



Complete and submit this form, along with any supplemental documentation, to the Office of the President by 5:00pm on the seventh day prior to the Board meeting.

**Date of Board Meeting: October 15, 2024**

**Subject:** Approve the allocation of funds from the prior year fund balance for 2024 outstanding encumbrances.

**Recommendation:** Recommend approval of the allocation of prior year funds for 2024 outstanding encumbrances.

**Background and Rationale:** At year end the College had outstanding purchase orders (encumbrances) totaling \$948,751.76. A detailed list is attached. These purchases were ordered with funds from the 2024 fiscal year. These purchases will not be received and paid until the 2025 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 \$948,751.76 will be noted in the 2025 financial statements as reserved for encumbrances.

**Cost and Budgetary Support: \$948,751.76**  
Unrestricted Operating Fund for 2024 –2025

**Strategic Priority Alignment:**

- Student Success
- Resource Optimization

- Community Impact
- Institutional Excellence

**Resource Person(s):**

Gus Wessels, Jr., Dean of Business Services  
Jessica Garcia, Assistant Controller

**Signatures:**

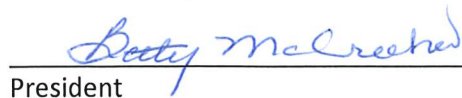
  
\_\_\_\_\_  
Originator

10-2-24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet-Level Supervisor

10-3-24  
\_\_\_\_\_  
Date

**President's Approval:**

  
\_\_\_\_\_  
President

10-3-24  
\_\_\_\_\_  
Date

**LIST OF CARRY OVER PO's FROM 2024 to 2025**

Original #	Vendor	Amount	Account
P0045847	Ellucian Company LP	\$373,878.00	1110-13030-7308-602
P0045942	Abel Design Group Ltd	\$33,973.24	1510-1193-7615-702
P0045949	Abel Design Group Ltd	\$3,123.53	1110-1193-7603-702
P0046366	Abel Design Group Ltd	\$329,934.76	1110-1193-7603-702
P0046637	CSF Consulting LP	\$27,400.00	1210-1193-7308-702
P0046680	RockIT Consulting LLC	\$50,872.60	1210-13035-7601-6081
P0046798	RockIT Consulting LLC	\$4,480.00	1110-13035-7352-6081
P0046873	Lightcast	\$13,250.00	1110-1306-7308-6082
P0046885	TK Elevator Corporation	\$45,850.82	1110-1193-7601-702
P0046901	LetourneauKeller	\$65,988.81	1510-14027-70010-503

**Total Dollar Amount Carried Forward \$948,751.76**

Banner Saas  
 BC Trades School- Phase 2 Designs  
 Pioneer Student Center Design  
 PSC Design/Drawings  
 Richmond Foundation Evaluation  
 Richmond Refresh Phase 1  
 Cloud Licenses  
 Program Demand Gap Analysis  
 PSC Elevator  
 Bay City Furniture