



## Income Allocation Model

### *Definition of District Services and Districtwide*

**The Income Allocation Model includes three operational sites (Grossmont College, Cuyamaca College, and District Services) and one budget center representing collective Districtwide core commitments and overhead costs. The following is an explanation of the District Services and Districtwide components:**

**District Services** is composed of all central services for the colleges and all employees. District Services budget includes salaries, benefits, and operational expenses to run District Services operations. Included in District Services budget are governing board, chancellor, advancement and communications, human resources (Employee & Labor Relations, Employment Benefit Services and Safety & Insurance Services) and business services (accounting, payroll, purchasing, budget & finance, facilities planning & technology, public safety, research & planning).

**Districtwide Commitments** is composed of operational overhead costs that are a required cost of doing business as a district. These are costs that would reside at the colleges if they were not consolidated at this level.

In order to be included in the Districtwide Budget, the cost must:

- Benefit the entire District
- Not be under direct control of one site nor related to one specific site or manager
- Be fixed, bargained commitments, or other district costs
- Not include salaries or benefits for active employee

Costs that are charged to Districtwide, include: retiree health benefits; governing board election costs; system maintenance; property & liability insurance; credit card fees for student payments; interest expense; legal fees; memberships; and bargaining commitments, such as negotiated unit allocations for professional development, tuitions & books reimbursements.

Consistent with college site budgets, Districtwide and District Services budgets also include beginning balances and purchase order carryovers (POCO) from prior year.