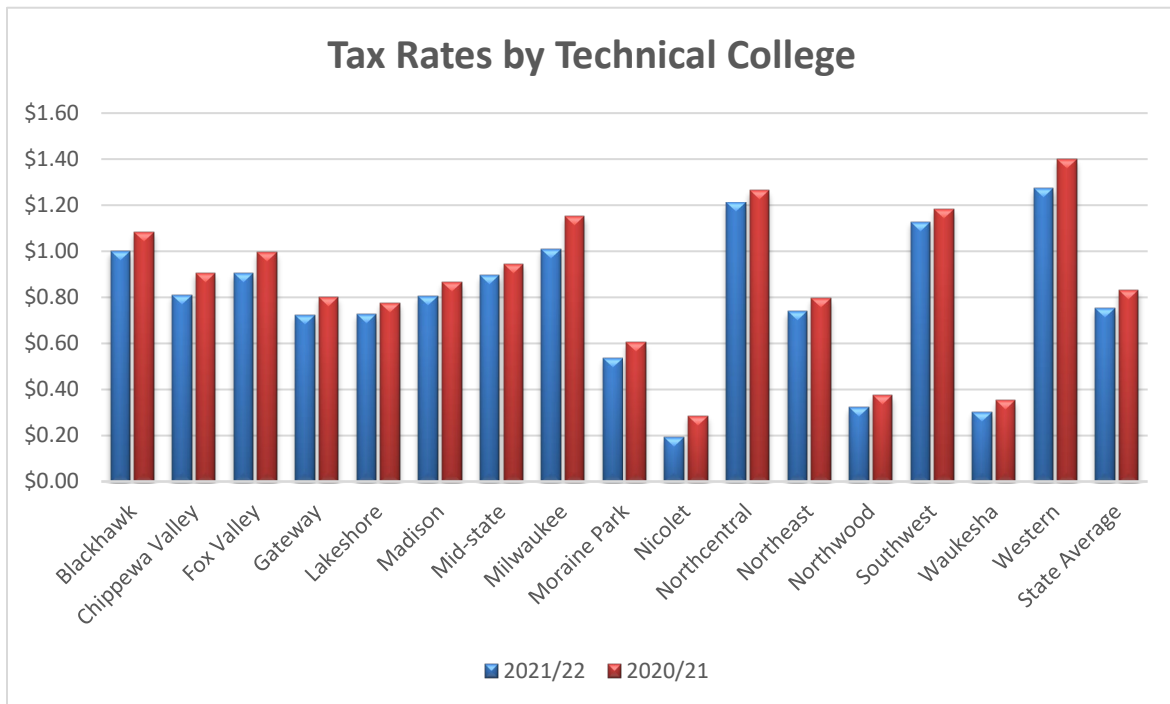
NOTE: Aidable Cost per FTE is a function of aidable operational costs (from General Fund and Special Revenue Fund – Operating only) divided by aidable FTE's





## TAX RATE COMPARISONS

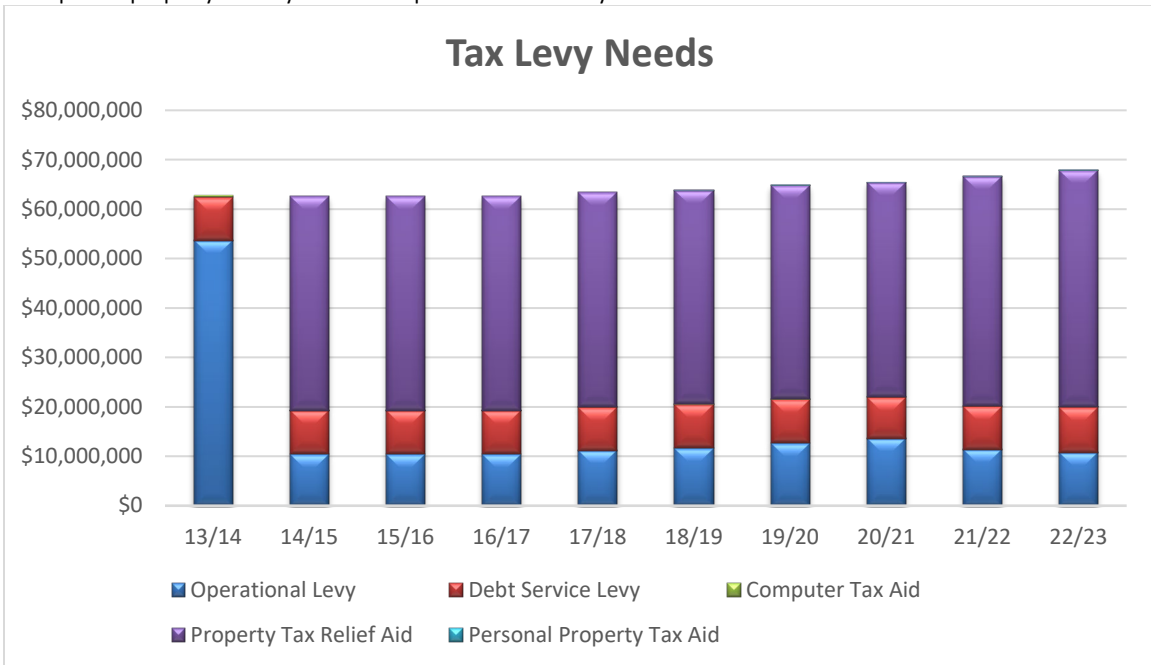
College	2021/22 Tax Rates				2020/21 Tax Rates			
	Operating Mill Rate	Debt Mill Rate	Total Mill Rate	Rank	Operating Mill Rate	Debt Mill Rate	Total Mill Rate	Rank
Blackhawk	0.45307	0.54767	1.00074	12	0.51757	0.56673	1.08430	12
Chippewa Valley	0.48641	0.32444	0.81085	9	0.54707	0.35816	0.90523	9
Fox Valley	0.53257	0.37033	0.90290	11	0.59883	0.39496	0.99379	11
Gateway	0.44218	0.27926	0.72144	7	0.49718	0.30153	0.79871	7
Lakeshore	0.39530	0.33238	0.72768	5	0.45058	0.32546	0.77604	5
Madison	0.44988	0.35687	0.80675	8	0.49545	0.36865	0.86410	8
Mid-state	0.44473	0.44929	0.89402	10	0.49790	0.44699	0.94489	10
Milwaukee	0.54894	0.46047	1.00941	13	0.63320	0.51738	1.15058	13
Moraine Park	0.35887	0.17822	0.53709	4	0.41879	0.18644	0.60523	4
Nicolet	0.17399	0.01859	0.19258	1	0.23054	0.05497	0.28551	1
Northcentral	0.57249	0.63817	1.21066	15	0.62456	0.63817	1.26273	15
Northeast	0.32395	0.41444	0.73839	6	0.38298	0.41236	0.79534	6
Northwood	0.13324	0.18772	0.32096	3	0.17870	0.19583	0.37453	3
Southwest	0.50646	0.62064	1.12710	14	0.57833	0.60275	1.18108	14
Waukesha	0.17151	0.13069	0.30220	2	0.21790	0.13344	0.35134	2
Western	0.50547	0.76624	1.27171	16	0.57578	0.82389	1.39967	16
State Average	0.40302	0.34896	0.75198		0.46163	0.36824	0.82987	



## SCHEDULE OF BUDGETARY LEVY NEEDS

Year	Operational Tax Levy	Debt Service Tax Levy	State Aid In Lieu of Computer Taxes	Property Tax Relief Aid	State Aid in Lieu of Personal Property Tax	Total Needs
13/14	\$53,638,255	\$8,792,794	\$374,577	\$0	\$0	\$62,805,626
14/15	\$10,418,941	\$8,792,794	\$102,932	\$43,219,314	\$0	\$62,533,981
15/16	\$10,418,941	\$8,792,794	\$102,665	\$43,219,314	\$0	\$62,533,714
16/17	\$10,418,941	\$8,792,794	\$108,626	\$43,219,314	\$0	\$62,539,675
17/18	\$11,182,407	\$8,792,794	\$110,223	\$43,219,314	\$0	\$63,304,738
18/19	\$11,658,767	\$8,792,794	\$112,889	\$43,219,314	\$138,768	\$63,922,532
19/20	\$12,713,771	\$8,792,794	\$112,889	\$43,219,314	\$138,768	\$64,977,536
20/21	\$13,635,615	\$8,350,000	\$112,889	\$43,219,314	\$122,776	\$65,440,594
21/22	\$11,417,497	\$8,700,000	\$112,889	\$46,306,408	\$140,251	\$66,677,045
22/23 est.	\$10,727,176	\$9,200,000	\$112,889	\$47,796,729	\$140,251	\$67,977,045

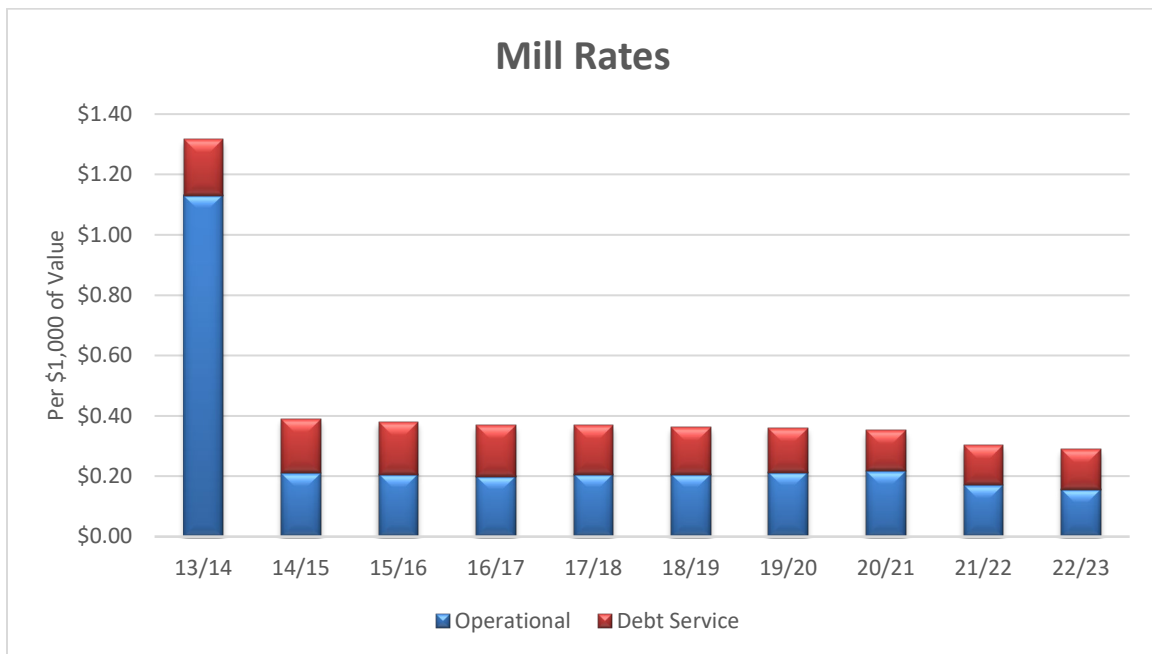
For the 2014 property tax bills, the State Legislature replaced \$406 million of property tax levy with state funds in the form of property tax relief aid. Because of this shift, the state now pays state aids in lieu of computer taxes as a static figure. Effective 2018, personal property tax will be replaced with state aids. All amounts in blue, at one time or another, were part of property tax levy and make up WCTC's 'total levy needs'.



## SCHEDULE OF EQUALIZED VALUATIONS, TAX LEVIES, AND MILL RATES

Year	Equalized Valuation	Tax Levies		Mill Rates Per \$1,000 of Property Value		
		Operational	Debt Service	Operational	Debt Service	Total
2013/14	\$47,450,463,938	\$53,638,255	\$8,792,794	\$1.13041	\$0.18530	\$1.31571
2014/15	\$49,372,912,220	\$10,418,941	\$8,792,794	\$0.21102	\$0.17809	\$0.38911
2015/16	\$50,592,374,084	\$10,418,941	\$8,792,794	\$0.20594	\$0.17380	\$0.37974
2016/17	\$52,151,418,030	\$10,418,941	\$8,792,794	\$0.19978	\$0.16860	\$0.36838
2017/18	\$54,199,833,643	\$11,182,407	\$8,792,794	\$0.20632	\$0.16223	\$0.36855
2018/19	\$56,491,051,260	\$11,658,767	\$8,792,794	\$0.20638	\$0.15565	\$0.36203
2019/20	\$59,714,493,716	\$12,713,771	\$8,792,794	\$0.21291	\$0.14725	\$0.36016
2020/21	\$62,576,844,569	\$13,635,615	\$8,350,000	\$0.21790	\$0.13344	\$0.35134
2021/22	\$66,571,913,441	\$11,417,497	\$8,700,000	\$0.17151	\$0.13069	\$0.30220
2022/23 est.	\$69,234,789,979	\$10,727,176	\$9,200,000	\$0.15494	\$0.13288	\$0.28782

2020/21 mill rate may change based on final property tax valuations within the WCTC District, obtained from the Wisconsin Department of Revenue in September or October of 2020.



## PROPERTY TAX RATES – DIRECT AND OVERLAPPING GOVERNMENTS - HISTORICAL COMPARISONS

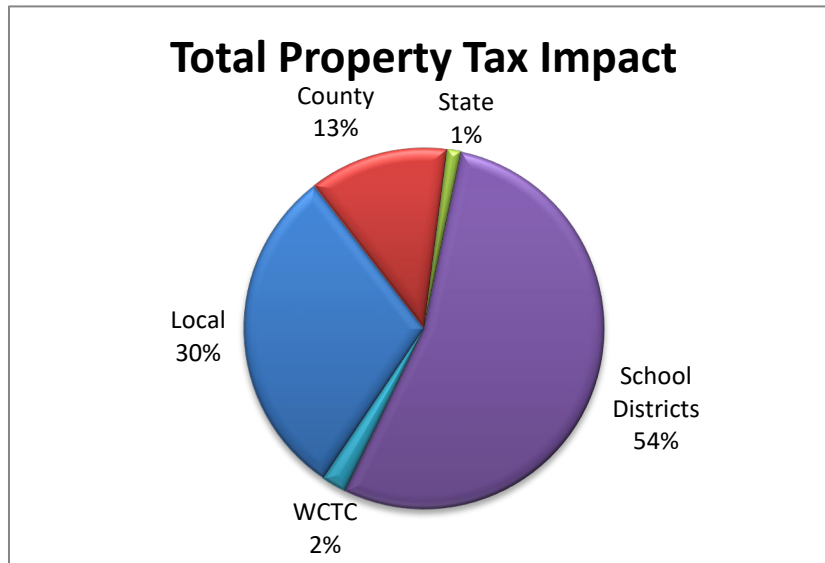
(Per \$1,000 of Equalized Value of Taxable Property)

Year	WCTC			Other School Districts	Local	County	State	Gross Total	State Tax Relief	Net Total
	Operational	Debt Service	Total							
11/12	\$1.07	\$0.18	\$1.25	\$9.88	\$4.95	\$2.27	\$0.20	\$18.55	(\$1.77)	\$16.78
12/13	\$1.12	\$0.18	\$1.30	\$10.27	\$5.24	\$2.36	\$0.20	\$19.37	(\$1.82)	\$17.55
13/14	\$1.13	\$0.19	\$1.32	\$10.19	\$5.31	\$2.38	\$0.20	\$19.40	(\$1.81)	\$17.59
14/15	\$0.21	\$0.18	\$0.39	\$10.00	\$5.22	\$2.35	\$0.20	\$18.16	(\$1.74)	\$16.42
15/16	\$0.21	\$0.17	\$0.38	\$10.18	\$5.05	\$2.37	\$0.20	\$18.18	(\$1.96)	\$16.22
16/17	\$0.20	\$0.17	\$0.37	\$9.63	\$5.21	\$2.25	\$0.20	\$17.66	(\$1.82)	\$15.84
17/18	\$0.21	\$0.16	\$0.37	\$9.29	\$5.04	\$2.17	\$0.20	\$17.07	(\$1.91)	\$15.16
18/19	\$0.21	\$0.15	\$0.36	\$8.92	\$4.92	\$2.11	\$0.20	\$16.54	(\$1.82)	\$14.72
19/20	\$0.21	\$0.15	\$0.36	\$8.74	\$4.78	\$2.04	\$0.20	\$16.12	(\$1.73)	\$14.39
20/21	\$0.22	\$0.13	\$0.35	\$8.49	\$4.74	\$1.97	\$0.20	\$15.75	(\$1.64)	\$14.11

Source—Wisconsin Department of Revenue Division of State and Local Finance Bureau of Local Financial Assistance. The rates shown represent tax rates based on full equalized values.

Local includes cities, towns, villages, and other special taxing districts (i.e. sewer districts).

Fiscal year 21/22 data is not available at this time.



## PRINCIPAL EMPLOYERS AND TAXPAYERS

Employer*	Type of Business	Number of Employees
Kohl's Department Stores	Retail/Headquarters	5,429
Pro Health Care	Health Services	4,348
Froedtert Community Memorial Hospital	Health Services	3,943
Quad Graphics, Inc.	Printing/Headquarters	3,000
Aurora Health Care	Health Services	2,800
Roundy's (subsidiary of Kroger)	Food Wholesale/Retail	2,627
Generac	Manufacturing	2,274
GE Healthcare (a)	Medical Equipment/Training	2,100
Target Corporation	Retail/Distribution Center	1,765
Eaton Cooper Power Systems	Manufacturing	1,600

Source—Waukesha County Department of Administration, 2020 employer inquiry updates

\*Does not include locations outside of Waukesha County

(a) Includes GE Power/Water and Capital Operations

Taxpayer	Type of Business	2020 Equalized Valuation
The Corners of Brookfield	Retail/Residential	\$206,308,900
Wimmer Brothers	Rental Properties/Construction	\$197,302,900
Pro Health Care	Health Care	\$161,616,947
Individual	Mixed Use Real Estate	\$151,186,900
Kohl's Department Stores	Retail/Headquarters	\$142,045,500
Brookfield Square	Retail	\$136,668,600
Aurora	Health Care	\$132,820,400
Target Corporation	Retail/Distribution Center	\$123,455,300
Fiduciary Real Estate Development	Mixed Use Real Estate	\$121,160,700
Pabst Farms	Mixed Use Real Estate	\$111,358,600

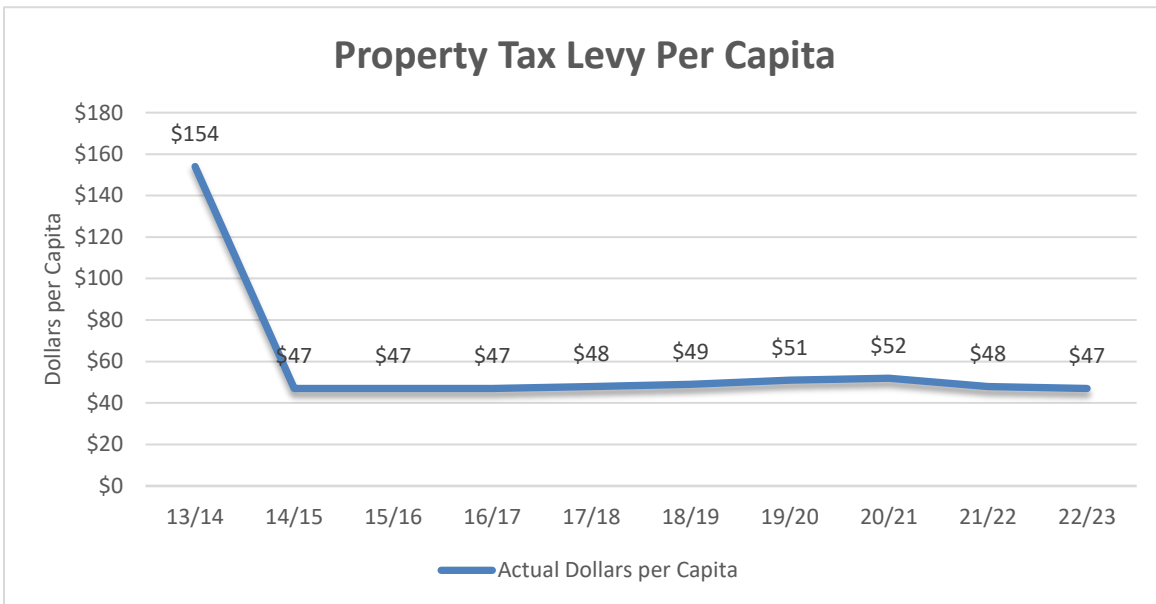
Source—Waukesha County Department of Administration

Total Waukesha County valuation with TID in is \$68,270,794,641 – This represents 2.49% of the total.

## PROPERTY TAX LEVY PER CAPITA

Property taxes per capita reflect changes relative to changes in population.

Year	Property Tax Levy	Population	Property Tax levy per Capita
2013/14	\$62,431,049	405,794	\$154
2014/15	\$19,211,735	407,150	\$47
2015/16	\$19,211,735	408,359	\$47
2016/17	\$19,211,735	410,919	\$47
2017/18	\$19,975,201	412,747	\$48
2018/19	\$20,451,561	416,057	\$49
2019/20	\$21,506,565	420,620	\$51
2020/21	\$21,985,615	421,445	\$52
2021/22	\$20,117,497	421,445	\$48
2022/23	\$19,927,176	421,445	\$47

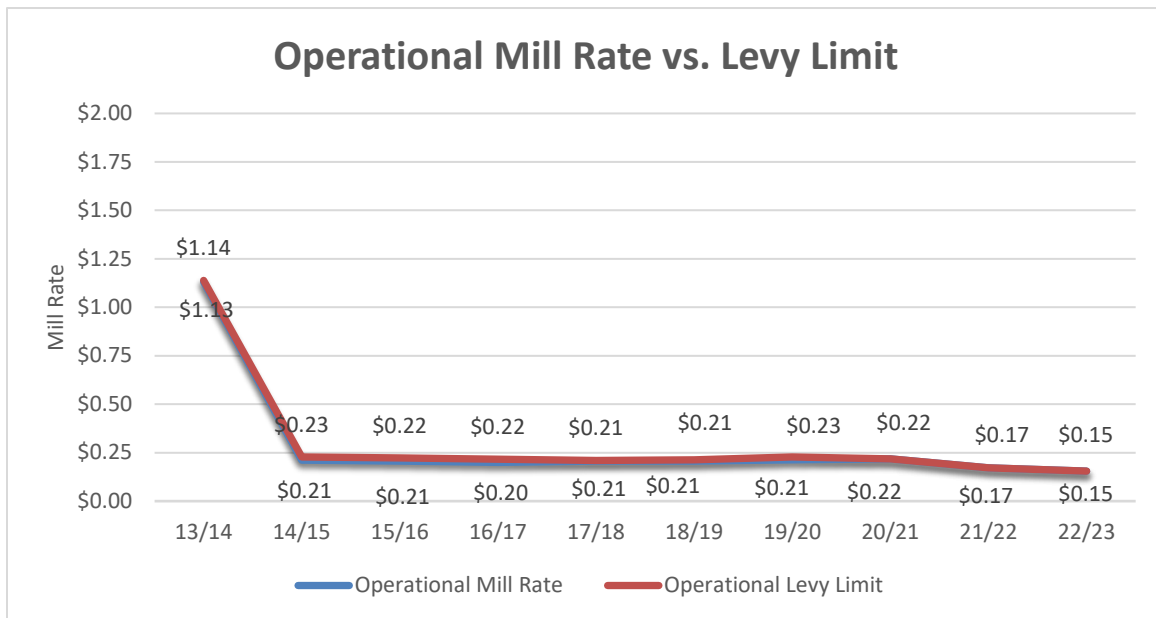


## OPERATIONAL MILL RATE VS. LEVY CAP

Wisconsin statutes limit the technical colleges' operational levy amount to the growth in net new construction effective 2013/14. Prior to that, the operational mill rate could not be more than \$1.50 per \$1,000 of equalized valuation. This chart and graph shows where WCTC's operational mill rate is in relation to the levy limit.

Year	WCTC's Operational Mill Rate	Operational Mill Rate Cap
2013/14	\$1.13041	\$1.13853
2014/15	\$0.21102	\$0.22770
2015/16	\$0.20594	\$0.22240
2016/17	\$0.19978	\$0.21652
2017/18	\$0.20632	\$0.21043
2018/19	\$0.20638	\$0.21292
2019/20	\$0.21291	\$0.22755
2020/21	\$0.21790	\$0.21790
2021/22	\$0.17151	\$0.17151
2022/23 est.	\$0.15494	\$0.15494

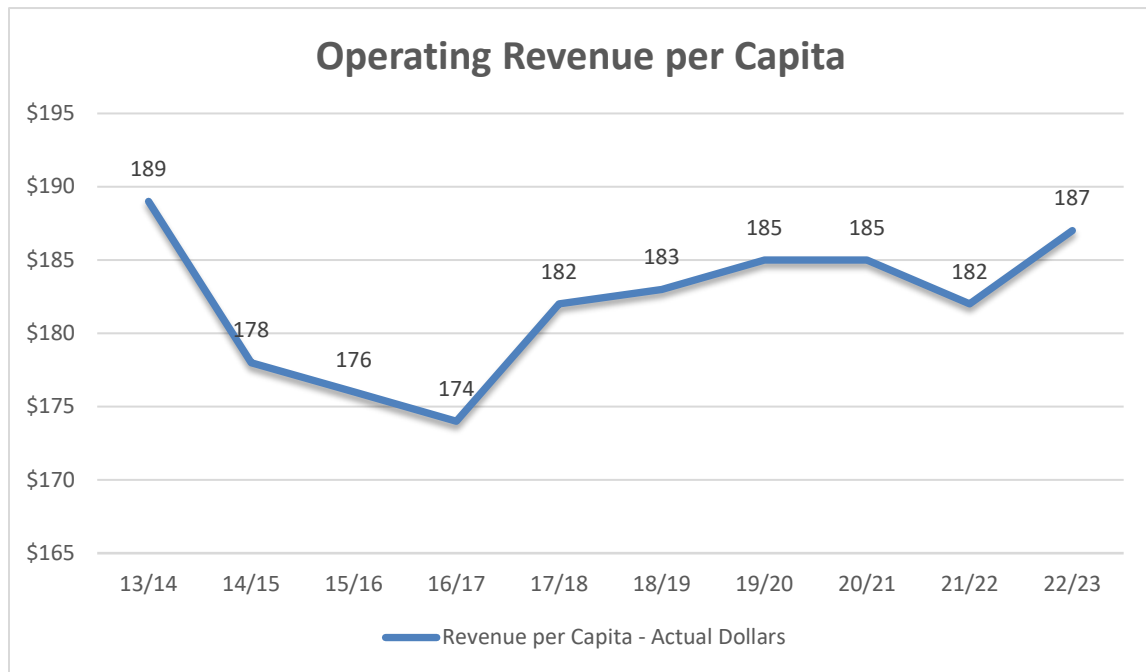
\*Effective FY 14, \$1.50 levy cap has been removed and **levy amount** can only increase by percent of net new construction. One-half of one percent carryover of unused levy from the prior year is allowed. The above rates do not factor in allowable carryover provision.



## OPERATING REVENUE PER CAPITA

Operating revenue per capita reflect how much revenue is received per population to offset operational costs of WCTC in the General Fund. This trend information should be analyzed in conjunction with operating expenditures per capita before decisions can be made on the fiscal health of WCTC.

Year	Operating Revenue	Population	Operating Revenue per Capita
2013/14	\$76,794,517	405,794	\$189
2014/15	\$72,565,150	407,150	\$178
2015/16	\$72,164,521	408,359	\$176
2016/17	\$71,703,088	410,919	\$174
2017/18	\$75,109,305	412,747	\$182
2018/19	\$76,249,024	413,300	\$183
2019/20	\$77,074,481	416,057	\$185
2020/21	\$77,933,059	420,620	\$185
2021/22 est.	\$76,503,597	421,455	\$182
2021/22 prj.	\$78,819,154	421,455	\$187

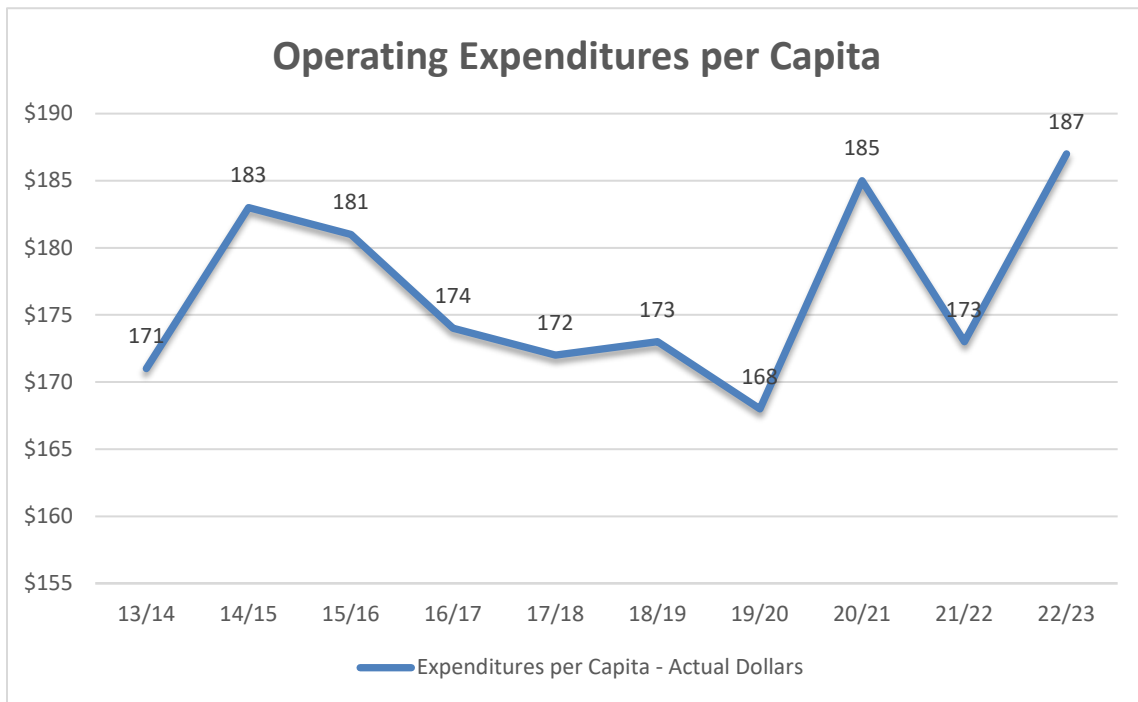




## OPERATING EXPENDITURES PER CAPITA

Operating expenditures per capita reflect how much is spent per population for operational costs in the General Fund by WCTC. This trend information should be analyzed in conjunction with operating revenue per capita before decisions can be made on the fiscal health of WCTC.

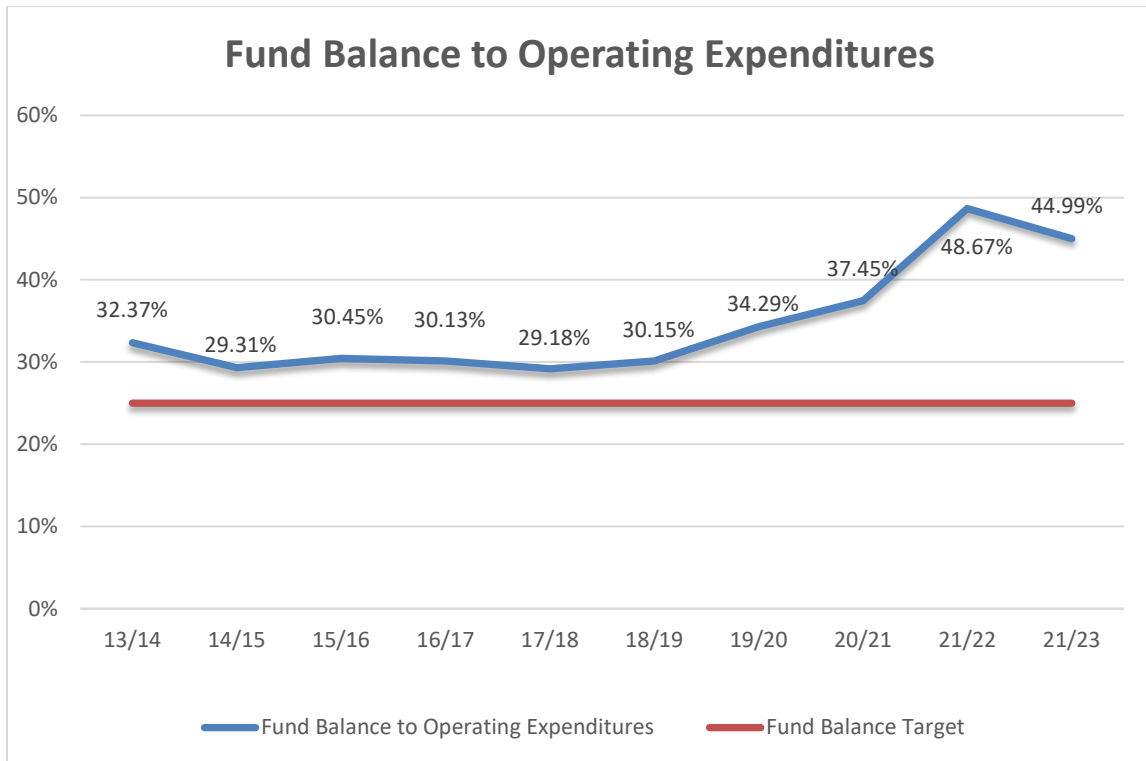
Year	Operating Expenditures	Population	Operating Expenditures per Capita
2013/14	\$69,288,462	405,794	\$171
2014/15	\$74,548,579	407,150	\$183
2015/16	\$73,828,243	408,359	\$181
2016/17	\$71,518,889	410,919	\$174
2017/18	\$71,050,806	412,747	\$172
2018/19	\$71,536,125	413,300	\$173
2019/20	\$70,072,023	416,057	\$168
2020/21	\$77,993,059	420,620	\$185
2021/22 est	\$72,860,000	421,455	\$173
2022/23 prj.	\$78,819,154	421,455	\$187



## FUND BALANCE TO OPERATING EXPENDITURES

This indicator compares the portion of fund balance available for cash flow purposes to the total expenditures in the General Fund. This analysis looks at the ratio based on actual expenditures as of June 30. WCTC's policy is based on the next year's budgeted expenditures. This portion of WCTC's General Fund is the portion titled Designated for Operations and Designated for Subsequent Year(s). This indicator measures WCTC's ability to withstand financial emergencies and meets its cash flow needs. The current goal is to have a balance at or above 25% of operating costs, which WCTC has met in recent years.

Year	Unreserved Fund Balance	Operating Expenditures
2013/14	\$22,426,900	\$69,288,462
2014/15	\$21,851,320	\$74,548,579
2015/16	\$22,483,841	\$73,828,243
2016/17	\$21,550,857	\$71,518,889
2017/18	\$21,901,384	\$75,050,806
2018/19	\$21,565,625	\$71,536,125
2019/20	\$24,026,330	\$70,072,023
2020/21	\$29,210,903	\$77,993,059
2021/22 est	\$35,459,884	\$72,860,000
2022/23 prj.	\$35,459,884	\$78,819,154

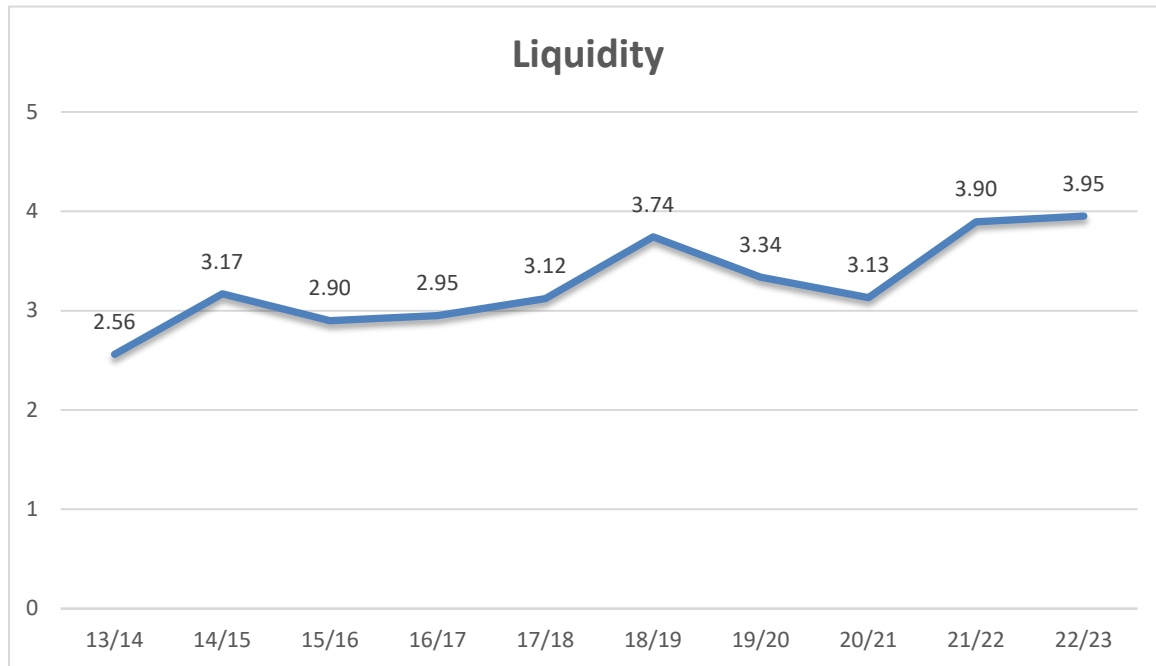


## LIQUIDITY

This indicator measures the ability to pay debts when they come due. This indicator compares total cash and investments on a budgetary basis to total liabilities on a budgetary basis.

Year	Cash and Investments	Total Liabilities
2013/14	\$43,317,941	\$16,948,429
2014/15	\$51,926,462	\$16,356,056
2015/16	\$46,558,711	\$16,038,386
2016/17	\$45,700,588	\$15,480,367
2017/18	\$50,191,360	\$16,097,253
2018/19	\$55,240,437	\$14,762,846
2019/20	\$54,234,140	\$16,259,116
2020/21	\$53,753,817	\$17,165,913
2021/22 est	\$60,083,581	\$15,424,489
2022/23 prj.	\$60,294,631	\$15,258,689

WCTC built up its Designated for Operations account as it drew down its Reserve for Post-employment Benefits account in order to maintain adequate liquidity. When WCTC exceeds its fund balance target of 25%, it utilizes this excess for one-time expenditures.



## 2021 EQUALIZED VALUATION FOR 2021/22 BUDGET

	2021 Equalized Valuation	Percent Of Total	2021/22 Tax Levy
<b>Waukesha County</b>			
Town of:			
Brookfield	\$ 1,189,190,300	1.78632435%	\$359,363.75
Delafield	1,881,829,900	2.82676252%	568,673.87
Eagle	572,304,300	0.859678309%	172,945.76
Genesee	1,221,595,800	1.83500179%	369,156.43
Lisbon	1,549,664,400	2.32780511%	468,296.12
Merton	1,912,743,600	2.87319907%	578,015.74
Mukwonago	1,107,308,300	1.66332653%	334,619.66
Oconomowoc	1,950,068,500	2.92926611%	589,295.02
Ottawa	665,652,000	0.999899155%	201,154.68
Vernon	1,104,662,300	1.65935188%	333,820.06
Waukesha	1,235,816,900	1.8563638%	373,453.93
Village of:			
Big Bend	210,017,500	0.315474634%	63,465.60
Butler	272,554,800	0.4094141%	82,363.87
Chenequa	562,835,600	0.845455044%	170,084.39
Dousman	234,700,500	0.352551831%	70,924.60
Eagle	233,587,300	0.350879655%	70,588.20
Elm Grove	1,262,365,300	1.89624308%	381,476.64
Hartland	1,520,223,700	2.2835812%	459,399.38
LaLaBelle	132,952,800	0.199713052%	40,177.27
Lannon	160,525,100	0.241130368%	48,509.39
Menomonee Falls	5,829,023,100	8.75597951%	1,761,483.92
Merton	523,328,000	0.786109296%	158,145.51
Mukwonago	905,001,500	1.35943441%	273,484.18
Nashotah	230,523,300	0.346277113%	69,662.29
North Prairie	290,238,300	0.435977104%	87,707.68
Oconomowoc Lake	429,558,000	0.645254099%	129,808.97
Pewaukee	1,119,300,100	1.68133984%	338,243.49
Summit	1,267,150,100	1.90343049%	382,922.57
Sussex	1,605,450,200	2.41160291%	485,154.14
Wales	440,327,000	0.66143059%	133,063.28
City of:			
Brookfield	7,966,642,400	11.9669723%	2,407,455.30
Delafield	1,752,447,300	2.63241239%	529,575.48
Muskego	3,588,056,300	5.38974489%	1,084,281.77
New Berlin	5,854,942,406	8.79491381%	1,769,316.52
Oconomowoc	2,714,199,400	4.07709387%	820,209.24
Pewaukee	3,741,123,300	5.61967218%	1,130,537.38
Waukesha	7,365,391,900	11.0638128%	2,225,762.21

	<b>2021 Equalized Valuation</b>	<b>Percent Of Total</b>	<b>2021/22 Tax Levy</b>
<b>Dodge County</b>			
Town of:			
Ashippun	\$ 224,971,704	0.337937867%	\$ 67,984.64
Lebanon	5,270,179	0.00791652%	1,592.61
<b>Jefferson County</b>			
Town of:			
Cold Spring	144,939	0.000217718%	43.80
Concord	71,053,383	0.106731772%	21,471.76
Ixonla	497,315,371	0.747034816%	150,284.71
Palmyra	253,989,209	0.381526076%	76,753.50
Sullivan	111,846,892	0.168009129%	33,799.23
Village of:			
LacLaBelle	473,700	0.000711561%	143.15
Palmyra	137,549,600	0.206618066%	41,566.38
<b>Racine County</b>			
Town of:			
Norway	665,966,958	1.0004173%	201,258.93
<b>Total</b>	<b>\$66,571,913,441</b>	<b>100.000000000%</b>	<b>\$20,117,497.00</b>

# FINANCIAL PROJECTIONS

General Fund					
	2021/22	2022/23	2023/24	2024/25	2025/26
Tax levy	10,508,597	9,818,276	10,318,276	10,818,276	11,318,276
Other revenues	65,995,000	69,000,878	69,000,878	69,000,878	69,000,878
Total revenues	76,503,597	78,819,154	79,319,154	79,819,154	80,319,154
Transfers In	-	-	-	-	-
Total funds available	76,503,597	78,819,154	79,319,154	79,819,154	80,319,154
Expenditures	72,860,000	78,819,154	79,319,154	79,819,154	80,319,154
Transfers out	1,447,500				
Total funds used	74,307,500	78,819,154	79,319,154	79,819,154	80,319,154
Addition to fund balance or (Net needs)	2,196,097	-	-	-	-

## Assumptions

- WCTC has been experiencing enrollment declines. For 2022/23, a 3% decline in Full-Time Equivalent (FTE) student enrollment has been budgeted. Stabilization of enrollment is the goal with the new academic calendar which includes compressed 8 week semesters, and the hiring of the Dean of Enrollment and intensified work of the enrollment management team.
- WCTC will continue to make hard decisions necessary to provide a quality budget that will continue to move the college forward, yet stay within its limited revenues. This means adding or expanding instructional programs, reducing or suspending programs when appropriate, and looking at new and innovative ways of doing this to transform and move the college forward. It also means making sure the right staff are in the right positions at the right time, and relying on data to make decisions.

<b>Capital Projects Fund</b>					
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Other revenue	416,000	283,000	100,000	100,000	100,000
Debt proceeds	7,750,000	7,750,000	7,750,000	7,750,000	7,750,000
Transfer in	2,000,000	-	-	-	-
<b>Total revenues</b>	<b>10,166,000</b>	<b>8,033,000</b>	<b>7,850,000</b>	<b>7,850,000</b>	<b>7,850,000</b>
<b>Expenditures</b>	<b>9,905,000</b>	<b>10,173,350</b>	<b>9,800,000</b>	<b>9,625,000</b>	<b>9,625,000</b>
<b>Net needs</b>	<b>261,000</b>	<b>(2,140,350)</b>	<b>(1,950,000)</b>	<b>(1,775,000)</b>	<b>(1,775,000)</b>
Planned use of fund balance	-	2,140,350	1,950,000	1,775,000	1,775,000
<b>Funding excess</b>	<b>261,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Assumptions

- Annually, if the college exceeds its fund balance target in the General Fund, some of the excess funds can be transferred to the Capital Projects Fund to further help fund capital needs.
- Capital spending will be limited to available resources. WCTC plans on issuing \$7.75 million of debt per year with the remaining funding coming from other sources, such as planned use of fund balance and investment earnings.

<b>Debt Service Fund</b>					
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Other revenue	190,000	100,000	100,000	100,000	100,000
Debt proceeds	8,700,000	9,200,000	9,200,000	9,200,000	9,200,000
<b>Total revenues</b>	<b>8,890,000</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,300,000</b>
<b>Expenditures</b>	<b>8,880,000</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,300,000</b>	<b>9,300,000</b>
<b>Addition to fund balance or (Net needs)</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Assumptions

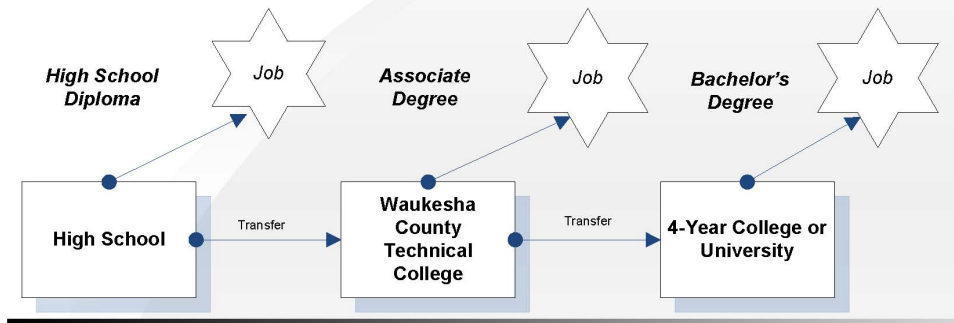
- WCTC will maintain a stable debt service levy amount and capital expenditures will be based on available resources.

# GLOSSARY

**2+2 program:** A transfer articulation agreement between an area high school and WCTC whereby the student receives college credit while at high school and then attends WCTC for two years and receives his/her associate degree or an agreement between WCTC and a four-year college or university whereby the student attends WCTC for two years and the four-year college for an additional two years and earns his/her bachelor's degree.

**2+2+2 program:** A transfer articulation agreement between an area high school, WCTC, and a four-year college or university whereby the student receives college credit while at high school, attends WCTC for two years, and attends a four-year college, with junior standing, for two years and earns his/her bachelor's degree.

## 2+2+2 Programs



**38.14 contracts:** Wisconsin state statute 38.14 allows the college to contract with business and industry to provide customized training to meet the company's training needs.

**AAS:** Associate of applied science

**ABE:** Adult Basic Education

**ACA:** Affordable Care Act

**ACT:** American college testing

**ADA:** Americans with Disability Act

**AEFL:** Adult Education/Family Literacy Act

**Agency fund:** An agency fund is used to record resources received, held and disbursed as custodial or fiscal agent for others rather than as an owner. Revenues and expenditures of agency funds are not institutional revenues and expenditures and should be reported separately.

**AODA:** Alcohol and other drug abuse



**Appropriations:** An authorization, granted by a legislative body (i.e. WCTC Board), to make expenditures and to incur obligations for specified purposes. WCTC controls expenditures at the functional level within a fund.

**AQIP:** Academic quality improvement project

**Articulation agreement:** An agreement between WCTC and a four-year college or university that identifies the credit transferability rules between the two institutions.

**ASSET:** ASSET is an assessment tool used by the Admission's Department to help assess whether the student needs any remedial training before taking program courses.

**Assets:** Property and resources owned or held that have monetary value.

**ATC:** Advanced technical certificate

**ATC:** Applied technology center

**Auxiliary services:** The expenditure function used to record costs for all activities of a commercial enterprise or of a proprietary nature such as the bookstore, childcare, and Classic Room operations.

**Balance sheet:** A statement that discloses the assets, liabilities, reserves, and equities of a fund or account group at a specific date to exhibit financial position.

**Banner:** The College's integrated operational software system.

**Benefits:** Compensation in addition to regular salary or wages provided to an employee. This includes health insurance, life insurance, dental insurance, Social Security, Wisconsin Retirement System pension plan, and disability insurance.

**Blended Options:** Short, manageable segments of a program that meet once per week to accommodate students' work and family schedules that lead to a credential. The format offers technology-proficient students who have prior academic and work experience the chance to earn an Associate of Applied Science degree in two years or less while maintaining their current work and family life.

**Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

**Bond rating:** A level of risk assigned to general obligation promissory notes assessed by Moody's Investor Service or one of the other rating agencies. The higher the rating, the less risky the notes are. WCTC has a Aaa bond rating from Moody's Investor Service, which represents the highest rating it is possible to obtain. The higher the rating, the lower the risk, the lower the interest rate charged on bonds issued.

**Bonded debt:** The portion of outstanding indebtedness that includes general obligation bonds that are backed by approved, irrevocable future tax levies for debt service. General obligation promissory notes are not included in the calculation of bonded debt.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budgetary control:** The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorization. WCTC controls at the function level within a fund.

**CAFR:** Comprehensive Annual Financial Report

**CAPE:** Center for Academic Performance Excellence - This is a place where instructors can go to get resources and practice on new technology that can be used in the classroom.

**CAPP:** Curriculum advising and program planning

**CBO:** Community-based organization

**CBRF:** Community-based residential facility

**Classic Room:** In order to properly train the hospitality and culinary arts students in the proper way to operate a restaurant, WCTC created its own restaurant called the Classic Room. During the semester, the students will cook the entrees on that day's menu and serve them to the patrons who have made reservations for that day.

**CLS:** Critical life skills

**CNA:** Certified nursing assistant

**COMPASS:** COMPASS is an assessment tool used by the Admission's Department to help assess whether the student needs any remedial training before taking program courses.

**Contingency funds:** Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

**College:** Waukesha County Technical College

**Co-op:** Co-op is similar to an internship for a four-year college. This is an opportunity for students to work in a business setting in their field of study while earning college credit. The employer evaluates the student in this setting and provides feedback.

**CTC:** Corporate Training Center

**DACUM:** Developing a curriculum.

**Debt:** An obligation resulting from borrowing money. Debts of school systems include bonds, time warrants, notes, and floating debt.

**Debt limit:** The maximum amount of gross or net debt legally permitted.

**Debt service:** Expenditures for the retirement of debt as well as the interest payment on that debt.

**Deficiency:** A general term indicating the amount by which actual levels of activities fall short of budget or expectation. The term should not be used without qualification.

**Deficit:** The excess of expenditures/uses over revenues/resources.

**Designated for subsequent year(s):** A portion of this year’s unreserved fund balance to provide for the excess of expenditure and other financial uses over revenues and other financial sources budgeted in the next year(s).

**District:** Waukesha County Technical College

**DMI:** Districts Mutual Insurance – This is the insurance company formed by the 16 technical colleges in order to reduce overall property and casualty insurance costs for the colleges.

**DNR:** Wisconsin Department of Natural Resources

**DOA:** Wisconsin Department of Administration

**DOR:** Wisconsin Department of Revenue

**Dual Enrollment Academy:** Allows high school students to be dual enrolled at the high school and WCTC in their senior year whereby the student earns high school credit and a WCTC one-year certificate in the area of study and can graduate with both at the same time.

**EMS:** Emergency Medical Services

**EMT:** Emergency Medical Technician

**Encumbrances:** Obligations in the form of purchase orders, contracts, or salary commitments that is chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is established.

**Equalized valuation:** The full value of the taxable property in a district as determined by the Wisconsin Department of Revenue. Full value less the value of tax incremental financing districts (TIF) is used for allocation of tax levy to municipalities in a taxing district.

**Equity:** The excess of assets over liabilities generally referred to as fund balance.

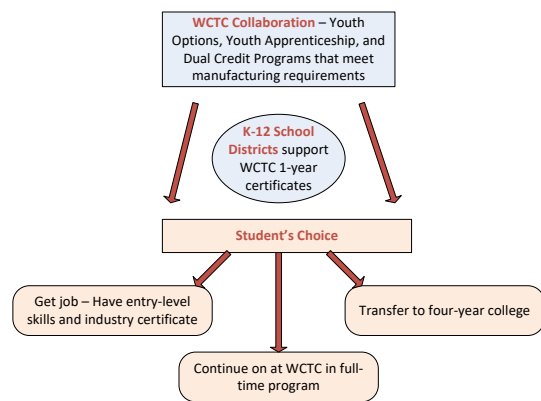
**ESL:** English as a second language

**FAM:** Financial Accounting Manual

**FAFSA:** Free application for federal student aid

**Financial Accounting Manual:** Accounting regulations that technical colleges within Wisconsin must follow.

**Fiscal year:** A twelve-month period to which the annual operating budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. WCTC uses a July 1 to June 30 fiscal year.



**FTE:** Full-time equivalent

**Function:** A group of related activities aimed at accomplishing a major service or activity for which a governmental unit is responsible, such as instruction or student services.

**Fund:** An independent fiscal and accounting entity with a self-balancing set of accounts, including assets, liabilities, and fund balances, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund balance:** The excess of assets over liabilities. They may be:

- **Reserved:** A portion of fund balance that is not available for other expenditures and is legally segregated for a specific future use.
  
- **Unreserved:**
  - ✓ **Designated:** A portion of fund balance established to indicate tentative plans for financial resource utilization in a future period. Such plans are subject to change and may never be legally authorized or result in expenditures such as designation for operations and for subsequently budgeted expenditures.
  
  - ✓ **Undesignated:** The remainder of fund balance that is neither reserved nor designated. By statute, WCTC cannot have any unreserved and undesignated reserves.

**GAAP:** Generally accepted accounting principles

**GED:** General Education Diploma

**GPR:** General-purpose revenues

**HEAB:** Higher Education Accreditation Board

**HLC:** Higher Learning Commission of North Central Accreditation

**HSED:** High School Equivalency Degree

**HVAC:** Heating, ventilation and air conditioning

**IROC:** Instructor Responsibility Under Open Campus

**K – 12:** Kindergarten through twelfth grade

**Levy:** The total amount of taxes or special assessments imposed by a governmental unit.

**Liabilities:** Debt or other legal obligations arising out of transactions for goods or services received in the past, which are owed but not necessarily due.

**Learning Place:** The Learning Place is a lab where students can go to receive remedial training to assist them in basic education type courses, such as reading and math, so that they can be successful in their program courses.

**LPN:** Licensed Practical Nurse

**Mill rate:** Tax rate (taxation) in mills (\$.001) per dollar of valuation. Mill rates are usually expressed in mills per \$1,000 of valuation. WCTC has two components to its mill rate—operation and debt service. By statute, the operational component cannot exceed the increase in net new construction.

**MSOE:** Milwaukee School of Engineering

**Obligations:** Amounts which a governmental unit may be required to legally meet out of its resources, including both liabilities and unliquidated encumbrances.

**Operating budget:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. State laws generally require annual operating budgets. Even when not required by law, annual operating budgets are essential for sound financial management and should be adopted by every government.

**Operating transfers:** All transfers between funds other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

**Other financing sources:** Funds received from general long-term debt proceeds, transfers in, and reserves re-appropriated from fund balance. Such amounts are classified separately from revenues.

**Other financing uses:** Funds used for operating transfers out. Such amounts are classified separately from expenditures.

**Overlapping debt:** The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government, which must be borne by property within each government.

**Portal:** A web-based information interface that provides secure and customizable access based on a user's identity.

**Pro forma balance sheet:** A statement that projects the college's balance sheet for a future period.

**QRP:** Quality review process

**Reserve:** An account used to earmark a specific portion of fund balance to indicate that it is not available for other expenditures, but is designated for a specific purpose.

**Retained earnings:** An equity account reflecting the accumulated earnings of a proprietary (enterprise) fund.

**RN:** Registered nurse

**SLE :** Student Learning Evidence

**SOA :** Student Outcomes Assessment

**Special populations:** Includes the following customer base: academically disadvantaged, economically disadvantaged, single parents, displaced homemakers, students with disabilities, limited English proficient, and non-traditional students.

**State aid:** Funds made available by the legislature for distribution to each technical college based on a prescribed formula of distribution to offset some of the college's operational expenses.

**Statements:** Presentation of financial data that shows the financial position and the results of financial operations of a fund, a group of accounts, or an entire entity for a particular accounting period.

**Statute:** A written law enacted by a duly organized and constituted legislative body.

**Student Assistance Program:** This program assists students recovering from alcohol or other drug abuse, are experiencing problems with someone else's abuse, or have other personal problems they need assistance with.

**Student Outcomes Assessment:** This is a system of assessing student's program pre, post, and during their time at WCTC.

**TABE:** Tests of adult basic education

**Tax incremental financing district (TIF):** Property within a municipality whose incremental growth in equalized valuation is excluded from the equalized valuation calculation when determining the amount of taxes to assess a municipality. Special statutes govern the creation of TIF districts.

**Tax rate:** The amount of tax stated in terms of the unit of the tax base (mill rates).

**Tax rate limit:** The maximum rate at which a governmental unit may levy a tax.

**Taxes:** Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

**TBD:** To be determined

**UW:** University of Wisconsin

**WCTC:** Waukesha County Technical College, Waukesha County Area Technical College District

**WFDC:** Workforce Development Center

**WIA:** Workforce Investment Act

**WIDS:** Worldwide instructional design system

**WISPALS:** Wisconsin project for automated library systems

**WTCS:** Wisconsin Technical College System

# Fiscal Year 2022

# **BUDGET DOCUMENT**



WAUKESHA  
COUNTY TECHNICAL  
COLLEGE

Hands-on  
Higher Ed

*WCTC prohibits discrimination or harassment based on any status protected by applicable state or federal law.*

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