



**Eastern Oregon University**

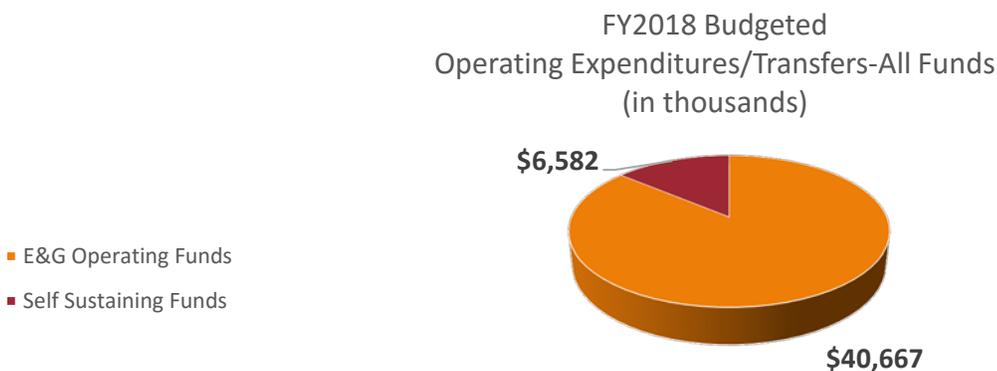
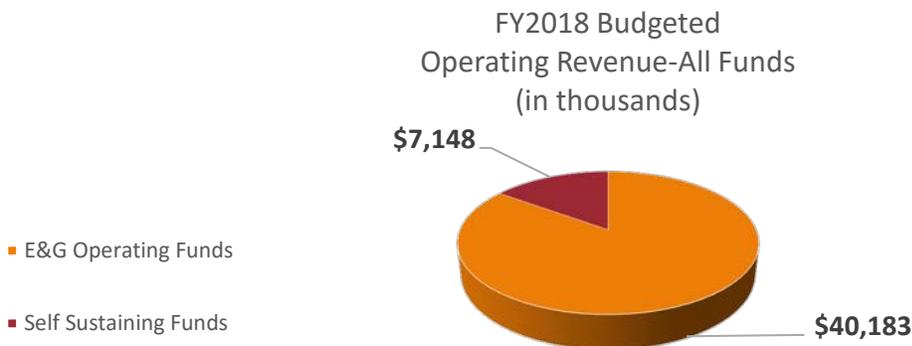
**Board of Trustees-Finance and Administration Committee**

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

Creating and maintaining institutional financial success is a collaborative effort. Eastern’s president, students, board of trustees, faculty and staff, senior management, and the community have all helped shape EOU’s values, mission, and vision, and the successful future of our university is underpinned by disciplined management and execution of our budgets. With the acceptance of the strategic plan – Ascent 2029, EOU has adopted a budgetary approach that ties budget allocation to strategic priorities, while engaging the campus in planning, through collaborative efforts. Financial stewardship and accountability ensure that Eastern maximizes opportunities and continues to foster a university of excellence.

All reports within this document contain FY2018 approved budgets for revenue, expenses and transfers as well as a quarterly review of actuals to FY2018 actuals. In addition, details are included in the attachments at the end of the document.

The EOU all-funds operating revenue is \$47.3M and expenditure budget is \$47.2M, excluding grants, financial aid and capital construction funds. The 2017-18 operating budget was approved by the EOU Board of Trustees on November 16, 2017.

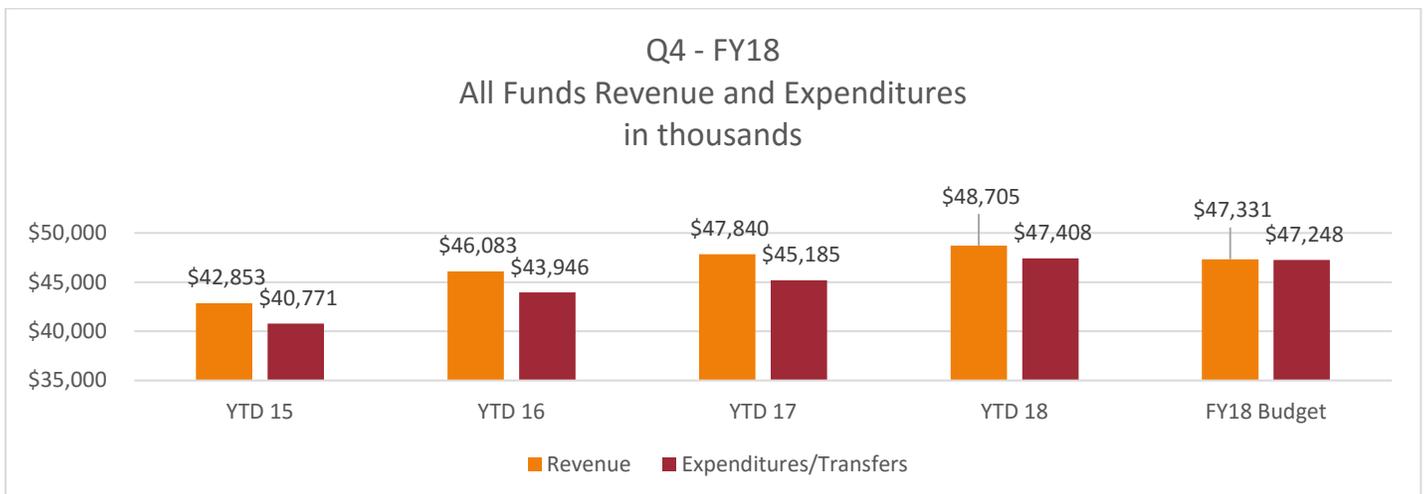
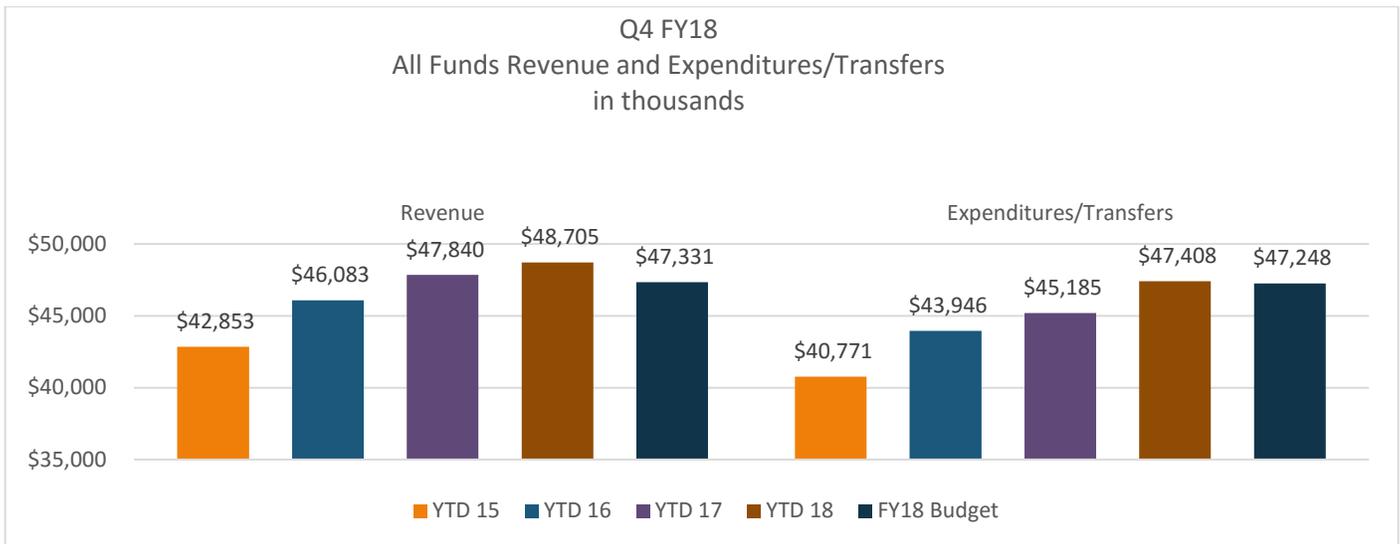


## Q4 SUMMARY

At the end of Q4, revenue and expense/transfers tracked positively, with revenue exceeding expenses/transfers in all major fund types. As part of the enhanced budget process, monthly and quarterly meetings were conducted with major units to provide assistance with budget monitoring. These meetings allowed for continual refinement of budget to actual projections and allowed for accurate and timely reporting. This additional collaboration between the departments and the budget office contributed to the positive year-end balances in each of the major fund types.

EOU received \$48.7M in revenue for the major fund types during FY18, this represents 3% more revenue than was budgeted. Revenue exceeded expenditures/transfers \$1.3M, with expenditures/transfers ending at \$47.4M for all major fund types. As of June 30, EOU had \$19.4M in operating assets invested in the Public University Fund, the three year annualized yield was 1.8% for the PUF. Expenditures were up 4.76%, with labor expenses (wages and ope) being up 7.56% or \$2.4M over Q4 FY17. Wages/ope expenditures were under budget by \$517K as a result of salary savings. Service and supplies were down \$165K or 1.27% over the prior year. Expenditures/transfers exceeded the budget by \$160K. The net for all funds was \$1.3M before debt service principal payments.

Expenditure/transfer variances from Q4 FY17 were a result of salary increases and new positions in FY18 and post season athletic activities in the prior year. There were no financial concerns in any of the major funds at the close of the fiscal year.



## EDUCATION AND GENERAL (E&G) FUND OVERVIEW

The Education and General revenue budget consist of Public University Fund state allocation, tuition and student fees, internal sales and miscellaneous revenue. The expense/transfer budget supports activities and services that are intrinsic to the university, including instruction, research, student services, libraries, administration, and maintenance of the campus facilities.

The 2017-18 EOU E&G Operating Budget was developed as a reasonable budget, given the moderate tuition increases, enrollment realities, state allocations and increases in expenditures, such as PERS, PEBB and wages. The budget addressed needs associated with efforts to stabilize and increase overall university enrollment, including the restructure of the academic colleges, advising and regional outreach.

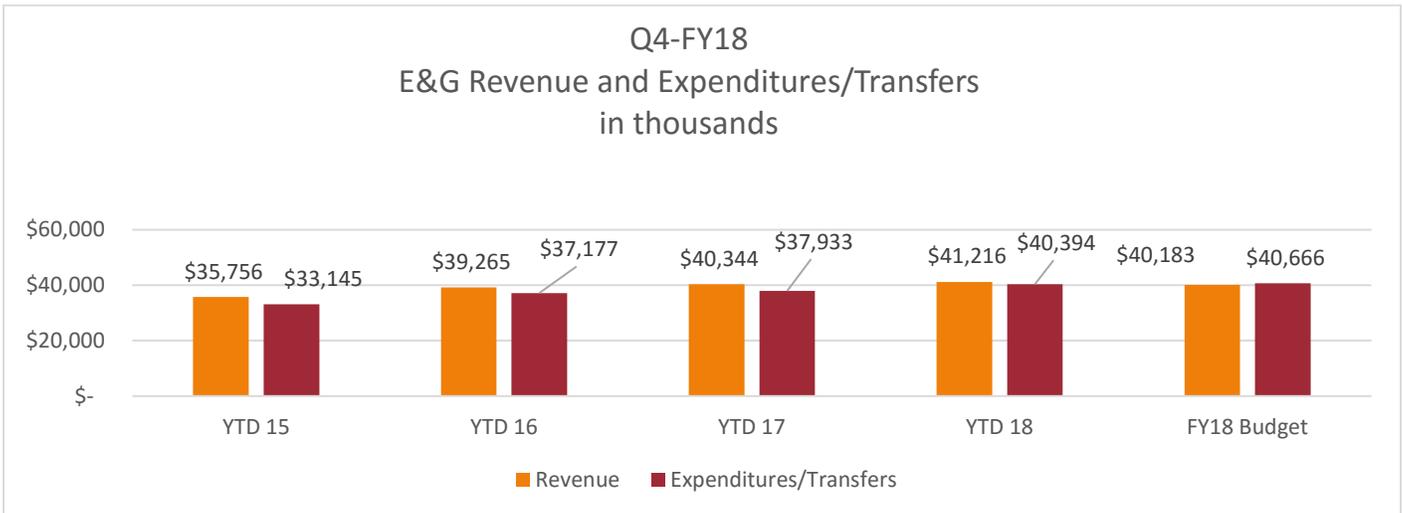
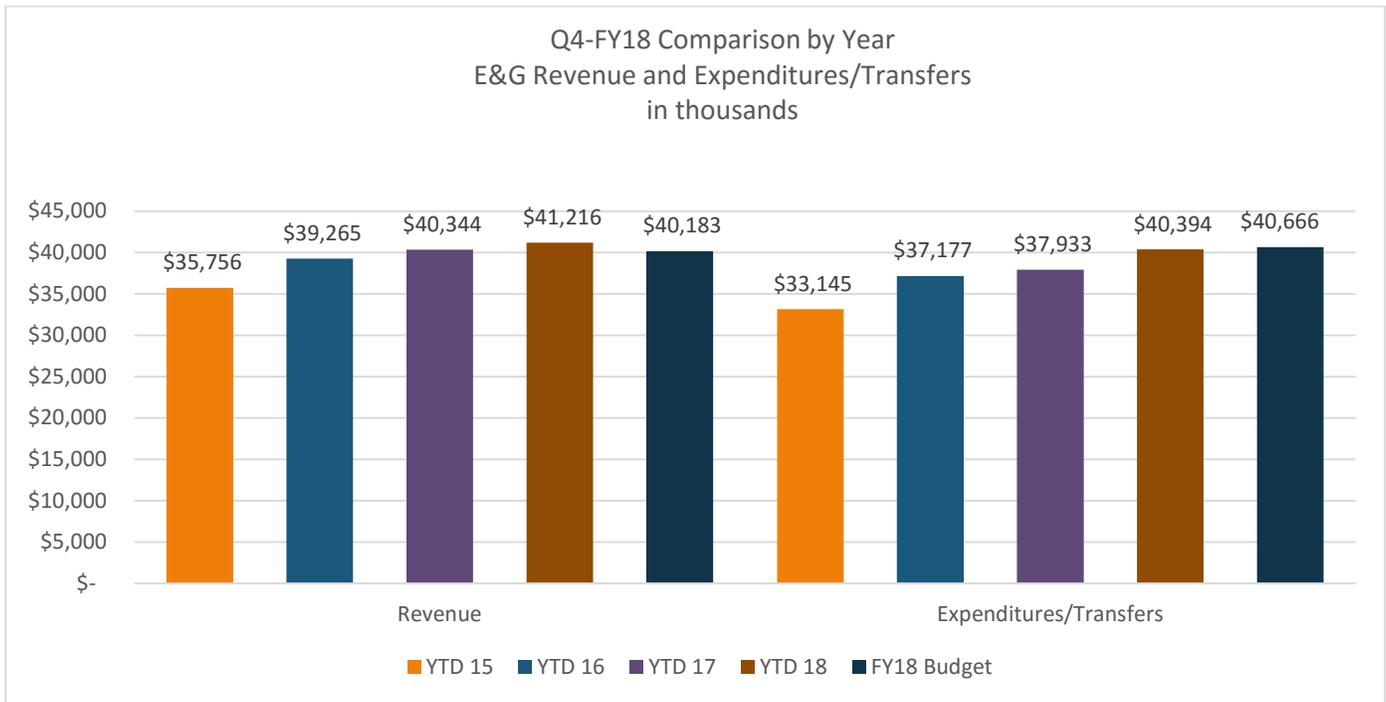
The E&G revenue budget \$40.2M includes state allocations from Student Success and Completion Mode (SSCM), Energy Loan Payment (SELP) and funding from the Engineering, Technology Sustaining Fund (ETSF). EOU also retains tuition and fees generated by students, as well as receives revenue through indirect cost recoveries from grants and contracts, interest and other revenue (primarily fee based). The revenue budget also includes fee remission allocations of \$2.18M. Fee remissions are accounted for as a reduction of revenue at the beginning of each term.

The \$40.7M E&G expense/transfer budget 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 79.9% of the overall E&G budget. Direct expenses, or service and supplies, include utility and facility operating and maintenance costs, general office supplies, travel expenses, professional services contracts, information technology services, as well as services payments for support provided by University Shared Services Enterprise (USSE).

The expense/transfer budget included increases in labor costs for contractual salary increases for classified staff and faculty as well as an increase for administrative professionals and retirement and health care increases. Administrative Professional employees received an increase in July, faculty in September and classified staff in October. In addition, classified staff receive a merit/step increase on their anniversary, provided they are not at the top step in their range.

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 contributed to stabilizing the fund balance. Based on the approved budget, EOU had intended to utilize approximately \$483K in fund balance by year-end. The decrease would have resulted in an ending fund balance of \$6,508,000 (16.2%). However, after analyzing revenue and expenditure/transfer trends at the end of Q3, a year-end forecast for the E&G forecast was prepared in April, which indicated the fund balance would end the year at around 18.2% or with a fund balance increase of \$471K. The reality at year-end was as an increase of \$822K, bringing the fund balance to 19.0%, which represents 2.21 months of operating. The chart below shows the approved budget, the April forecast and the YE actuals.

	Approved Budget	FY18 April Forecast	FY18 - YEAR END
<b>Revenue</b>	\$ 40,183,000	\$ 40,946,931	\$ 41,216,000
<b>Expenditures/Transfers</b>	\$ 40,666,803	\$ 40,476,011	\$ 40,394,000
<b>Ending Operating Balance</b>	\$ (483,803)	\$ 470,920	\$ 822,000
<b>Beginning Fund Balance 7-1-17</b>	\$ 6,991,000	\$ 6,991,000	\$ 6,991,000
<b>Ending Fund Balance 6-30-18</b>	\$ 6,507,197	\$ 7,461,920	\$ 7,813,000
<b>Net Change Fund Balance</b>	\$ (483,803)	\$ 470,920	\$ 822,000
<b>% Revenue</b>	16.2%	18.2%	19.0%
<b>Months of Operating Expenditures</b>	1.92	2.21	2.32



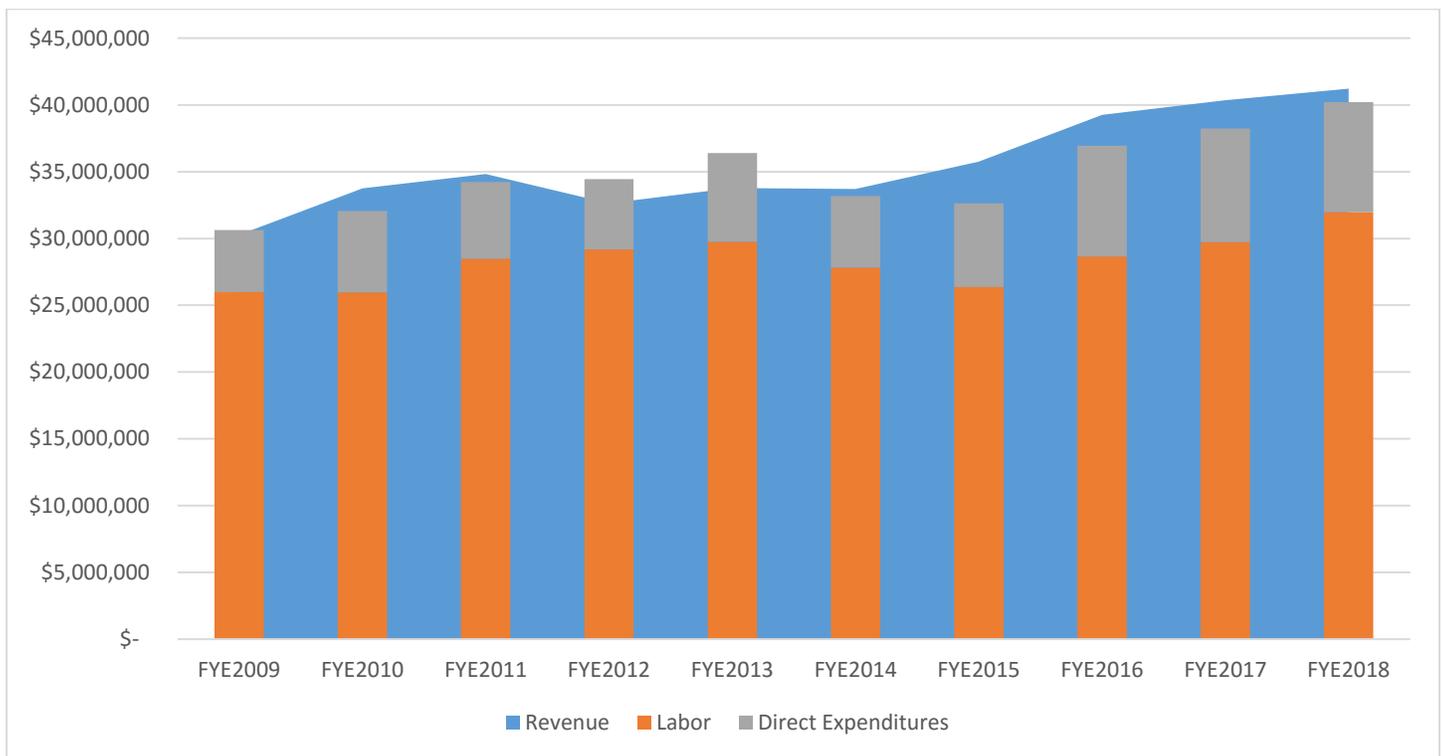
These graphs above represent revenue and expenditures at year end and include the approved budget as well as the April forecast.

**E&G Year to Date Variances over FY2017:**

At the close of Q4, E&G revenue was ahead of last year by 2.17% or \$874K. EOU over realized E&G revenue by 3% of the budgeted amount. At the end of Q4FY18, student fee revenue exceeded the budget by 3%, due to one-time programmatic changes in the MBA and MAT programs. Fire Services (FSA/EMSA) program also had increases in tuition revenue. There were some areas where student fee revenue was below budget, such as dual credit enrollments and business differential fees. Gifts, grants and contracts exceeded the budget, as did investment category. These budgeted revenue streams were revised in the FY19 budget process. The overall increase in revenue was also driven by unanticipated revenue from USSE for the ERP (banner) migration to the cloud and the final settle up of funds from OUS. This contributed to an additional \$300K in unplanned/unbudgeted revenue.

Total expenditures for FY18 were \$40.4M. FY18 expenditures were up 5% over Q4 FY17, driven by labor cost being up 8%. Capital expenditures are down 6% due to vehicle purchases in FY17 and timing of the purchases of library collections in FY18. At year end, EOU had utilized 99.3% of the approved operating expenditure budget, repurposing some salary savings for one time equipment purchases. Within the expenditure budget there were salary savings, which accumulated due to position vacancies from unfilled positions, and adjunct faculty savings, driven by online enrollment. The expenditures include additional investments of \$200K transfer in support of the track and field project, as well as \$125 for a scanning electron microscope (SEM) and an Electroencephalogram.

The chart below provides an historical overview of E&G revenue, expenditures/transfers from FYE09-FYE18



## AUXILIARY SERVICES FUND OVERVIEW

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 2017 at 371, with a 10 % annual attrition. The annual average certified occupancy for 2017-18 was 349, including Resident Assistants and EOCENE Courts. This represents a slightly higher attrition rate than was budgeted for revenue. 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.

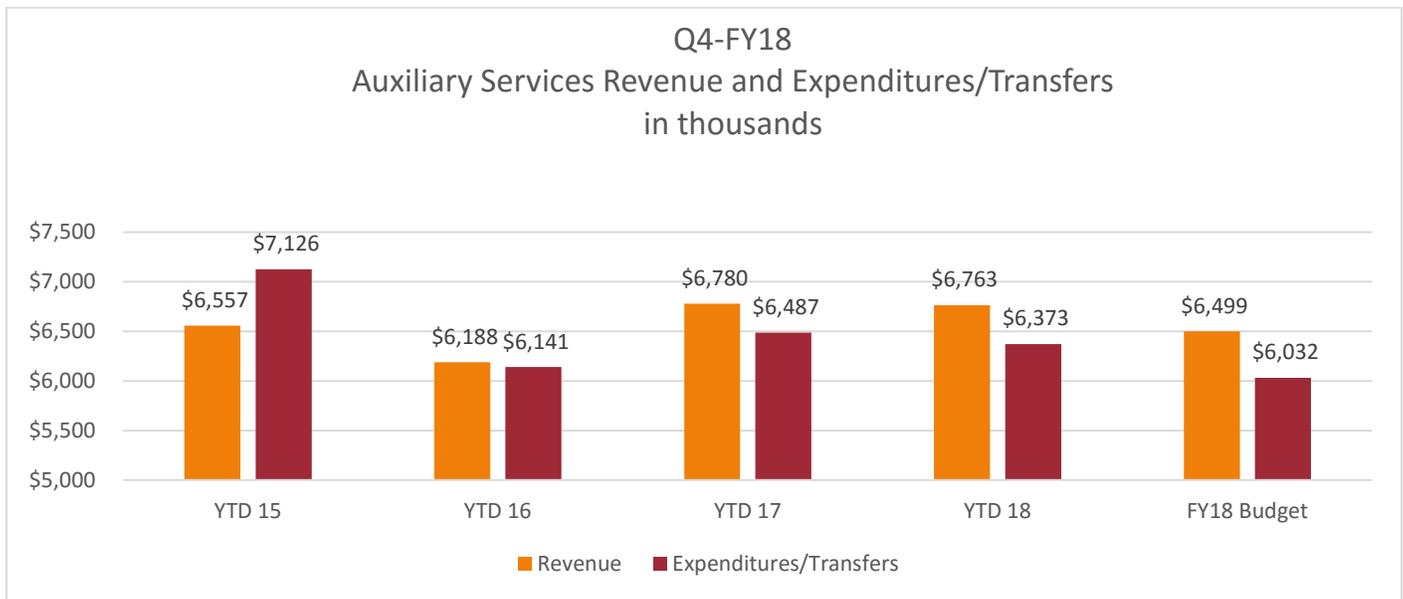
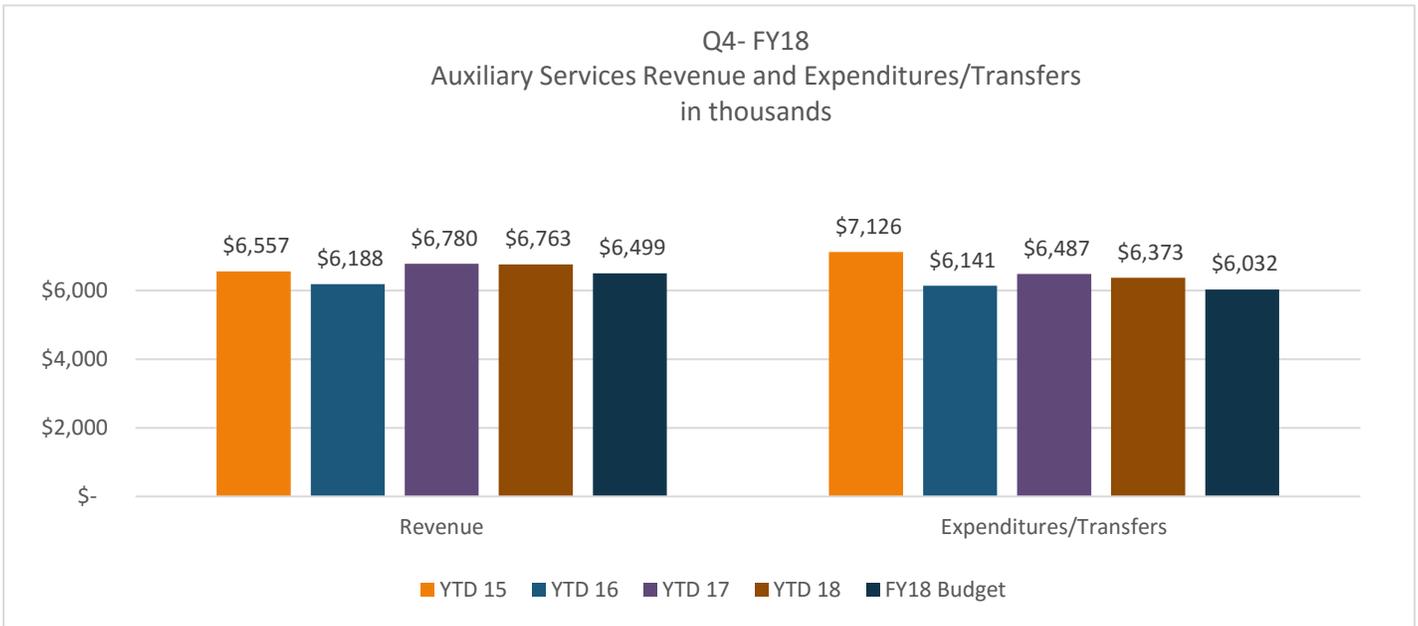
**Student Health Center Operations** is a contracted service with Oregon Health Sciences University. OHSU provides health service for all EOU students enrolled in a total of at least 6 credits and one or more of these credits is an "On-Campus" course, and to all students living on campus or part of an athletic team. Students pay a quarterly mandatory Health Service Fee that provides student access to the Student Health and Counseling Centers. The fee was \$150 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 incidental fee was \$255 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 in July 2017, for the first time in 4 years.

**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.

**AUXILIARY SERVICES FUND OVERVIEW CONTINUED**



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

## AUXILIARY SERVICES FUND OVERVIEW

Q4 - Auxiliary Services by Individual Fund					
Auxiliary Services	Revenue	Expenditures/		Net	
		Transfers			
Housing	\$ 3,550,080	\$ 3,575,025	\$ (24,944)		(1)
Student Activities/Incidental Fees	\$ 886,725	\$ 1,045,294	\$ (158,569)		(1)
Intercollegiate Athletics	\$ 1,012,981	\$ 943,632	\$ 69,349		(4)
Health Services	\$ 594,465	\$ 752,281	\$ (157,816)		(1)
Parking Services	\$ 100,292	\$ 25,709	\$ 74,584		(5)
Other Rentals (Gilbert Center/OHSU Rent)*	\$ 238,915	\$ (339,924)	\$ 578,839		(5)
Other Auxiliaries (ISB/Student Clearing)	\$ 379,745	\$ 370,582	\$ 9,163		
<b>Total Auxiliary Services</b>	<b>\$ 6,763,204</b>	<b>\$ 6,372,598</b>	<b>\$ 390,606</b>		

- (1) Intentional use of cash
- (2) Transfer in from other funds
- (3) Transfer out to other funds
- (4) Timing of revenue or expenditures/transfers
- (5) Future use of reserves/cash planned.

\*Transfer in of \$363,919 from another fund within the auxiliary fund type to correct accounting in individual funds, no impact to the overall auxiliary fund.

*Expenditures/Transfers includes depreciation, however, the chart does not reflect current cash balances in the funds*

### **Auxiliary Service Funds Year to Date Variances over FY2017:**

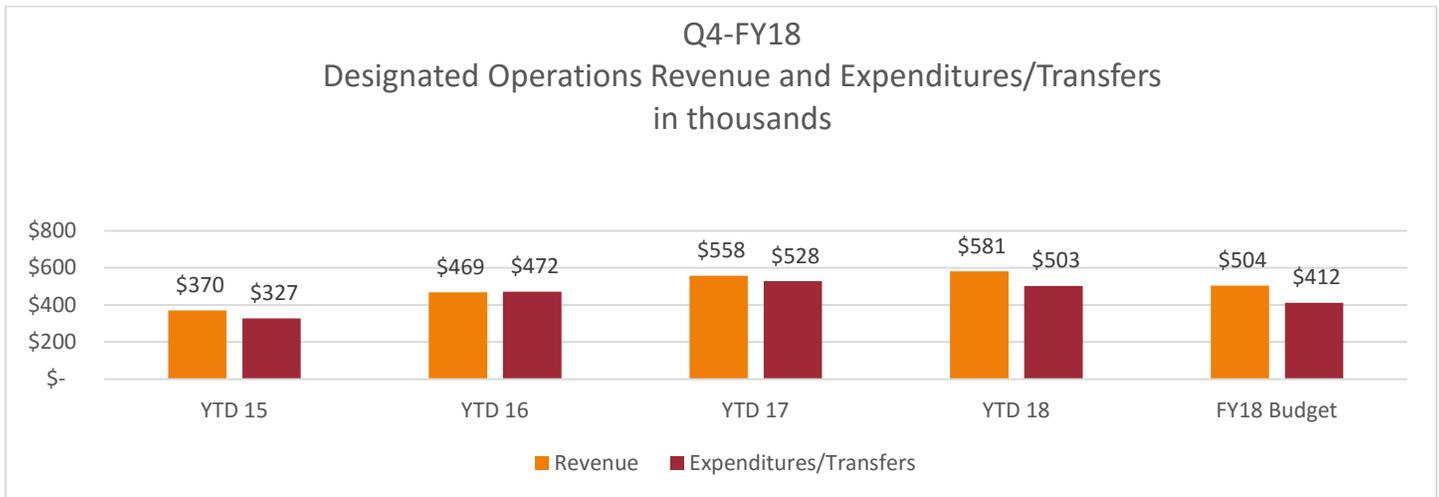
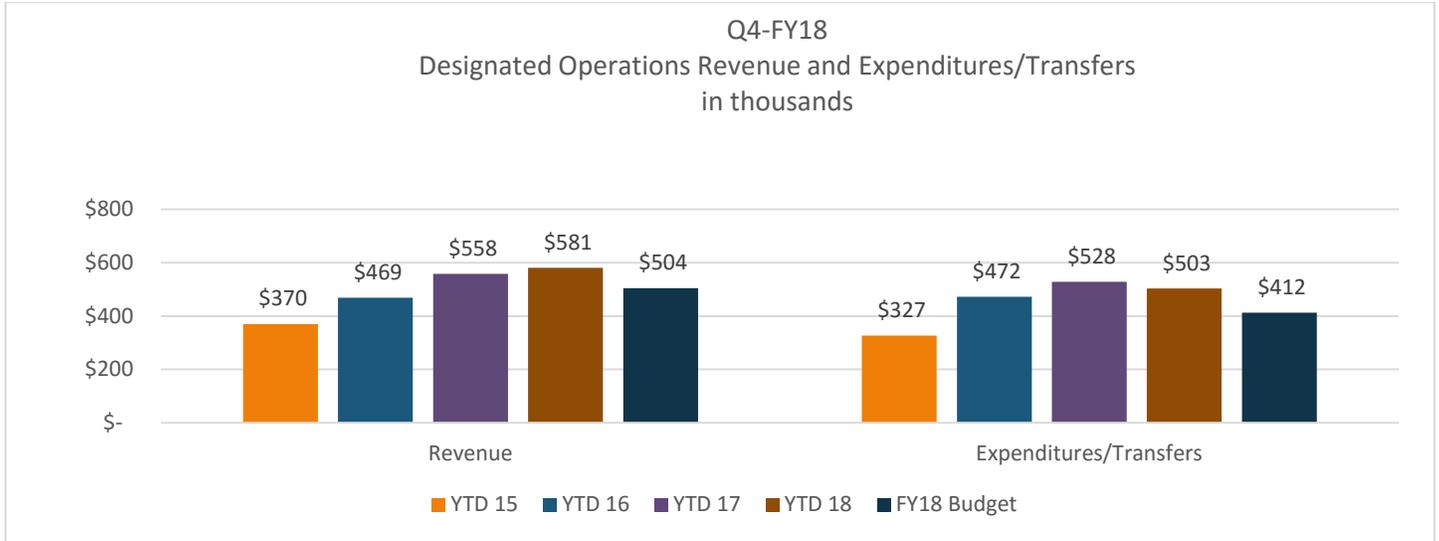
Auxiliary Services units performed better than expected with respect to their operating revenue budget. Revenue was over realized by 4%, or \$264K. Housing, Student Activities and Health Services are all showing a net loss, however the net for student activities and housing includes depreciation. The auxiliary fund increased their cash balance by \$1M after debt service payments were made. This is due to increases in housing, general rentals and the sale of the Highland residence. Revenue increases were due to summer conference income, parking permit sales, lease income, recreation pass sales and the sale of the Highland residence. At the close Q4 FY18, overall expenses were up 4% over the prior year. Capital expenses are up \$40,947 and labor expenses are up 9% or \$108,131. Net transfers are (\$169,876) which is related to the transfers within the funds. The auxiliary expense/transfer budget was over by \$341K at the end of the year. Depreciation does not appear to have been properly budgeted, which created a \$200K variance. This was corrected in the FY19 cycle. There was also an unanticipated facilities project at the IS, which also contributed to the budget to actual variance.

The ending cash balance in the service fund at June 30<sup>th</sup> was \$5,159,092.

## DESIGNATED OPERATIONS FUND OVERVIEW

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, the copy center, workshops, and the BASALT Magazine. The EOU Bookstore is included as a Designated Operations Fund. Barnes and Noble operates the University bookstore to provide the textbook, course materials, retail merchandise and apparel the campus community. This contract was negotiated through 2022. Barnes and Noble pays an annual management fee to EOU.



## DESIGNATED OPERATIONS FUND OVERVIEW

Q4-Designated Operations by Individual Fund				
Designated Operations	Expenditures/			
	Revenue	Transfers	Net	
Field Trips	\$ 16,174	\$ 32,909	\$ (16,735) (1)	
Cultural Heritage Arch. Research Tech Lab	\$ -	\$ (291)	\$ 291	
Education Workshops	\$ 305	\$ 1,495	\$ (1,190) (1)	
National Writing Project	\$ 3,210	\$ 1,911	\$ 1,299 (4)	
Student Transportation Fees	\$ 900	\$ 985	\$ (85) (4)	
Copy Center	\$ 50,871	\$ 49,585	\$ 1,286 (4)	
Small Business Workshops	\$ -	\$ 2,137	\$ (2,137) (1)	
Library - EOIN	\$ 32,496	\$ 24,411	\$ 8,085 (4)	
Native American Career Fair		\$ 2,036	\$ (2,036) (1)	
Athletic Camps	\$ 158,411	\$ 136,663	\$ 21,748 (5)	
Mine Safety Training	\$ 12,269	\$ 3,829	\$ 8,439 (4)	
Basalt Magazine	\$ -	\$ 174	\$ (174) (1)	
Sundry Donations - Binney Fund	\$ 80,418	\$ 59,480	\$ 20,937 (5)	
Athletic Donations	\$ 164,993	\$ 138,736	\$ 26,256 (5)	
Barnes and Noble Reimbursements	\$ 60,558	\$ 48,898	\$ 11,660 (4)	
<b>Total Designated Operations Funds</b>	<b>\$ 580,604</b>	<b>\$ 502,959</b>	<b>\$ 77,645</b>	

- (1) Intentional use of cash
- (2) Transfer in from other funds
- (3) Transfer out to other funds
- (4) Timing of revenue or expenditures/transfers
- (5) Future use of reserves/cash balances planned

*Expenditures/Transfers includes depreciation, however, the chart does not reflect current cash balances in the funds.*

### Designated Operations Year to Date Variances over FY2017:

Designated operations ended the year as expected, at the end of Q4 revenue was up 4% or \$22,231 over the prior year. Designated operations ended the year with revenue slightly ahead of the budget. Football camp and Intercollegiate Athletic donations are up over the prior year; these funds support Intercollegiate athletics and are planned for use in FY19.

Expenses were up 9% or \$32,932. At the end of Q3 expenses were only up 1%, however, expenses increased significantly in the final quarter of the year. Transfers were down this year from \$175,886 to \$117,780. The transfers out are primarily associated with athletics. Note: There was a budget error in the transfers in which created a \$67K variance between budget and actuals. This error has been corrected in FY19 budget cycle.

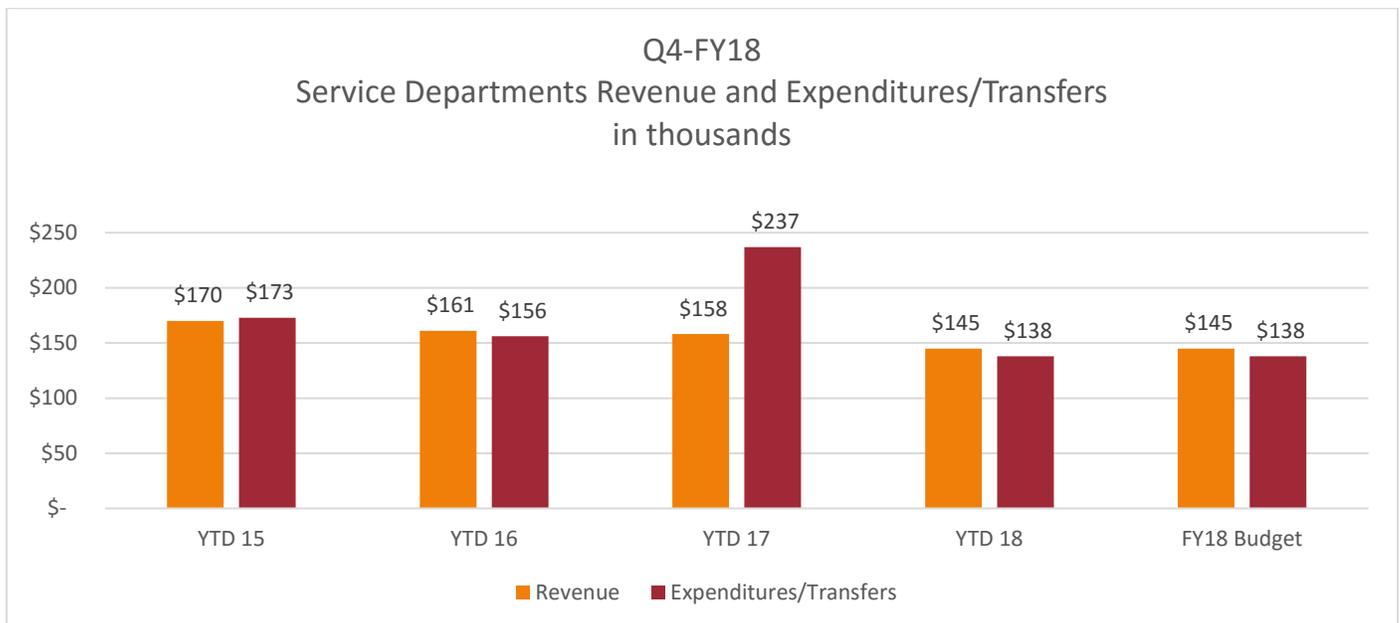
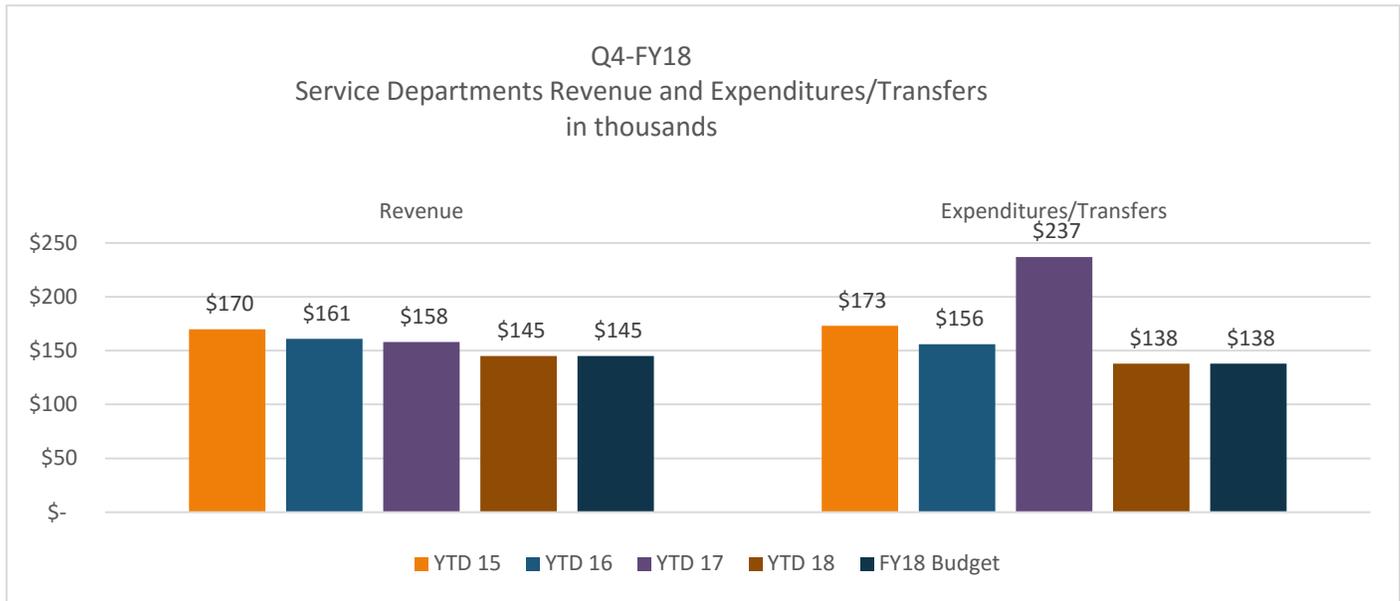
As noted in the chart above, individual funds that show a negative at the end of Q4 either planned to intentionally use cash reserves or there was a timing issue with a year end payment in FY17.

The ending cash balance in the service fund at June 30<sup>th</sup> was \$559,671.

## SERVICE DEPARTMENT FUND OVERVIEW

A Service Department fund is established with the majority of the activity is internal to the university. EOU's Serviced Departments include: Surplus property, Telecommunications and Audio Visual departments, Tele-productions and Motor Pool.

The FY18 revenue budget for these funds is \$145,425 and the expense budget is \$159,579, with additional net transfers of (\$21,500). The transfer primarily supports the EOU copy center and telecommunication support. The transfer was reduced from the prior year due to shifting of expenditures to E&G, which reduced the transfer from E&G funds.



## SERVICE DEPARTMENT FUND OVERVIEW

Q4-Service Departments by Individual Fund				
Service Departments	Expenditures/			
	Revenue	Transfers	Net	
Audio Visual	\$ 25,103	\$ 18,779	\$ 6,325	(5)
Surplus Property	\$ 9,611	\$ 15,939	\$ (6,328)	(1)
Campus Recycling	\$ 142	\$ 29	\$ 113	
Car Pool Services	\$ 13,705	\$ 13,410	\$ 294	
Plotter Printing Services	\$ 1,739	\$ 1,149	\$ 590	
Telecommunication Services	\$ 88,119	\$ 82,980	\$ 5,139	(4)
Campus Teleproductions	\$ 1,010	\$ 1,008	\$ 2	
Library Copy Services	\$ 5,392	\$ 5,029	\$ 363	
<b>Total Service Department Funds</b>	<b>\$ 144,820</b>	<b>\$ 138,323</b>	<b>\$ 6,497</b>	

- (1) Intentional use of cash
- (2) Transfer in from other funds
- (3) Transfer out to other funds
- (4) Timing of revenue or expenditures/transfers
- (5) Future use of reserves/cash planned ie equipment replacement

*Expenditures/Transfers includes depreciation, however, the chart does not reflect current cash balances in the funds.*

### **Service Department Year to Date Variances over FY2017:**

The Service Fund is positive with revenues at \$144,820 and expenditures at \$138,323. Surplus property is the only individual fund, which ended the year with a negative balance. This was an intentional and planned use of reserves/cash to support the facilities equipment replacement plan. At the close of Q4, labor expenses were down 13% over the prior year, due to a planned restructuring of motor pool labor costs. Direct expenses are also down over prior year due to telecommunications contracts and other expense reductions FY18. The fund ended the year on target a surplus of \$6,497, which was only \$849 less than budgeted.

The current cash balance for the service department funds is \$54,290.

## GRANTS AND CONTRACTS OVERVIEW

At the end of FY18 Q4, EOU had 59 active grants. 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.

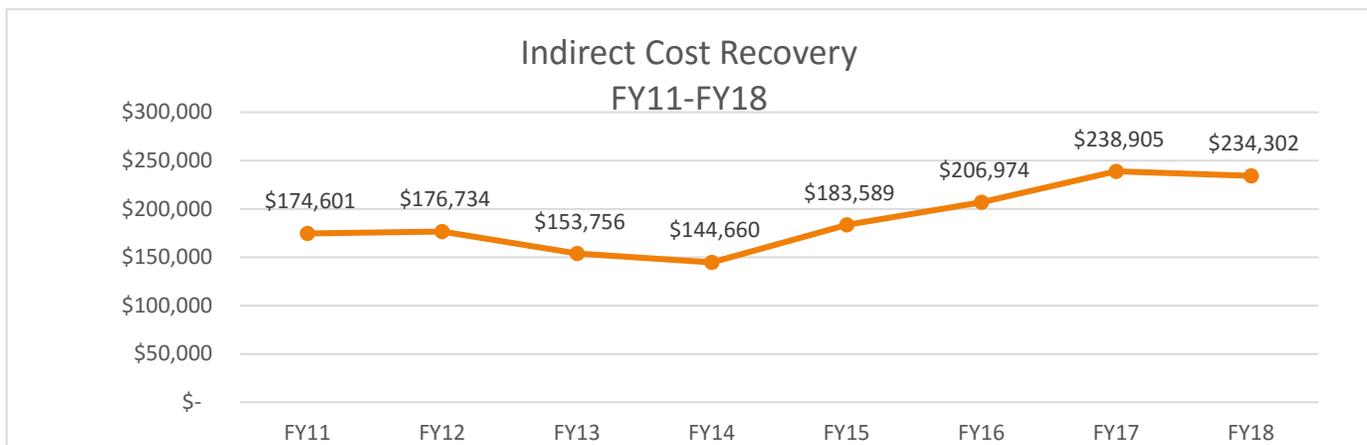
The largest grant EOU currently has is the Eastern Oregon Headstart Program. EOU provides space and services for the program and serves as the fiscal administrator of the grant. All employees funded by this grant are paid through EOU payroll and receive EOU benefits, including retirement and healthcare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

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

GRANT TITLE	CURRENT FUNDING AMT
<b>DHHS ACF Head Start Prog 2018-19</b>	<b>\$1,395,352.00</b>
TRiO Student Support Services 2015	\$1,100,000.00
ODE Pre-Kindergarten Prgm 2018-19	\$ 654,552.00
NSF Science and Tech in EO 15-20	\$ 597,223.00
NSF Novel Heme Chem Cytochrome 14	\$ 298,161.00
Math/Science Partnership Grant 2016	\$ 272,366.98
<b>BPA Grande Ronde Model Watershed 18</b>	<b>\$ 210,993.00</b>
<b>OR DOJ Victim Services Gaps Project</b>	<b>\$ 200,309.00</b>
ODE STEM Hub Backbone Funding 2017-19	\$ 200,000.00
University Advancement Emp 2012-17	\$ 200,000.00
ODE-IMESD Regional Promise OTP Grant	\$ 185,817.00
DOL Mine Safety 2017-18	\$ 146,659.00
OBDD SBDC State Funds 2017-19	\$ 144,000.00
OWEB Watershed Council Support 17	\$ 130,268.00
ODE STEM Hub Programming 2017-19	\$ 100,000.00
USDA Head Start Meal Prog 2017-18	\$ 95,031.00
ODE STEM Hub Youth Voice 2017-19	\$ 60,462.15
ODE STEM Hub Time on Science 2017-19	\$ 54,655.00
OHSU Outdoor Physical Activity 2017	\$ 50,000.00

Yellow highlight indicates new or renewed grant awarded since Q3FY18.

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.

## EXPENDITURE/TRANSFER 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/scholarships from lottery funds, incidental fees or housing.
- **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)** is 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.
- **Fund balance** results when liabilities are subtracted from assets, creating a **fund balance**. A positive **fund balance** means there are more assets than liabilities. We classify fund balance as revenue minus expenditures.

As of June 30, 2018  
**Q4 All Operating Funds Summary**  
**Summary All Funds**  
**FY18 Quarterly Management Report - Q4**  
**(in thousands)**

	<b>FY 2018 Approved Budget</b>	<b>FY17 Q4 Actuals</b>	<b>FY18 Q4 Actuals</b>	<b>\$ change YTD Prior Year</b>	<b>% Change</b>	<b>Notes</b>
<b>Revenue</b>						
Student Fees	\$ 20,562	\$ 20,407	\$ 20,926	\$ 519	2.54%	1
State/Government Appropriations	\$ 21,154	\$ 21,144	\$ 21,091	\$ (53)	-0.25%	2
Gifts Grants and Contracts	\$ 284	\$ 543	\$ 488	\$ (55)	-10.13%	3
Interest Income	\$ 394	\$ 446	\$ 479	\$ 33	7.40%	4
Sales and Service	\$ 4,477	\$ 4,545	\$ 4,990	\$ 445	9.79%	5
Other Revenue	\$ 280	\$ 564	\$ 551	\$ (13)	-2.30%	6
Internal Sales	\$ 170	\$ 192	\$ 180	\$ (12)	-6.25%	7
<b>Total Revenue</b>	<b>\$ 47,321</b>	<b>\$ 47,841</b>	<b>\$ 48,705</b>	<b>\$ 864</b>	<b>1.81%</b>	
<b>Expenses</b>						
Wages/OPE	\$ 33,947	\$ 31,129	\$ 33,481	\$ 2,352	7.56%	8
Services and supplies	\$ 12,679	\$ 12,988	\$ 12,823	\$ (165)	-1.27%	9
Capital Outlay	\$ 389	\$ 612	\$ 639	\$ 27	4.41%	10
Student Aid	\$ 402	\$ 367	\$ 337	\$ (30)	-8.17%	11
Merchandise Resale	\$ 7	\$ 16	\$ 18	\$ 2	12.50%	12
Internal Sales	\$ (740)	\$ (742)	\$ (762)	\$ (20)	2.70%	13
Depreciation	\$ 633	\$ 791	\$ 775	\$ (16)	-2.02%	
<b>Total Expenses</b>	<b>\$ 47,317</b>	<b>\$ 45,161</b>	<b>\$ 47,311</b>	<b>\$ 2,150</b>	<b>4.76%</b>	
<b>NET Transfers</b>	<b>\$ (42)</b>	<b>\$ 24</b>	<b>\$ 98</b>			14
<b>Increase (Decrease) Operating</b>	<b>\$ 46</b>	<b>\$ 2,656</b>	<b>\$ 1,296</b>			

**NOTES: Variance in Actuals**

- (1) Student fees include tuition for summer, fall, winter & spring. Reflects increase in tuition & matriculation fee, new orientation fee and additional MAT/MBA cohorts. (E&G)
- (2) Prior year state allocation included wrestling allocation and seu funding. Also, FY18 is the first year of the biennium funding is 49% of total biennial allocation. (E&G)
- (3) Indirect recovery revenue from grants is up slightly from prior year, we also received an unexpected gift for X, these increases were offset by the prior year activity related to post season.
- (4) Increase in cash and market returns resulted in higher interest earnings distributions (E&G)(Auxiliary)
- (5) Increases are related to conference revenue, recreation passes room. Also includes proceeds from sale of 408 Highland property. (Auxiliary)
- (6) The other revenue category included reimbursement from the NAIA for post season activity in FY17. Current year reflects the normal trend for this account type. (Auxiliary)
- (7) Internal sales is down slightly over the prior year due to a change in how internal fuel sales are being recorded. (E&G)
- (8) Increases in wages, retirement and health care costs (ope) a well as filled position vacancies and new hires. \$1.6M of the increase is attributed to OPE increases (all funds)
- (9) Decrease in overall direct expenses/service and supplies due to post season travel activities and construction contracts in FY17.
- (10) Additional equipment replacements completed in FY18.
- (11) Student Aid disbursements, primarily lottery scholarships is slightly lower.
- (12) Concession food and beverage cost have increased for FY18.
- (13) In this category a higher negative indicates we are receiving more internal sales reimbursements. This is due to the accounting transactions which support the project manager for construction.
- (14) Transfer in is a result of an accounting change within auxiliaries to correct fund type from housing to general rentals.

As of June 30, 2018  
Q4 E&G Summary  
Quarterly Management Report - Q4  
(in thousands)

	FY18 Approved Budget	FY17 Q4 Actuals	FY18 Q4 Actuals	\$ change YTD Prior Year	% Change	Notes:
<b>Revenue</b>						
Student Fees	\$ 18,737	\$ 18,765	\$ 19,280	\$ 515	3%	1
State/Government Appropriations	\$ 20,752	\$ 20,519	\$ 20,689	\$ 170	1%	2
Gifts Grants and Contracts	\$ 125	\$ 320	\$ 315	\$ (5)	-2%	3
Investment/Interest Income	\$ 370	\$ 419	\$ 459	\$ 40	10%	4
Sales and Service	\$ 166	\$ 151	\$ 162	\$ 11	7%	5
Other Revenue	\$ 33	\$ 169	\$ 312	\$ 143	85%	6
Internal Sales	\$ -	\$ -	\$ -	\$ -	0%	
<b>Total Revenue</b>	<b>\$ 40,183</b>	<b>\$ 40,343</b>	<b>\$ 41,217</b>	<b>\$ 874</b>	<b>2.17%</b>	
<b>Expenses</b>						
Wages/OPE	\$ 32,491	\$ 29,726	\$ 31,974	\$ 2,248	8%	7
Services and supplies	\$ 8,497	\$ 8,671	\$ 8,474	\$ (197)	-2%	8
Capital Outlay	\$ 338	\$ 566	\$ 534	\$ (32)	-6%	9
Internal Sales	\$ (740)	\$ (742)	\$ (760)	\$ (18)	2%	10
<b>Total Expenses</b>	<b>\$ 40,586</b>	<b>\$ 38,221</b>	<b>\$ 40,222</b>	<b>\$ 2,001</b>	<b>5%</b>	
<b>Net Change from Operations</b>	<b>\$ (403)</b>	<b>\$ 2,122</b>	<b>\$ 995</b>	<b>\$ (1,127)</b>	<b>-53%</b>	
<b>Net Transfers</b>	<b>\$ 80</b>	<b>\$ (289)</b>	<b>\$ 173</b>	<b>\$ 149</b>	<b>-52%</b>	11
<b>Net Increase (Decrease) in Fund Balance</b>	<b>\$ (483)</b>	<b>\$ 2,411</b>	<b>\$ 822</b>	<b>\$ (1,589)</b>		
Beginning Fund Balance	\$ 6,991	\$ 4,580	\$ 6,991			
<b>Ending Fund Balance</b>	<b>\$ 6,508</b>	<b>\$ 6,991</b>	<b>\$ 7,813</b>			
Fund Balance as a % of Revenue	16.2%	17.3%	19.0%			

**NOTES: Variance in Actuals**

- (1) Increase in tuition rates, matriculation fee, new orientation fee & one time cohort increases for MBA and MAT programs.
- (2) Slight increase due to allocation of ETS Funds, which were not budgeted.
- (3) Grant indirect recovery stabilized based on current grants.
- (4) Increase in interest earnings, due to PUF outperforming benchmarks.
- (5) Increase in miscellaneous income associated with admissions convergence registration.
- (6) Increase in revenue from USSE for cloud migration support and final disbursement of OUS funds.
- (7) Increase in wages, retirement and health care costs (ope), as well as new hires. \$1.5M is attributed to increases in ope costs.
- (8) Prior year includes post season activity.
- (9) Prior year includes vehicle purchases.
- (10) Increase in internal sales accounting for reimbursement of Capital Projects Labor.
- (11) FY18 included transfer out of \$200K for T&F support, as well as closing of capital project funds.

**Q4- Auxiliary Summary**  
**Quarterly Management Report - Q4**

		2018		\$ change			
		Approved Budget	FY17 Q4 Actuals	FY18 Q4 Actuals	YTD Prior Year	% Change	Notes:
<b>Revenue</b>							
Student Fees		\$ 1,802,556	\$ 1,608,994	\$ 1,616,820	\$ 7,826	0%	1
State Allocations (Lottery)		\$ 401,828	\$ 624,827	\$ 401,827	\$ (223,000)	-36%	2
Gifts, Grants and Contracts		\$ -	\$ 3,851	\$ -	\$ (3,851)	-100%	3
Investments & Interest		\$ 17,150	\$ 19,348	\$ 11,029	\$ (8,319)	-43%	4
Sales and Services		\$ 4,156,672	\$ 4,209,695	\$ 4,597,232	\$ 387,537	9%	5
Other Revenue		\$ 120,575	\$ 308,195	\$ 132,652	\$ (175,543)	-57%	6
Internal Sales		\$ -	\$ 4,650	\$ 3,643	\$ (1,007)	-22%	7
<b>Total Revenue</b>		<b>\$ 6,498,781</b>	<b>\$ 6,779,561</b>	<b>\$ 6,763,204</b>	<b>\$ (16,357)</b>	<b>0%</b>	
<b>Expenses</b>							
Wages and OPE		\$ 1,262,023	\$ 1,165,911	\$ 1,274,042	\$ 108,131	9%	8
Services and Supplies		\$ 3,904,982	\$ 3,986,493	\$ 4,094,795	\$ 108,302	3%	9
Capital Expense		\$ 21,000	\$ 13,256	\$ 54,204	\$ 40,947	309%	10
Student Aid		\$ 401,828	\$ 363,666	\$ 336,777	\$ (26,889)	-7%	11
Merchandise/Resale		\$ 6,600	\$ 15,906	\$ 17,474	\$ 1,568	10%	
Internal Sales Reimbursement		\$ -	\$ -	\$ (2,155)	\$ (2,155)	#DIV/0!	
Depreciation		\$ 573,774	\$ 775,755	\$ 767,336	\$ (8,419)	-1%	
<b>Total Expenses</b>		<b>\$ 6,170,207</b>	<b>\$ 6,320,988</b>	<b>\$ 6,542,474</b>	<b>\$ 221,486</b>	<b>4%</b>	
<b>Net Change from Operations</b>		<b>\$ 328,574</b>	<b>\$ 458,573</b>	<b>\$ 220,730</b>	<b>\$ (237,843)</b>	<b>-52%</b>	
Transfers In		\$ (270,000)	\$ (482,800)	\$ (782,175)	\$ (299,375)	62%	12
Transfers Out		\$ 131,870	\$ 648,372	\$ 612,299	\$ (36,073)	-6%	12
<b>Net Transfers</b>		<b>\$ (138,130)</b>	<b>\$ 165,572</b>	<b>\$ (169,876)</b>	<b>\$ (335,448)</b>	<b>-203%</b>	
Change In Fixed Assets			\$ 47,979	\$ 244,671			14
Fund Deductions - Bonded Debt							
<b>Net Increase (Decrease) in Fund Balance</b>		<b>\$ 466,704</b>	<b>\$ 340,980</b>	<b>\$ 635,276</b>	<b>\$ 97,605</b>		
Beginning Fund Balance		\$ 8,385,926	\$ 8,044,946	\$ 8,385,926			
<b>Ending Fund Balance</b>		<b>\$ 8,852,630</b>	<b>\$ 8,385,926</b>	<b>\$ 9,021,202</b>			
Ending Cash Balance -June 30th			\$4,156,555	\$5,159,092	\$ 1,002,537	24%	15

**NOTES: Variance in Actuals**

- (1) Incidental and health service fee revenue is up slightly from FY17.
- (2) Prior year included one time state allocation of funds to support EOU wrestling.
- (3) Prior year included unanticipated gifts in Athletics related to post season.
- (4) Investment earnings distribution slightly lower in this fund for FY18.
- (5) Increases in Housing Room and Board, recreation passes, conference income, facility rent and the sale of the 408 Highland property.
- (6) FY17 includes insurance recoveries and reimbursements for post season activity.
- (7) Reduced internal sales related to advertising.
- (8) Increases in wages, retirement and health care costs (ope). \$52K of the increase is attributed to increase costs of ope.
- (9) Slight increases in athletic supplies, minor equipment and conference meals were drivers of the increased expenditures.
- (10) FY18 increase from equipment and vehicle purchases for Outdoor program and athletics.
- (11) Reduced spending of athletic awards from lottery funds.
- (12) Transfer in/out of cash with in the fund to allocate cash to appropriate fund type. No impact to overall fund.
- (14) Change in fixed asset due to sale of the highland residence

**Q4 Designated Operations Summary**  
**Quarterly Management Report - Q4**

		<b>2018 Approved Budget</b>	<b>FY17 Q4 Actuals</b>	<b>FY18 Q4 Actuals</b>	<b>\$ change YTD Prior Year</b>	<b>% Change</b>	<b>Notes:</b>
<b>Revenue</b>							
Student Fees		\$ 32,200	\$ 33,091	\$ 29,343	\$ (3,749)	-11%	1
Gifts Grant and Contracts		\$ 159,370	\$ 219,352	\$ 173,137	\$ (46,216)	-21%	2
Investments & Interest		\$ 7,005	\$ 7,497	\$ 9,840	\$ 2,343	31%	3
Sales and Services		\$ 136,180	\$ 167,791	\$ 214,732	\$ 46,941	28%	4
Other Revenue		\$ 118,258	\$ 78,146	\$ 96,905	\$ 18,759	24%	5
Internal Sales		\$ 50,800	\$ 52,495	\$ 56,646	\$ 4,151	8%	6
<b>Total Revenue</b>		<b>\$ 503,813</b>	<b>\$ 558,373</b>	<b>\$ 580,604</b>	<b>\$ 22,231</b>	<b>4%</b>	
<b>Expenses</b>							
Wages and OPE		\$ 204,157	\$ 178,660	\$ 182,040	\$ 3,380	2%	7
Services and supplies		\$ 145,965	\$ 146,654	\$ 159,704	\$ 13,050	9%	8
Capital Expense		\$ 24,000	\$ 26,829	\$ 43,123	\$ 16,293	61%	9
Merchandise-Resale		\$ 100	\$ 104	\$ 311	\$ 208	0%	
<b>Total Expenses</b>		<b>\$ 374,222</b>	<b>\$ 352,247</b>	<b>\$ 385,178</b>	<b>\$ 32,932</b>	<b>9%</b>	
					\$ -		
<b>Net Change from Operations</b>		<b>\$ 129,591</b>	<b>\$ 206,127</b>	<b>\$ 195,426</b>	<b>\$ (10,701)</b>	<b>-5%</b>	
Transfers In		\$ (137,600)	\$ (91,766)	\$ (66,156)	\$ 25,610	-28%	10
Transfers Out		\$ 174,915	\$ 267,652	\$ 183,936	\$ (83,716)	-31%	11
<b>Net Transfers</b>		<b>\$ 37,315</b>	<b>\$ 175,886</b>	<b>\$ 117,780</b>	<b>\$ (58,106)</b>	<b>-33%</b>	
<b>Net Increase (Decrease) in Fund Balance</b>		<b>\$ 92,276</b>	<b>\$ 30,241</b>	<b>\$ 77,645</b>	<b>\$ 47,405</b>		
Beginning Fund Balance		\$ 494,791	\$ 464,550	\$ 494,791			
<b>Ending Fund Balance</b>		<b>\$ 587,067</b>	<b>\$ 494,791</b>	<b>\$ 572,436</b>			
Ending Cash Balance -June 30th			\$497,629	\$559,671	\$ 62,042	12%	

**NOTES: Variance in Actuals**

- (1) Field trip revenue was lower in FY18.
- (2) Decrease in private gifts associated with post season activity from FY17
- (3) Increase in public university fund earning distribution
- (4) Increase in camp/clinic revenue and event income in FY18.
- (5) Increase in reimbursement from outside entities in FY18 associated with the Law Library & Barned and Noble reimbursement.

As of June 30, 2018  
Q4 Service Departments Summary  
Quarterly Management Report - Q4

		2018 Approved Budget	FY17 Q4 Actuals	FY18 Q4 Actuals	\$ change YTD Prior Year	% Change	Notes:
<b>Revenue</b>							
Sales and Service		\$ 18,100	\$ 15,533	\$ 15,469	\$ (64)	0%	
Other Revenue		\$ 8,325	\$ 8,465	\$ 9,776	\$ 1,312	15%	
Internal Sales		\$ 119,000	\$ 134,231	\$ 119,574	\$ (14,657)	-11%	1
<b>Total Revenue</b>		<b>\$ 145,425</b>	<b>\$ 158,229</b>	<b>\$ 144,820</b>	<b>\$ (13,409)</b>	<b>-8%</b>	
<b>Expenses</b>							
Wages and OPE		\$ 50,454	\$ 58,386	\$ 51,015	\$ (7,371)	-13%	2
Services and supplies		\$ 88,440	\$ 185,423	\$ 94,388	\$ (91,035)	-49%	3
Capital Outlay		\$ 5,800	\$ 5,781	\$ 7,674	\$ 1,893	0%	
Internal Sales Reimbursement		\$ -	\$ -	\$ -	\$ -	0%	
Depreciation		\$ 14,885	\$ 14,886	\$ 7,521	\$ (7,365)	-49%	4
<b>Total Expenses</b>		<b>\$ 159,579</b>	<b>\$ 264,474</b>	<b>\$ 160,597</b>	<b>\$ (103,877)</b>	<b>-39%</b>	
<b>Net Change from Operations</b>		<b>\$ (14,154)</b>	<b>\$ (106,245)</b>	<b>\$ (15,777)</b>	<b>\$ 90,468</b>	<b>-85%</b>	
Transfers In		\$ (21,500)	\$ (27,513)	\$ (22,274)	\$ 5,238	0%	5
Transfers Out		\$ -	\$ -	\$ -	\$ -	0%	
<b>Net Transfers</b>		<b>\$ (21,500)</b>	<b>\$ (27,513)</b>	<b>\$ (22,274)</b>	<b>\$ 5,238</b>		
Instution Contribution Fund Additions		\$ -	\$ -	\$ -	\$ -	\$ -	
Change in Fixed Assets			\$ 1,988	\$ (9,875)			
<b>Net Increase (Decrease) in Fund Balance</b>		<b>\$ 7,346</b>	<b>\$ (76,745)</b>	<b>\$ (3,378)</b>	<b>\$ 85,230</b>		
Beginning Fund Balance		\$ 72,233	\$ 148,978	\$ 72,233			
<b>Ending Fund Balance</b>		<b>\$ 79,579</b>	<b>\$ 72,233</b>	<b>\$ 68,856</b>			
Ending Cash Balance -June 30th			\$41,928	\$54,290	\$ 12,362	29%	

**NOTES: Variance in Actuals**

- (1) FY18 change in accounting of internal sales of fuel for motor pool.
- (2) FY18 reallocate salary expenses for motor pool to appropriate fund.
- (3) FY17 included one time equipment purchases for audio visual, telecom and teleproduction services.
- (4) FY18 aligned depreciation appropriately
- (5) Planned reduction of E&G telecom subsidy for FY18.