

FIRST QUARTER FINANCIAL MANAGEMENT REPORT – FY2019



Eastern Oregon University November 8, 2018

Board of Trustees

Prepared by: EOU Finance and Administration Staff

QUARTERLY MANAGEMENT REPORT

This report is prepared for internal management review and planning purposes. The quarterly management report summarizes all resources and expenses at EOU by major fund type. Fund types include: Education and General (E&G), Auxiliary Enterprise Funds and Designated Operations/Service Funds, all of which are defined herein.

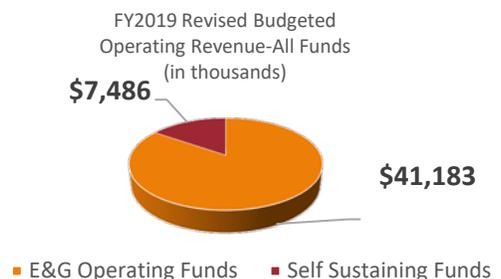
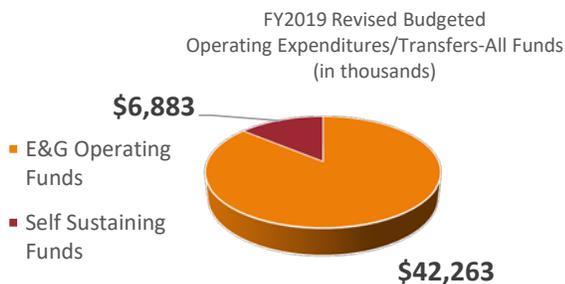
Through the FY19 budget planning cycle, the University's strategic priorities provided the guidance for deploying resources from state funding and student tuition to the appropriate initiatives, which supported the continued success of EOU students. In addition, the University has continued to focus on responsible stewardship of its financial resources dedicated to fund the University's operations and fee remissions, which has led to creating a positive fund balance.

The University will continue to outcomes of the planning and resource allocations throughout this year and into the future. We remain cognizant as planning efforts begin for the next biennium and beyond, that there are uncertainties, which require us to be even more aware of the need to plan responsibly for its financial future. The forces at work in higher education will require EOU to be even more pro-active in reshaping their operating practices.

The quarterly management report is provided to help guide and inform future decision making, by providing information on current and historical trends across the major funds. All reports within this document contain FY2019 budgets for revenue, expenses and transfers as well as a quarterly review of current year actuals to FY2018 actuals related to the major fund types.

The Eastern Oregon University Board of Trustees approved the operating budget on May 24, 2018, which was included a revenue budget of \$48.619M and an expenditure/transfer budget of \$49.865M, resulting in an overall use of fund balance of \$1.246M. However, upon further refining the budgets, revisions have been made to reflect a more accurate accounting of the anticipated revenue and expenses for the fiscal year. Therefore, the noted variances will reflect the revised budgets for FY19.

The revised EOU all-funds operating revenue budget is \$48.7M and the expenditure budget is \$49.1M, excluding grants, financial aid and capital construction funds.



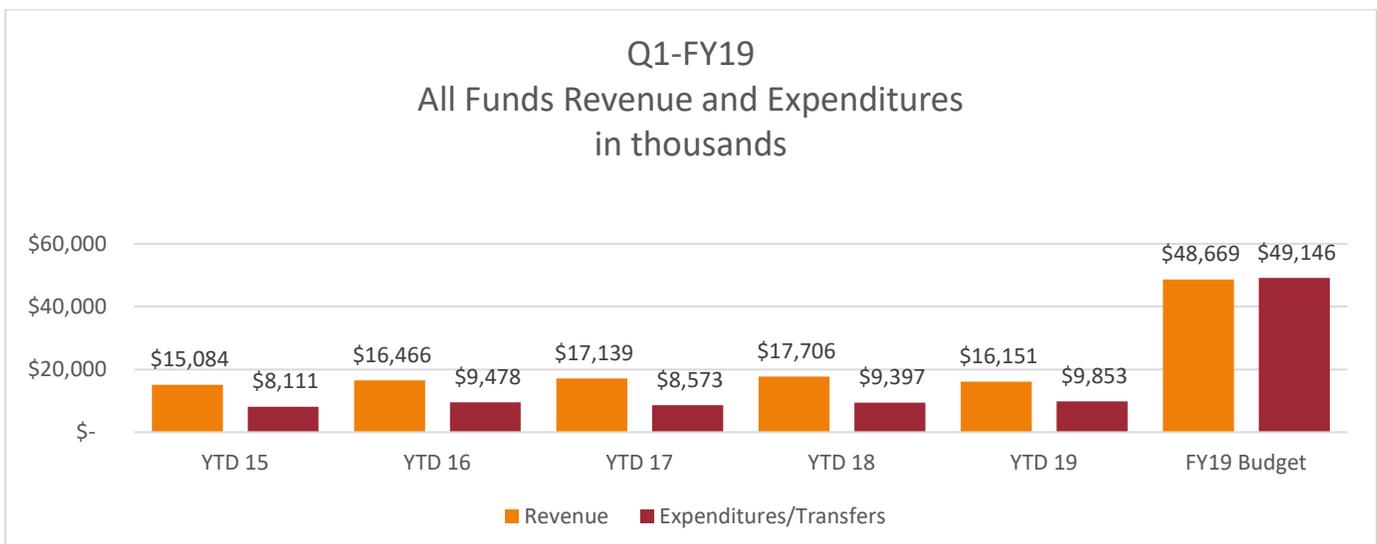
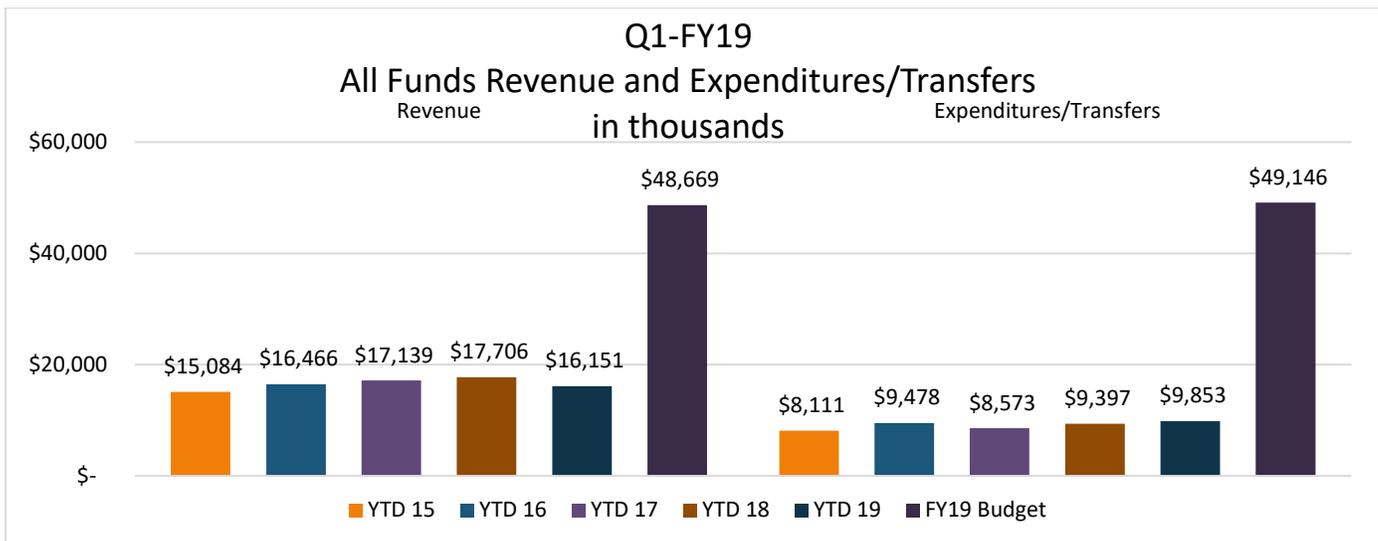
Q1 SUMMARY

FY19 budgets for E&G, Auxiliaries, Designated Operations and Service Departments were input into the banner finance system in July. At the end of Q1, the revenue for this year appears to be tracking behind FY18; however, FY19 revenue for summer session was not posted before the close of Q1. There is an additional \$1.9M in summer session revenue that will post in Q2. Student enrollment is up .9% at 4th week, which is slightly ahead of what was budgeted for 2018-19.

In FY19, monthly and quarterly meetings are continuing with the department budget managers. These meetings have proven to be effective and useful for quarterly report variance analysis as well as preparation for future years' budget planning.

At the close of Q1, EOU had received \$16.1M in revenue (33.34%), again this revenue was understated by \$1.9M. At the close of Q1, the funds recorded expenses of \$9.6M. Expenditures are up 3.42% over the prior year. Labor expenses are up 10% or \$587K over the Q1-FY18. The expenditures to date represent approximately 20% of the total budget for FY19. There are no financial concerns in any of the funds at this time.

Additional details regarding the variances of all funds are included in the attachments at the end of the report.



EDUCATION AND GENERAL (E&G)

The Education and General revenue budget consist of state appropriations, tuition and student fees, internal sales and miscellaneous fees. The expense budget supports activities and services that are intrinsic to the university, including instruction, research, student services, libraries, administration, and maintenance of the campus physical plant.

The development of the 2018-19 EOU Operating Budget followed the approved budget process. The budget process was thoughtful and mindful, given the moderate tuition and mandatory fee increases, room and board increases and estimated state allocations. The budget was based on flat enrollment in all areas, the budget also includes \$512K in additional fee remission funding within the E&G budget, which is intentionally allocated to drive enrollment.

The revised E&G budget addressed needs associated with academic quality, employee development, internal and external relations, facility and planning projects, and student support enhancements. The overall budget also provided some flexibility for additional initiatives and investments or unforeseen declines in revenue.

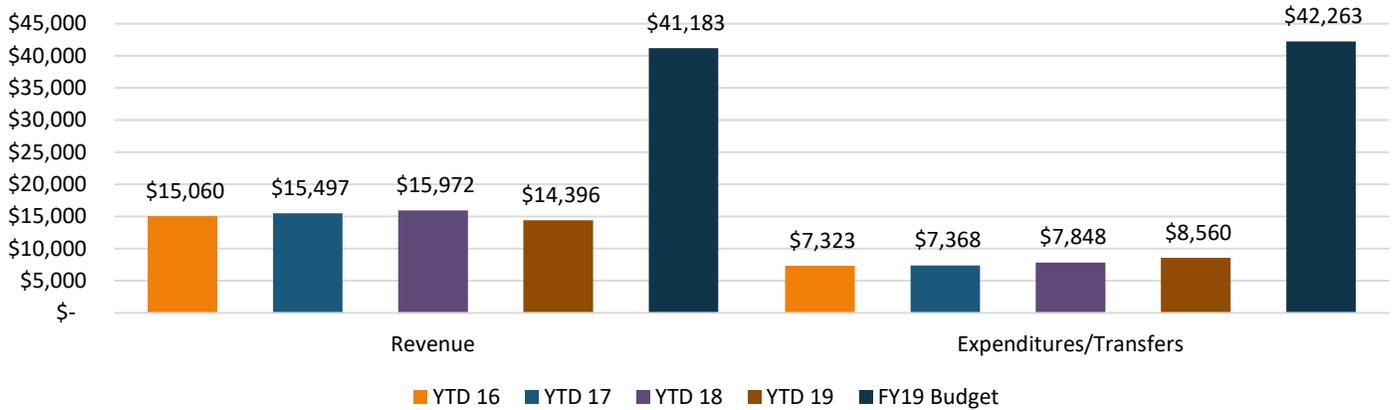
The E&G revenue budget \$41.183M includes state allocations from Student Success and Completion Model and Energy Loan Payments. In addition to the revenue received as part of the state allocation, EOU retains any tuition and fees generated by students, as well as receives revenue through indirect cost recoveries from grants and contracts, interest and other revenue. The revenue budget also includes fee remission allocations of \$2.7M. Fee remissions appear in the financial reports as a reduction of revenue.

The E&G expense budget \$42.263M is comprised of salaries and other payroll expenses (ope), services and supplies and net transfers. EOU's largest category of expense is personnel, consisting of approximately 80.8% of the overall E&G budget. Direct expenses, or service and supplies, include utility and physical plant costs, general office supplies, professional services contracts, information technology services, as well as services payments for support provided by University Shared Services Enterprise (USSE).

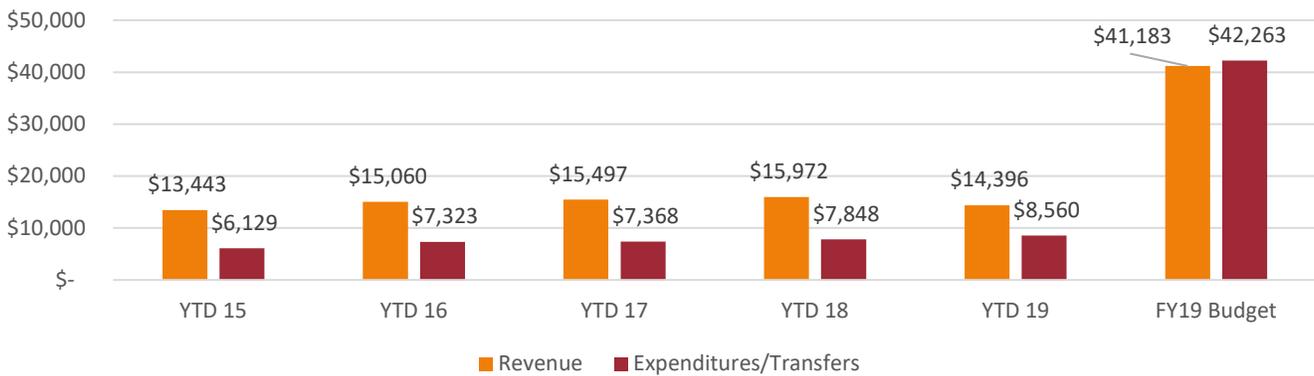
The expense budget includes increases in labor for contractual salary increases for classified and faculty as well as an increase for administrative faculty and retirement and health care increases.

Based on the revised budget, EOU will use approximately \$1.080M in fund balance by year end. The decrease will result in an ending fund balance of \$6.73M (16.35%), which represents 1.92 months of operating expenses.

Q1-FY19 Comparison by Year
E&G Revenue and Expenditures/Transfers
in thousands



Q1-FY19
E&G Revenue and Expenditures/Transfers
in thousands



Year to Date Variances over FY2018:

Revenue appears to be trending behind last year by 9.86%; however, \$1.9M in summer tuition revenue will be recorded in Q2 due to a timing issue. This adjustment will increase our revenue to 2% ahead of the prior year. Without the summer revenue adjustment, EOU had received 34.2% of the E&G revenue budget as of September 30th.

FY19 expenditures are up 7% over FY18, labor is up 11% and direct expenditures are only up 1% or \$15K. Capital expenses are only up \$1K over the prior year. As of September 30th, EOU has utilized approximately 20.3% of the expenditure budget. The increase in labor is due to contractual or planned increase in salaries, as well as the minimum wage increase. There was also a reallocation of labor expenses associated with the Athletic Trainers from auxiliary funds to E&G funds. There is a corresponding transfer in from the auxiliary fund, which offsets the overall expense. At the close of Q1, EOU had spent 17% of the labor budget.

AUXILIARY ENTERPRISES

Auxiliary Services include services that are essential to the support of the university's academic programs. Auxiliary units are expected to generate sufficient revenue to cover all costs of operating and capital need, and are not supported by State allocation/funding. Departments such as Housing and Dining, Student Health Center, Parking Services, Athletics, General Rentals, the Integrated Services Building (ISB) and the Incidental Student Services Fee are considered Auxiliaries at EOU. Ideally, all auxiliary enterprise units are required to pay an overhead fee to the campus for the support central services offered by the institution.

Housing and Dining Services provide services and support for our students living on campus. Eastern Oregon University has a mandatory live on policy for all new freshman. Targeted occupancy for budget development was based on Fall 2018 at 371, with a 10 % annual attrition. The housing and dining fund have annual debt service payments of \$700,000 (est) until 2035. Family Housing/EOCENE Courts is being converted into single occupancy rooms. There will be a gradual decline in revenue in this account/fund, as the units are phased out.

Dining Services is a contracted service operated by Sodexo. Sodexo operates all food services operations on the campus, including summer camp service.

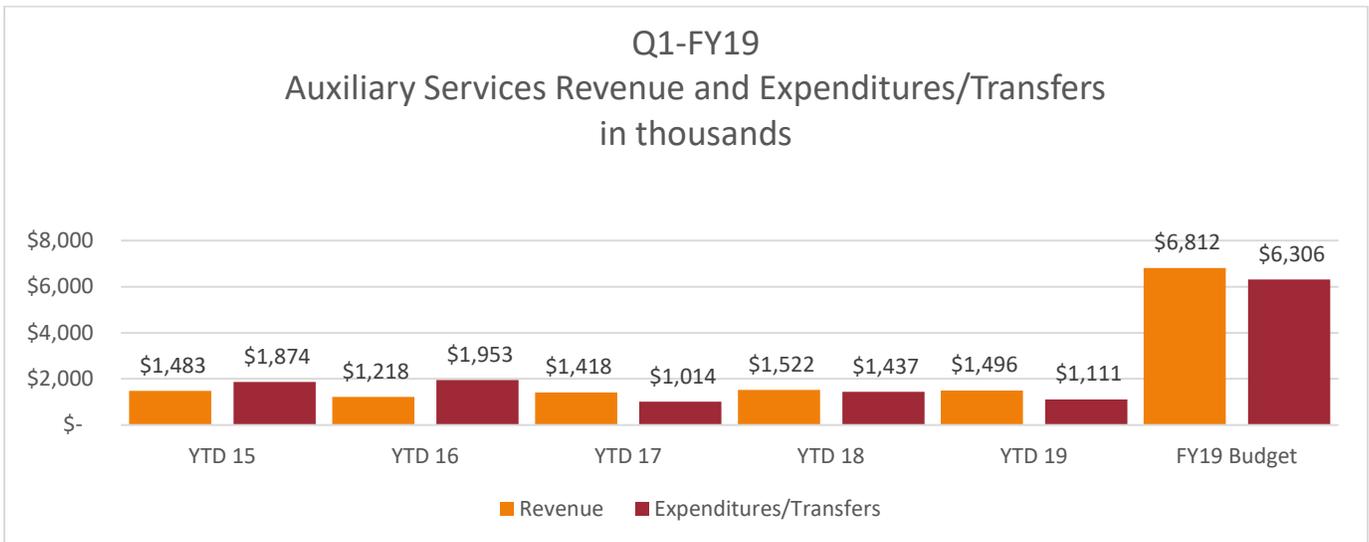
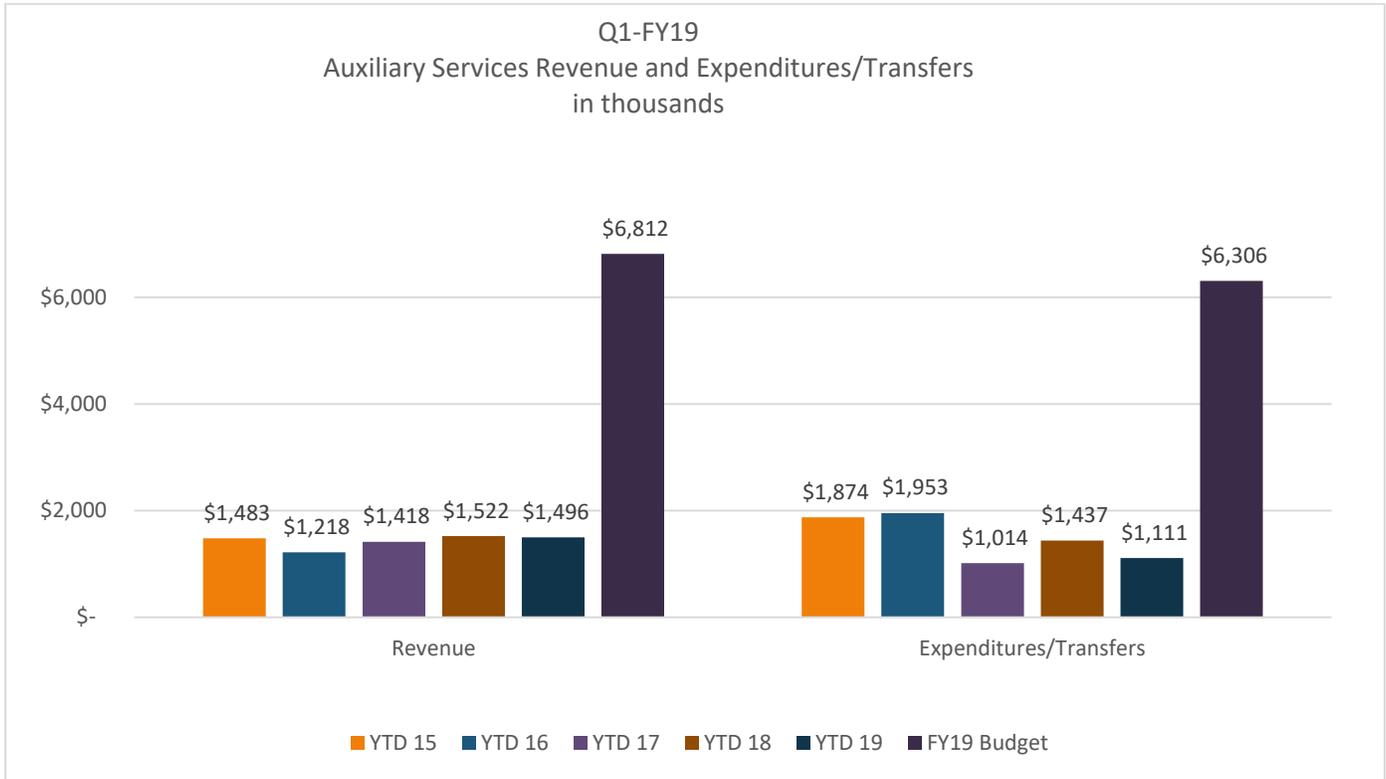
Intercollegiate Athletics Fund is also considered an auxiliary enterprise and receives funding from student fees, fund raising and self-support operations. However, at EOU, Athletic personnel expenses, an athletic trainer, soccer and wrestling expenses as well as post season travel are funded through the E&G budget. Athletics also receives state support in the form of lottery funding for additional scholarships.

Student Health Center Operations is a contracted service with Oregon Health Sciences University. OHSU provides health service for all EOU students enrolled in a total of at least 6 credits and one or more of these credits is an "On-Campus" course, and to all students living on campus or part of an athletic team. Students pay a quarterly mandatory Health Service Fee that provides student access to the Student Health and Counseling Centers. The fee was increased for 2018-19 and is \$165 per term. In addition to the contract with OHSU, this fund also supports a Health and Wellness Coordinator, two counselors and two athletic trainers.

Incidental Student Fee Fund supports institutional student programs that are beyond the academic mission of the institution. The incidental fee is assessed each term to all students taking "On-Campus" courses, and to all students living on campus or part of an athletic team. The fees in this fund are used for student union operations, student organizations, student governmental activities, and provides some support to athletics. In 2017-18, ASEOU began offering scholarships for Senators and Justices for one academic year in which they serve. This is included in the student aid category of the auxiliary budget, along with lottery funds, which are distributed for athletic and graduate assistant's scholarships. The fee was increased for 2018-19 and is \$270 per term.

Parking Services is a self-support operation, which generates revenues through the sale of annual and quarterly parking permits, special events fees, and parking citations. Revenue generated is used for facility and route improvement, parking lot repair and maintenance, signage, and labor expenses. Parking permits were increased no increased for 2018-19. EOU has engaged a consultant to conduct a comprehensive parking and impact study. This was funded as a one time expense in the FY19 budget and supports Goal 4, Objective 3 in the Ascent 2029.

General Rentals/ISB EOU has a long term lease on the Integrated Services Building thru 2021. The lease is structured to pay for the debt service, maintenance and operations of the facility. EOU also leases facility space to OHSU and other campus partners.



These graphs above represent revenue and expenditures at year end and include the revised budget.

Q1 - Auxiliaries by Fund			
Auxiliary Enterprises	Revenue	Expenditures	Net
Housing	\$ 433,469	\$ 1,061,985	\$ (628,516)
Student Activities/Incidental Fees	\$ 321,652	\$ 183,434	\$ 138,218
Intercollegiate Athletics	\$ 307,409	\$ 305,622	\$ 1,787
Health Services	\$ 211,365	\$ 134,556	\$ 76,809
Parking Services	\$ 82,117	\$ 10,541	\$ 71,576
Other Rentals (Gilbert Center)	\$ 63,176	\$ (361,987)	\$ 425,163
Other Auxiliaries (ISB/Student Clearing)	\$ 102,699	\$ 102,576	\$ 123
Total Auxiliary Enterprises	\$ 1,521,887	\$ 1,436,727	\$ 85,160

*Housing's Room and Board Revenue is held in a clearing account outside of the auxiliary fund until the end of each quarter.

Year to Date Variances over FY2018:

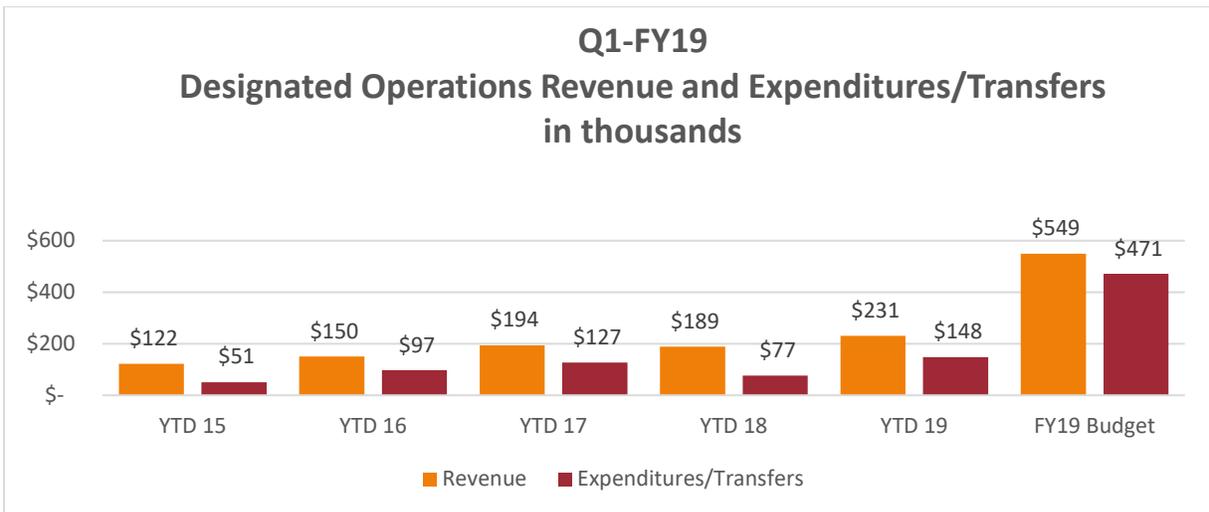
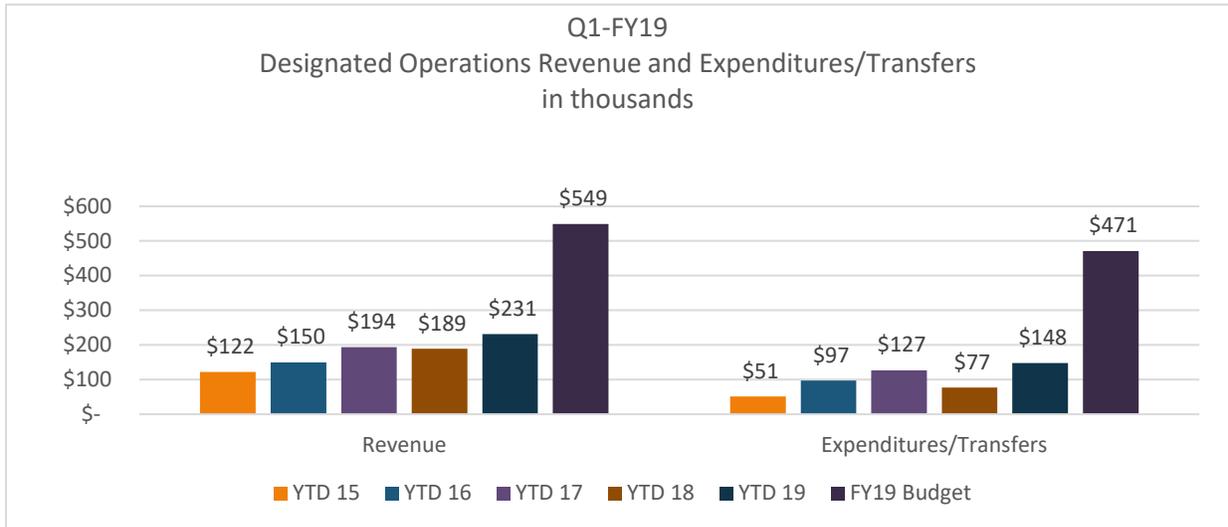
Auxiliary Services units are performing as expected and there are no concerns with the performance of this fund. Revenues are down over the prior year due to summer conference income and recreation pass sales. The reduction in summer conference income was accounted for during the annual budget process. However, revenue from Health Service Fees and Incidental Fees are up from prior years due to increases in the fee and the numbers of students paying the fee.

Labor expenses are down due to the reallocation of the trainers to E&G funds. Direct expenses appear to be down by 23%, however this the result of a timing issue for expenditures related to bond interest and conference meals which will be recorded in Q2 rather than Q1 for FY19.

DESIGNATED OPERATIONS

Designated Operations are university functions that provide self-support operations related to non-instructional activities such as field trips and community education. A Designated Operations fund will be established when approximately 80% or greater of a self-support activity is funded from external sources, including student fees for field trips.

EOU's Designated Operations Funds are academic department field trips, athletic and academic camps, workshops and the BASALT Magazine.



These graphs above represent revenue and expenditures at year end and include the revised budget.

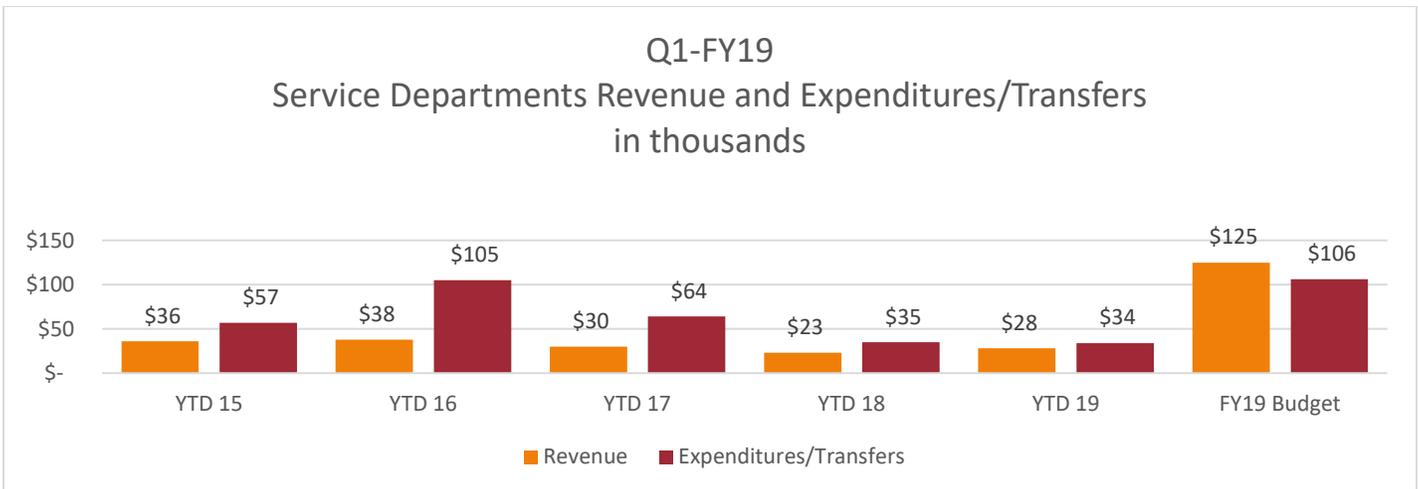
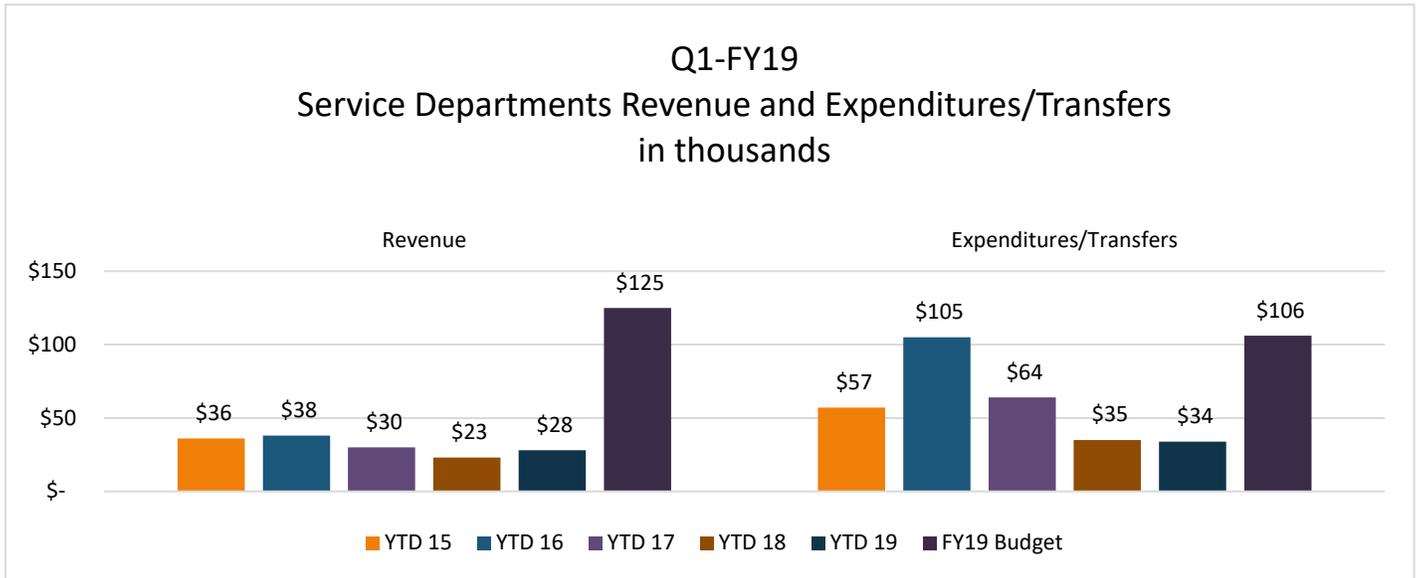
Year to Date Variances over FY2018:

Designated operations are trending as expected. There is an increase in revenue \$41,862 due to athletics camps and internal fund raising, specifically their "Home Town Hero" program in FY18. Overall expenses are up 89% over the prior year, and this is due to timing of expenditure payments in FY18 and additional library purchases in FY19.

SERVICE DEPARTMENTS

A Service Department fund is established with the majority of the activity is internal to the university. Eastern's primary service department is the copy center. EOU's Serviced Departments include: Surplus property, Telecommunications and Audio Visual departments, Copy Services and Motor Pool.

The FY19 revenue budget for these funds is \$125,175 and the expense budget is \$141,222, with additional net transfers of \$35,519. The transfer in is from the E&G funds and primarily supports the EOU copy center and telecommunication support.



These graphs above represent revenue and expenditures at year end and include the revised budget.

Year to Date Variances over FY2018:

Service departments are also trending as predicted. Internal sales and other revenue categories were up at the close of Q1 due to sales within surplus, motor pool and AV technical services. Labor expenses are up, due to contractual classified salary increases. Based on the current budget, Service Departments will have a surplus of \$19,742 at YE2019.

GRANTS AND CONTRACTS

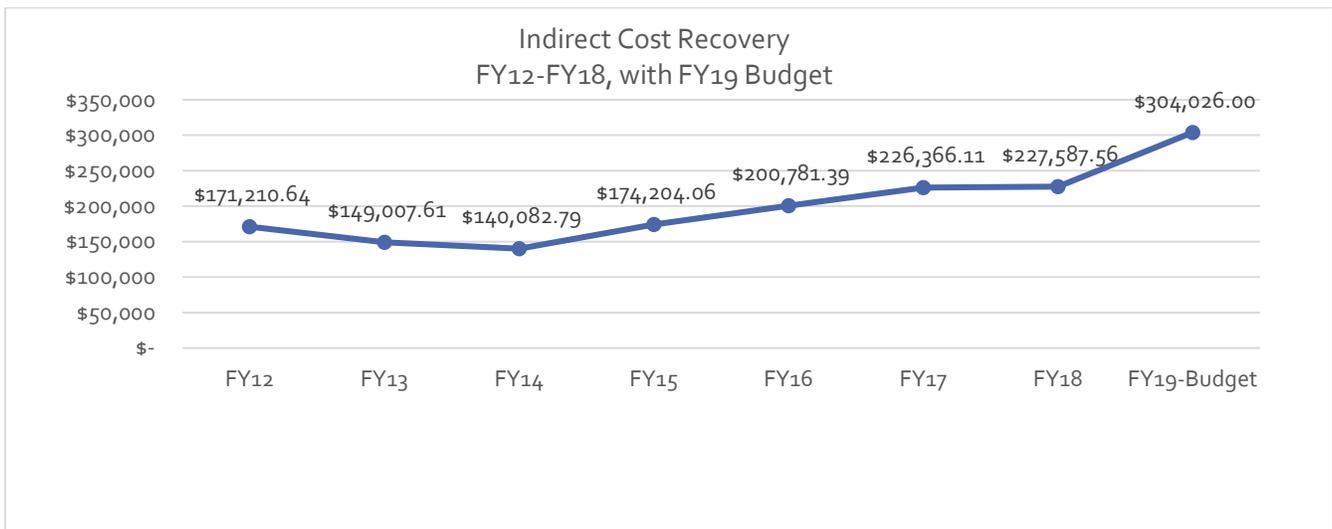
EOU currently has 61 grants and contracts. The current EOU Federal F&A rate is 66% of salaries excluding benefits, and the standard rate for non-federal grants is 8%; however, many grants have limitations on the amount of indirect cost recovery that can be charged to the grant budget.

The largest grant EOU currently has is the Eastern Oregon Headstart Program. EOU provides space and services for the program and serves as the fiscal administrator or the grant. All employees funded by this grant are paid through EOU payroll and receive EOU benefits, including retirement and healthcare benefits.

The table below shows grants with award amounts above \$50,000 currently administered at EOU:

TITLE	Total Award Amount
DHHS ACF Head Start Prog 2018-19	\$ 1,431,333
TRiO Student Support Services 2015	\$ 1,100,000
TRiO Student Support Services 2015	\$ 1,100,000
TRiO Student Support Services 2015	\$ 1,100,000
TRiO Student Support Services 2015	\$ 1,100,000
ODE Pre-Kindergarten Prgm 2018-19	\$ 654,552
NSF Science and Tech in EO 15-20	\$ 597,223
NSF Novel Heme Chem Cytochrome 14	\$ 298,161
BPA Grande Ronde Model Watershed 18	\$ 210,993
University Advancement Emp 2012-17	\$ 200,000
ODE STEM Hub Backbone Funding 2017-19	\$ 199,943
OR DOJ Victim Services Gaps Project	\$ 195,970
ODE-IMESD Regional Promise OTP Grant	\$ 185,817
DOL Mine Safety 2018-19	\$ 148,094
OBDD SBDC State Funds 2017-19	\$ 144,000
OWEB Watershed Council Support 17	\$ 130,268
USDA Head Start Meal Prog 2018-19	\$ 102,181
ODE STEM Hub Programming 2017-19	\$ 100,000
La Grande School District Technology Education 2018	\$ 80,000
ODE STEM Hub Youth Voice 2017-19	\$ 60,462
ODE STEM Hub Time on Science 2017-19	\$ 54,655

The chart below shows the indirect cost recovery received annually from the grants EOU administers.



DEFINITIONS

REVENUE CATEGORIES

- **Student Fees** include tuition and course fees charged for all credit courses at EOU. Course fees are charged in association with a particular class, typically these fees are for labs, academic field trips or course materials.
- **Government Resources and Allocations** are funds allocated through the Public University Support Fund (PUSF). The allocation also includes funding for special projects such as the Small Energy Loan Program (SELP) that is sponsored by the Oregon Department of Energy. The loans are for the purposes of providing partial funding for energy conservation or energy efficient projects. The loan must be repaid by Facilities from the energy savings and the allocation for the Wrestling Program.
- **Gifts, Grants and Contracts** can be funded through state, and local government agencies, and also private organizations. Each grant or contract is for a specific program or project, and functions associated with the award must be performed in accordance with the conditions of the agreement outlined by the sponsoring agencies. The revenue received in E&G funds is related to the indirect and administrative cost recovery on the grant or contracts.
- **Investment/Debt/Debt Service** is revenue from interest on accounts and investments as well as royalty and collections charges.
- **Sales and Services** is made up of event income, library fines, forfeited deposits, transcript and testing fees.
- **Other Revenue** is generated from rebates and contracts such as Barnes and Noble and the Law Library.
- **Internal Sales** is primarily used for revenue generated for internal telecommunication services and copy services.

EXPENSE CATEGORIES

- **Unclassified Salaries** include Faculty and Administrative Professionals salaries, as well as salary pay for those employees on sabbatical and any offsets/stipends received as part of the employees pay.
- **Unclassified Pay** is used for faculty overload pay, summer pay awards, vacation payouts, taxable moving expenses and employee discounts on services (athletic facility usage)
- **Classified Salaries** are those in the SEIU bargaining unit, this includes both full time and part time classified employees.
- **Classified Pay** includes overtime, temporary employees, vacation payouts for classified staff,
- **Student Pay** is for our students whose primary effort is directed toward receiving a formal education and whose work effort is part-time and secondary in nature. A student employee may be enrolled in either a secondary or a post-secondary institution.
- **Graduate Assistants** is for students working as graduate assistants within the university.
- **Benefit Compensation** this category is used for employee moving related expenses.
- **Other Payroll Expenses** is the amount paid for each employee by EOU based upon the type of employment, the gross pay amount, retirement system eligibility, and benefits. OPE varies monthly and annually, but a rate is estimated by the Budget Office so that departments can plan for this expense.
- **Services and Supplies** are expenses associated with the maintenance and administration of the day to day business of the institution. The operating expenses include supplies, utilities, repairs, travel and fees, but do not include capital expenses.
- **Capital Expenses** are purchases of equipment, buildings, major remodeling, or improvements other than buildings (such as art work, outside lighting systems, sidewalks, etc.) that meet the dollar threshold and other criteria for capitalization but are not funded through capital construction project funds. Capitalized equipment is tangible, personal property that is loaned, leased, controlled, or

possessed by an institution and is not consumed in the normal course of business, has a value in excess of \$5,000 and has a useful life that exceeds one year. For EOU this expense area is primarily used for purchases of Library Collection materials.

- **Student Aid** is used for tuition payments, usually associated with Lottery or Incidental Fees.
- **Internal Sales Reimbursements** consist of all operations, which provide services or supplies to others and charge a fee for the recovery of the cost incurred. These are non-cash transactions for goods and services necessary to meet the mission of the university. These may be between departments and units; or charges to externally funded grants/contracts or state-wide public service projects.
- **Transfers In/Out Transfers (Net)** are used when moving from one fund type to another, such as in the case of providing funding from operations for a capital project. Transfers can be used within fund types to redistribute resources between individual operating funds, as in the case of funding for cost share. Transfer account codes are also used to move cash associated with budget within the Budgeted Operations fund type.

As of September 30, 2018
Q1 All Operating Funds Summary
Summary All Funds
(in thousands)

	FYE 18 Actuals	FY19 Revised Budget	FY18 Q1 Actuals	FY19 Q1 Actuals	\$ change YTD Prior Year	% Change
Revenue						
Student Fees	\$ 20,926	\$ 20,986	\$ 8,938	\$ 7,324	\$ (1,614)	-18.06%
State/Government Appropriations	\$ 21,091	\$ 21,519	\$ 7,501	\$ 7,589	\$ 88	1.17%
Gifts Grants and Contracts	\$ 488	\$ 480	\$ 125	\$ 125	\$ -	0.00%
Interest Income	\$ 479	\$ 453	\$ 103	\$ 132	\$ 29	28.16%
Sales and Service	\$ 4,990	\$ 4,724	\$ 944	\$ 909	\$ (35)	-3.71%
Other Revenue	\$ 551	\$ 354	\$ 69	\$ 37	\$ (32)	-46.38%
Internal Sales	\$ 180	\$ 154	\$ 26	\$ 35	\$ 9	34.62%
Total Revenue	\$ 48,705	\$ 48,670	\$ 17,706	\$ 16,151	\$ (1,555)	-8.78%
Expenses						
Wages/OPE	\$ 33,481	\$ 35,576	\$ 5,866	\$ 6,453	\$ 587	10.01%
Services and supplies	\$ 12,823	\$ 12,950	\$ 3,416	\$ 3,161	\$ (255)	-7.46%
Capital Outlay	\$ 639	\$ 376	\$ 27	\$ 61	\$ 34	125.93%
Student Aid	\$ 337	\$ 412	\$ 98	\$ 96	\$ (2)	-2.04%
Merchandise Resale	\$ 18	\$ 16	\$ 5	\$ 10	\$ 5	100.00%
Internal Sales	\$ (762)	\$ (834)	\$ (80)	\$ (121)	\$ (41)	51.25%
Depreciation	\$ 775	\$ 626	\$ 195	\$ 193	\$ (2)	-1.03%
Total Expenses	\$ 47,311	\$ 49,122	\$ 9,527	\$ 9,853	\$ 326	3.42%
NET Transfers	\$ 98	\$ 22	\$ (130)	\$ -		
Increase (Decrease) Operating	\$ 1,296	\$ (474)	\$ 8,309	\$ 6,298		

NOTES: Variance in Actuals

See individual fund charts for details of variances.

As of September 30, 2018
Q1 E&G Summary
Quarterly Management Report - Q1
(in thousands)

	FYE 18 Actuals	FY19 Approved Budget	FY19 Revised Budget	\$ change approved budget to Adjusted	FY18 Q1 Actuals	FY19 Q1 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue									
Student Fees	\$ 19,280	\$ 19,034	\$ 19,085	\$ 51	\$ 8,349	\$ 6,662	\$ (1,687)	-20%	(1)
State/Government Appropriations	\$ 20,689	\$ 21,156	\$ 21,118	\$ (38)	\$ 7,400	\$ 7,489	\$ 89	1%	(2)
Gifts Grants and Contracts	\$ 315	\$ 216	\$ 329	\$ 113	\$ 83	\$ 77	\$ (6)	-7%	(3)
Investment/Interest Income	\$ 459	\$ 370	\$ 435	\$ 65	\$ 98	\$ 128	\$ 30	31%	(4)
Sales and Service	\$ 162	\$ 166	\$ 169	\$ 3	\$ 22	\$ 23	\$ 1	5%	
Other Revenue	\$ 312	\$ 33	\$ 47	\$ 14	\$ 19	\$ 17	\$ (2)	-11%	
Total Revenue	\$ 41,217	\$ 40,975	\$ 41,183	\$ 208	\$ 15,971	\$ 14,396	\$ (1,575)	-9.86%	
Expenses									
Wages/OPE	\$ 31,974	\$ 33,816	\$ 34,165	\$ 349	\$ 5,540	\$ 6,145	\$ 605	11%	(5)
Services and supplies	\$ 8,474	\$ 8,793	\$ 8,649	\$ (144)	\$ 2,501	\$ 2,516	\$ 15	1%	
Capital Outlay	\$ 534	\$ 352	\$ 325	\$ (27)	\$ 17	\$ 18	\$ 1	6%	
Internal Sales	\$ (760)	\$ (818)	\$ (834)	\$ (16)	\$ (79)	\$ (120)	\$ (41)	52%	
Total Expenses	\$ 40,222	\$ 42,143	\$ 42,305	\$ 162	\$ 7,979	\$ 8,559	\$ 580	7%	
Net Transfers	\$ 173	\$ 120	\$ (42)	\$ (162)	\$ (130)	\$ 1	\$ 131	-101%	(6)
Total Expenditures/Transfers	\$ 40,395	\$ 42,263	\$ 42,263	\$ -	\$ 7,849	\$ 8,560	\$ 711	9%	
Net Increase (Decrease) in Fund Balance	\$ 822	\$ (1,288)	\$ (1,080)	\$ 208	\$ 8,122	\$ 5,836	\$ (2,286)		(7)
Beginning Fund Balance	\$ 6,991	\$ 7,813	\$ 7,813						
Ending Fund Balance	\$ 7,813	\$ 6,525	\$ 6,733						
Fund Balance as a % of Revenue	18.96%	15.92%	16.35%						
Months of Operating	1.32	1.85	1.92						

NOTES: Variance in Actuals

- (1) Revenue is understated due to summer session accounting adjustment which was completed in Q2
- (2) Net change due to settle up funding, as well as 49/51 biennial split of distribution
- (3) Decrease is due to timing related to the financial aid administrative recovery processing in Q2.
- (4) Increase due to interest earnings from PUF distribution from Q4.
- (5) Wages are up due to planned salary increases and related ope expenditures, EOU is also experiencing less turnover (vacancy savings)
- (6) FY18 transfer in was done in error and corrected in Q3. Accounting for this, there is no variance in transfers in Q1 FY19.
- (7) With the \$1.9M adjustment to revenue and the FY18 adjustment to transfers in, the E&G fund would still be running \$256K behind last year.

As of September 30, 2018
 Q1- Auxiliary Summary
 Quarterly Management Report - Q1

	FYE 18 Actuals	2019 Approved Budget	2019 Revised Budget	FY18 Q1 Actuals	FY19 Q1 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue								
Student Fees	\$ 1,616,820	\$ 1,871,925	\$ 1,871,925	\$ 577,797	\$ 645,631	\$ 67,834	12%	1
State Allocations (Lottery)	\$ 401,827	\$ 401,828	\$ 401,828	\$ 100,457	\$ 100,457	\$	0%	
Gifts, Grants and Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$		
Investments & Interest	\$ 11,029	\$ 10,550	\$ 10,550	\$ 3,166	\$ 1,773	\$ (1,393)	-44%	2
Sales and Services	\$ 4,597,232	\$ 4,358,421	\$ 4,358,421	\$ 809,752	\$ 732,122	\$ (77,630)	-10%	3
Other Revenue	\$ 132,652	\$ 169,775	\$ 169,775	\$ 27,934	\$ 13,533	\$ (14,401)	-52%	4
Internal Sales	\$ 3,643	\$ -	\$ -	\$ 2,780	\$ 2,200	\$ (580)	-21%	5
Total Revenue	\$ 6,763,203	\$ 6,812,499	\$ 6,812,499	\$ 1,521,886	\$ 1,495,716	\$ (26,170)	-2%	
Expenses								
Wages and OPE	\$ 1,274,042	\$ 1,262,023	\$ 1,160,051	\$ 267,650	\$ 257,783	\$ (9,868)	-4%	6
Services and Supplies	\$ 4,094,795	\$ 3,904,982	\$ 4,058,481	\$ 870,171	\$ 525,082	\$ (345,089)	-40%	7
Capital Expense	\$ 54,204	\$ 21,000	\$ 26,950	\$ 5,003	\$ 34,497	\$ 29,494	590%	8
Student Aid	\$ 336,777	\$ 401,828	\$ 411,828	\$ 97,921	\$ 95,639	\$ (2,282)	-2%	9
Merchandise/Resale	\$ 17,474	\$ 6,600	\$ 16,100	\$ 4,949	\$ 6,186	\$ 1,237	25%	10
Internal Sales Reimbursement	\$ (2,155)	\$ -	\$ -	\$ -	\$ (689)	\$ (689)		11
Depreciation	\$ 767,336	\$ 573,774	\$ 624,051	\$ 191,034	\$ 192,268	\$ 1,234	1%	
Total Expenses	\$ 6,542,474	\$ 6,170,207	\$ 6,297,461	\$ 1,436,728	\$ 1,110,765	\$ (325,963)	-23%	
						\$ -		
Net Change from Operations	\$ 220,730	\$ 642,292	\$ 515,038	\$ 85,158	\$ 384,951	\$ 299,793	352%	
Transfers In	\$ (782,175)	\$ (270,000)	\$ (280,710)	\$ (405,118)	\$ (36,000)	\$ 369,118	-91%	12
Transfers Out	\$ 612,299	\$ 131,870	\$ 288,857	\$ 405,118	\$ 36,000	\$ (369,118)	-91%	12
Net Transfers	\$ (169,876)	\$ (138,130)	\$ 8,147	\$ -	\$ -	\$ -		
Fund Addition - Bonded Debt	\$ -							
Change In Fixed Assets	\$ 244,671		\$ -					
Fund Deductions - Bonded Debt	\$ -							
Net Increase (Decrease) in Fund Balance	\$ 635,276	\$ 780,422	\$ 506,891	\$ 85,158	\$ 384,951	\$ 299,793		
Beginning Fund Balance	\$ 8,385,925	\$ 9,021,201	\$ 9,021,201					
Ending Fund Balance	\$ 9,021,201	\$ 9,801,623	\$ 9,528,092					
YE Cash Balance	\$5,159,092							

NOTES: Variance in Actuals

- (1) Incidental and health service fee revenue is up slightly from FY18 due to fee increases and fee paying students
- (2) Interest earnings from the PUF are down for this fund.
- (3) Conference income is down in FY18, mostly related to the wrestling camp held summer 2017.
- (4) Recreation reimbursements from summer camps are down from FY18.
- (5) Internal advertising income from Athletics Home Town Hero (HTH) program is down from FY18.
- (6) Compensation for two trainers have been moved from Auxiliary funds to E&G. Transfer Out to E&G offsets the reduction.
- (7) Timing of bond interest payments and student meals to be recorded in Q2, which will result in increased expenditures.
- (8) Increase in capital expenditures is related to Athletics equipment purchases, including soccer shelters.
- (9) Minor reduction in student aid allocations from lottery funds for athletics.
- (10) Additional resale purchases for athletic concessions.
- (11) Timing related to adjustments from FY18.
- (12) Transfer in of cash with in the fund to allocate cash to appropriate fund type. No impact to overall fund.

As of September 30, 2018
Q1 Designated Operations Summary
Quarterly Management Report - Q1

	FYE 18 Actuals	2019 Approved Budget	2019 Revised Budget	FY18 Q1 Actuals	FY19 Q1 Actuals	\$ change YTD Prior Year % Change		Notes:
Revenue								
Student Fees	\$ 29,343	\$ 32,200	\$ 29,400	\$ 10,526	\$ 15,763	\$ 5,237	50%	1
Gifts Grant and Contracts	\$ 173,137	\$ 159,370	\$ 151,000	\$ 41,893	\$ 48,404	\$ 6,512	16%	2
Investments & Interest	\$ 9,840	\$ 7,005	\$ 7,460	\$ 1,847	\$ 2,241	\$ 394	21%	
Sales and Services	\$ 214,732	\$ 136,180	\$ 181,580	\$ 107,746	\$ 148,141	\$ 40,395	37%	3
Other Revenue	\$ 96,905	\$ 118,258	\$ 133,456	\$ 22,291	\$ 5,200	\$ (17,090)	-77%	4
Internal Sales	\$ 56,646	\$ 50,800	\$ 46,500	\$ 4,739	\$ 10,974	\$ 6,235	132%	5
Total Revenue	\$ 580,604	\$ 503,813	\$ 549,396	\$ 189,041	\$ 230,723	\$ 41,682	22%	
Expenses								
Wages and OPE	\$ 182,040	\$ 204,157	\$ 197,388	\$ 45,690	\$ 36,574	\$ (9,116)	-20%	6
Services and supplies	\$ 159,704	\$ 145,965	\$ 156,615	\$ 25,731	\$ 100,044	\$ 74,313	289%	7
Capital Expense	\$ 43,123	\$ 24,000	\$ 24,000	\$ 5,151	\$ 8,442	\$ 3,291	64%	8
Merchandise-Resale	\$ 311	\$ 100		\$ -	\$ 3,348	\$ 3,348	100%	9
Total Expenses	\$ 385,178	\$ 374,222	\$ 378,003	\$ 76,572	\$ 148,408	\$ 68,488	89%	
						\$ -		
Net Change from Operations	\$ 195,426	\$ 129,591	\$ 171,393	\$ 112,469	\$ 82,316	\$ (30,153)	-27%	
Transfers In	\$ (66,156)	\$ (137,600)	\$ (25,722)	\$ (3,401)	\$ (10,765)	\$ (7,364)	217%	10
Transfers Out	\$ 183,936	\$ 174,915	\$ 118,315	\$ 3,401	\$ 10,117	\$ 6,716	197%	10
Net Transfers	\$ 117,780	\$ 37,315	\$ 92,593	\$ -	\$ (648)	\$ (648)		
Fund Additions	\$ -							
Net Increase (Decrease) in Fund Balance	\$ 77,645	\$ 92,276	\$ 78,800	\$ 112,469	\$ 82,964	\$ (29,505)		
Beginning Fund Balance	\$ 494,791	\$ 572,436	\$ 572,436					
Ending Fund Balance	\$ 572,436	\$ 664,712	\$ 651,236					
YE Cash Balance	\$559,671							

NOTES: Variance in Actuals

- (1) Conference/short course and field trip fees are up in FY18. Primarily due to the Urban Ambassador Program.
- (2) Increase from commercial business gifts relate to the Home Town Hero (HTH) program and Cycle Oregon Donation
- (3) Increase in camp/clinic revenue and event income in FY19.
- (4) Timing of Barnes and Noble reimbursements in FY18.
- (5) Increase in copy service internal sales due to timing.
- (6) Prior year included additional temporary employees which were not needed in FY19.
- (7) Timing of payment of conference meals in FY19. These expenses were incurred in Q3 FY18.
- (8) Equipment purchase of Library equipment in FY19.
- (9) EOU VB purchased produce to resell as a fundraiser.
- (10) Timing of net transfers within athletics

As of September 30, 2018
 Q1 Service Departments Summary
 Quarterly Management Report - Q1

	FYE 18 Actuals	2019 Revised Budget	FY18 Q1 Actuals	FY19 Q1 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue							
Sales and Service	\$ 15,469	\$ 15,500	\$ 4,241	\$ 5,336	\$ 1,095	26%	1
Other Revenue	\$ 9,776	\$ 2,675	\$ 311	\$ 1,530	\$ 1,219	392%	2
Internal Sales	\$ 119,574	\$ 107,000	\$ 18,573	\$ 21,292	\$ 2,719	15%	3
Total Revenue	\$ 144,820	\$ 125,175	\$ 23,125	\$ 28,158	\$ 5,033	22%	
Expenses							
Wages and OPE	\$ 51,015	\$ 53,729	\$ 12,115	\$ 13,480	\$ 1,365	11%	4
Services and supplies	\$ 94,388	\$ 85,775	\$ 18,929	\$ 20,135	\$ 1,205	6%	5
Capital Outlay	\$ 7,674	\$ -	\$ -	\$ -	\$ -	0%	
Internal Sales Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Depreciation	\$ 7,521	\$ 1,718	\$ 3,526	\$ 234	\$ (3,292)	-93%	6
Total Expenses	\$ 160,597	\$ 141,222	\$ 34,571	\$ 33,849	\$ (721)	-2%	
Net Change from Operations	\$ (15,777)	\$ (16,047)	\$ (11,445)	\$ (5,691)	\$ 5,754	-50%	
Transfers In	\$ (22,274)	\$ (35,519)	\$ -	\$ -	\$ -	0%	
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Net Transfers	\$ (22,274)	\$ (35,519)	\$ -	\$ -	\$ -		
Instruction Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund Additions	\$ -						
Change in Fixed Assets	\$ (9,875)			\$ -			
Net Increase (Decrease) in Fund Balance	\$ (3,378)	\$ 19,472	\$ (11,445)	\$ (5,691)	\$ 5,754		
Beginning Fund Balance	\$ 72,232	\$ 68,855					
Ending Fund Balance	\$ 68,855	\$ 88,327					
YE Cash Balance	\$54,290						

NOTES: Variance in Actuals

- (1) Slight increase in technical services income in FY19.
- (2) Increase in surplus property sales in FY19.
- (3) Increase in motor pool internal sales and copy services
- (4) Increase related to classified salary increase, overtime and ope increases
- (5) Increase primarily related to timing of overhead expense. It was recorded in Q2 in FY18.
- (6) Depreciation aligned with appropriate fund in FY19.