



Wharton County Junior College

Proposed Agenda Item Board of Trustees Meeting

Complete this form and submit it to the Office of the President by noon on Friday, 11 days prior to the Tuesday evening meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: October 20, 2020

Date of This Proposal: October 6, 2020

SUBJECT:

Approve the allocation of funds from the prior year fund balance for 2020 outstanding encumbrances.

RECOMMENDATION:

Recommend approval of the allocation of prior year funds for 2020 outstanding encumbrances.

BACKGROUND/RATIONALE:

At year end the College had outstanding purchase orders (encumbrances) totaling \$291,102.00. A detailed list is attached. These purchases were ordered with funds from the 2020 fiscal year. These purchases will not be received and paid until the 2021 fiscal year. The current budget does not include an allocation for these encumbrances. Prior year funds must be allocated by the Board of Trustees as a budget revenue item so that the expenses associated with these purchases can be paid out of the current budget year. The total allocation of \$291,102.00 will be noted in the 2021 financial statements as reserved for encumbrances.

Estimated Cost & Budgetary Support (how will this be paid for?): \$291,102.00

Unrestricted Operating Fund for 2020 – 2021

RESOURCE PERSON(S) [name(s) and title(s)]:

Bryce D. Kocian, Vice President of Administrative Services
Gus Wessels, Jr., Dean of Business Services
Philip Wuthrich, Director of Purchasing

SIGNATURES:

Originator

10-7-20

Date

Cabinet-Level Supervisor

10-7-20

Date

10/8/2020

PRESIDENT'S APPROVAL:

10-8-20

Date



Wharton County Junior College

2020 to 2021 Carry Over Purchase Orders

PO#	Name	Outstanding Encumbrance	Account Number	Project
P0038718	Abel Design Group Ltd	\$25,278.15	1110.1193.7308.702	Conceptual Programing & Design Student Ctr
P0039187	Strata Information Group	\$48,505.00	1110.1304.7304.6087	Consulting for Banner 9 Student Self Service
P0039193	Dowley Security Systems, Inc.	\$142,826.20	1110.1192.7601.701	Mass Notification & Digital Signage
P0039390	Strata Information Group	\$9,656.56	1110.1304.7373.6087	Consulting on Banner Financial Aid
P0039831	Ellucian Company LP	\$13,951.50	1110.1304.7304.6087	Ellucian ILP with SAAS License
P0039909	Columbia Advisory Group LLC	\$30,600.00	1110.13037.7308.602	Network Vulnerability & Policies Assessment
P0040140	Patterson Dental Company	\$1,194.14	1110.14186.7001.102	Gloves Lab Jackets, & other PPE
P0040179	Zep Manufacturing Company	\$6,148.55	21153.6068.7001.501	Hand Sanitizer & other disinfectant items
P0040180	McNaughton & Gunn, Inc	\$9,360.00	1110.1307.7323.60102	2020 - 2021 College Catalogs
P0040206	Govconnection Inc.	\$3,581.90	21153.6068.7001.501	Conference Cameras, Monitors, & microphones
Total Amount of Encumbrances		\$291,102.00		