

SECOND QUARTER FINANCIAL MANAGEMENT REPORT – FY2019



Eastern Oregon University February 28, 2019

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.

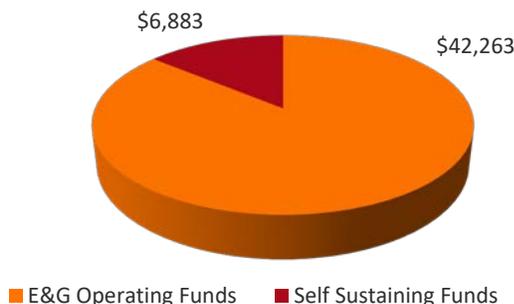
The University will continue to monitor outcomes of the planning and resource allocations throughout this year and into the future. We remain cognizant as planning efforts begin for the next biennium and beyond, that there are uncertainties, which require us to be even more aware of the need to plan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

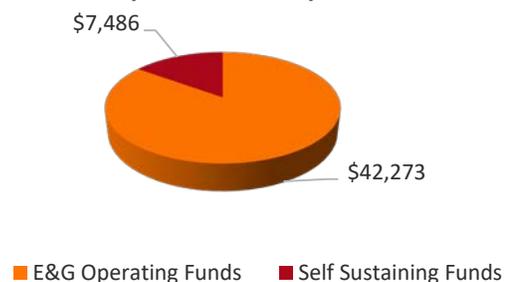
The Eastern Oregon University Board of Trustees approved the operating budget on May 24, 2018, which was included a revenue budget of \$48.619M and an expenditure/transfer budget of \$49.865M, resulting in an overall use of fund balance of \$1.246M. However, at the end of Q2, revisions were made to reflect a more accurate accounting of the anticipated revenue and expenses for the fiscal year. The noted variances are reflect in the year end forecast for FY19.

The forecast EOU all-funds operating revenue budget is \$49.8M and the expenditure budget is \$49.1M, excluding grants, financial aid and capital construction funds.

**FY2019 Forecast
Operating Expenditures/Transfers
All Funds (in thousands)**



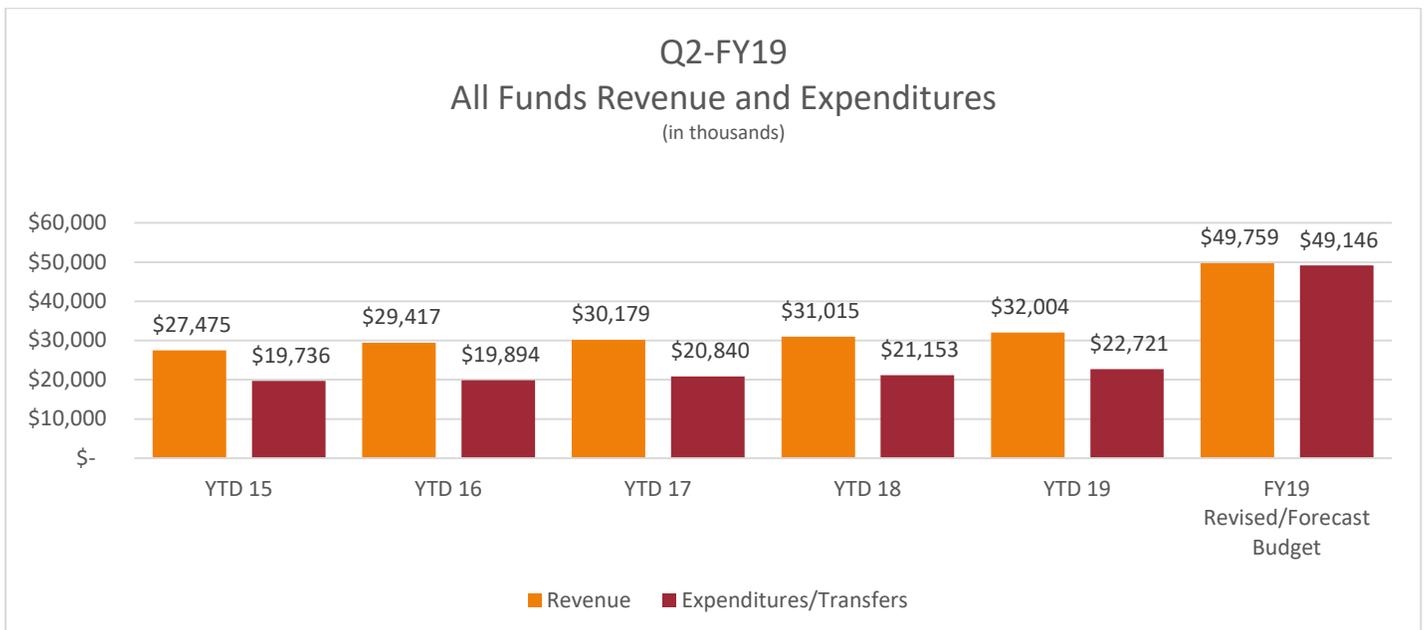
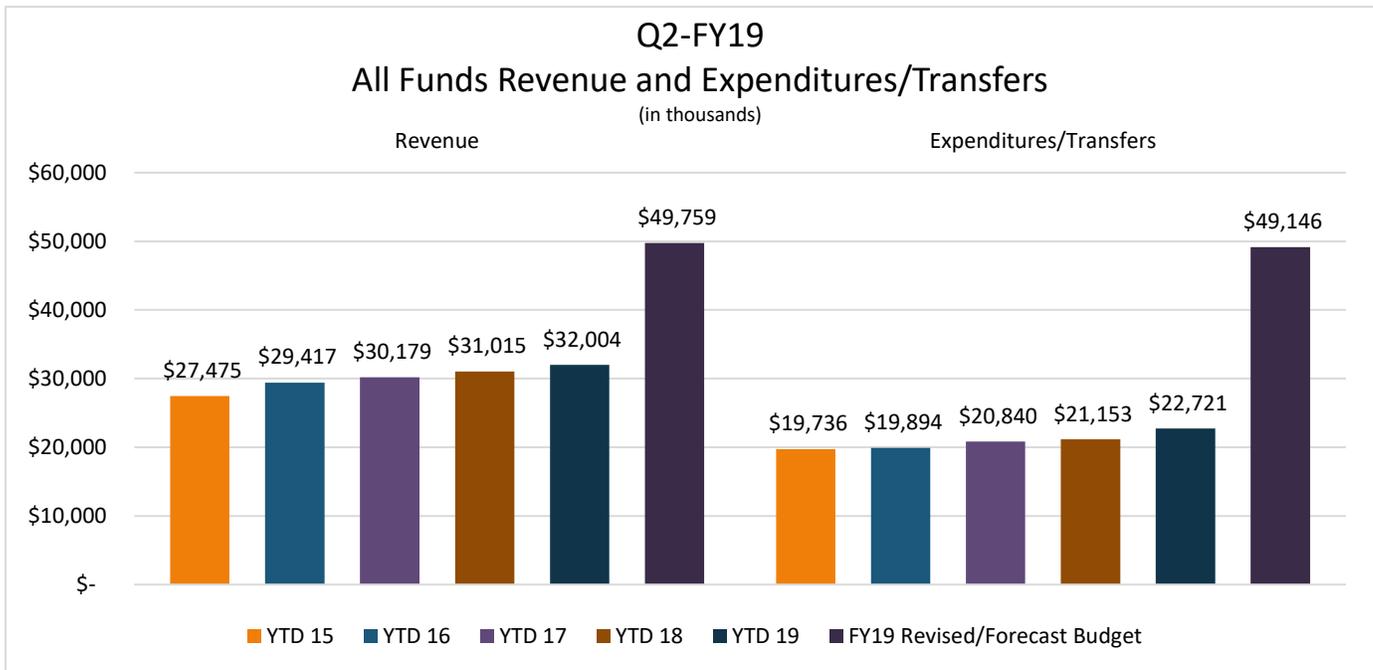
**FY2019 Forecast
Operating Revenue-All Funds
(in thousands)**



Q2 SUMMARY

FY19 budgets for E&G, Auxiliaries, Designated Operations and Service Departments are the operating funds reviewed in the quarterly management report. There are no financial concerns in any of the funds at this time.

At the close of Q2, EOU had received \$32M in revenue and had recorded expenditures of \$22M. Expenditures are up 6.63% over the prior year with labor expenses being up are up 5.34 % or \$800K over the Q2FY18. The expenditures to date represent approximately 46.2% of the total amount forecast to be spent in FY19. The E&G revenue budget was revised up as the revenue is running \$1M ahead of the revised budget. Additional details are included in the E&G section on page 4 of the report. Details of fund variances of all funds are included in the reports beginning on page 19.



EDUCATION AND GENERAL (E&G)

The Education and General revenue budget consist of state appropriations, tuition and student fees, gifts and investments, 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 increases included \$512K in additional fee remission funding within the E&G budget, which is intentionally allocated to drive enrollment.

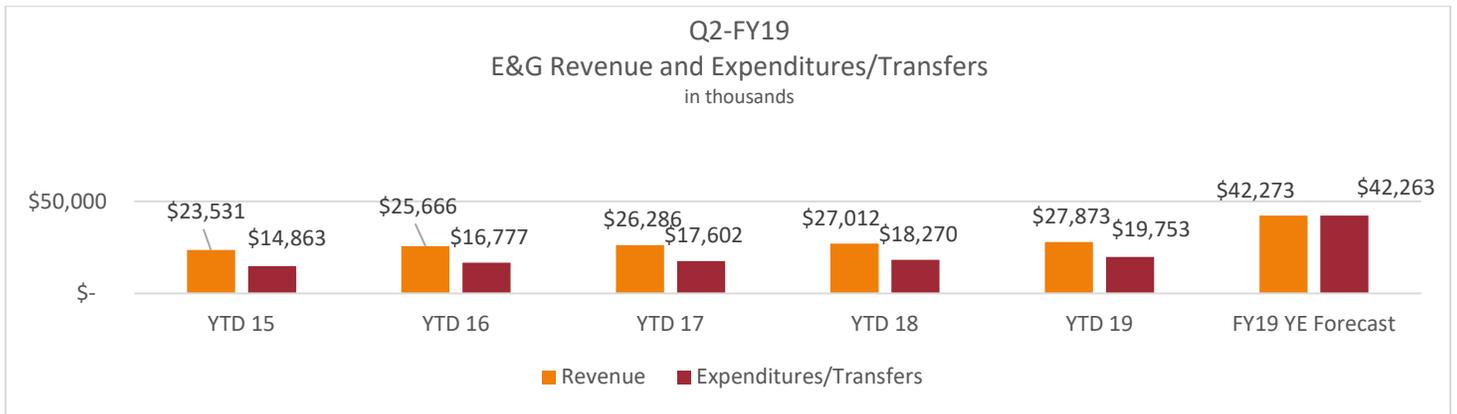
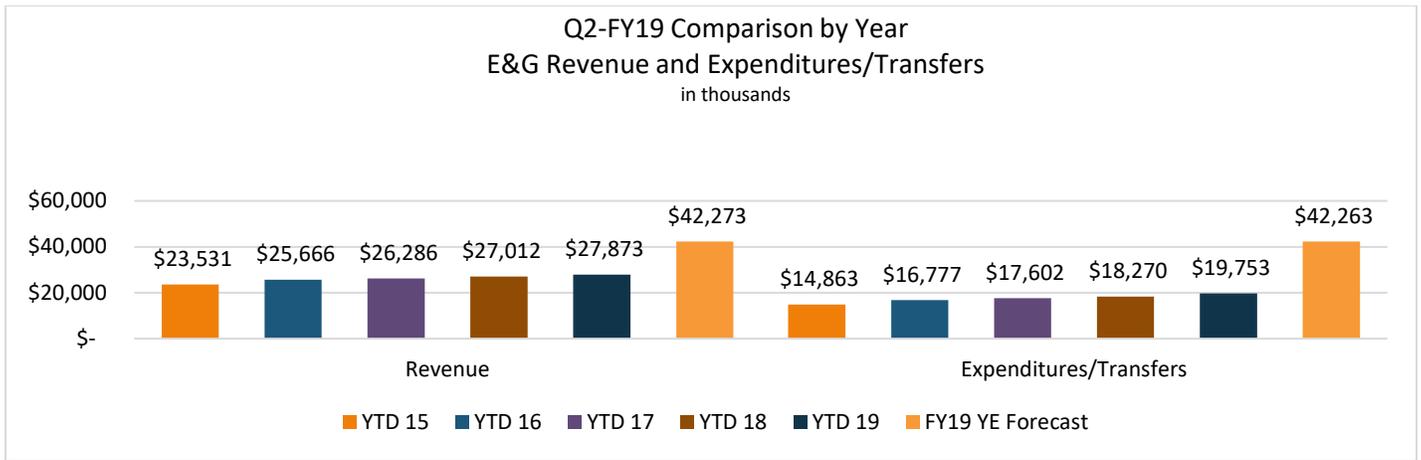
The E&G budget addressed needs associated with academic quality, employee development, internal and external relations, facility and planning projects, and student support enhancements. The overall budget also provided some flexibility for additional initiatives and investments or unforeseen declines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

The E&G revenue forecast \$42.27M including 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, employee and student travel, 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.

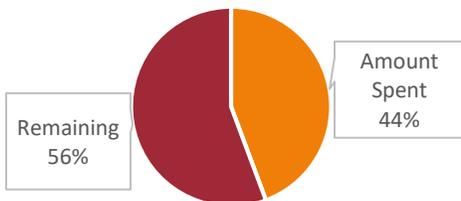
Based on the year-end forecast, EOU will use approximately \$10,000 in fund balance by year-end. This near breakeven will result in a year end fund balance of 7.82M, 18.51% of operating revenue and 2.22 months of operating expenditures. The change from the original budget is up due to positive increases in enrollment (budget was built on flat enrollment), and the payment from OSU for the joint program for both FY18 and FY19 to be received this fiscal year. These changes resulted in an unanticipated \$1M in revenue which will reduce the fund balance usage to nearly flat. This reduced use of fund balance will allow EOU some additional flexibility when making 19-20 budget and tuition decisions. Additional details regarding the changes from the approved FY19 budget and the FY19 year-end forecast can be found on page 18.



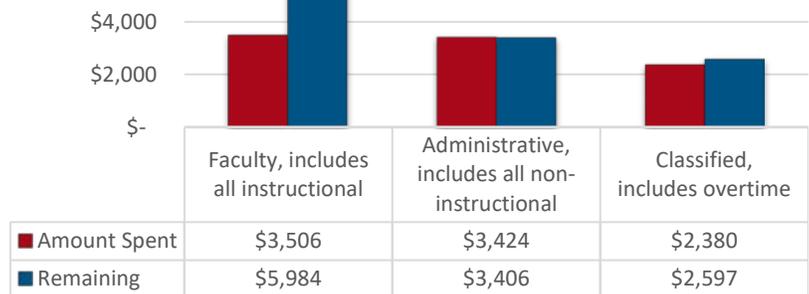
Year to Date Variances over FY2018-Q2:

Revenue is trending ahead of last year by 4%. At the close of Q2FY19 EOU had received 65.59% of the E&G revenue YE forecast. FY19 expenditures are up 7% over FY18, labor is up 6% 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. Direct expenditures are up 4% or \$166K. Capital expenses are only up \$139K over the prior year. This is due to the purchase of the piano and art equipment. There is offsetting revenue from the foundation to cover these purchases. The net impact to the fund is \$0. As of December 31st, EOU has utilized approximately 46.74% of the expenditure budget. There is a corresponding transfer in from the auxiliary fund, which offsets the overall expense. At the close of Q2, EOU had spent 44.3% of the labor budget.

FY19 E&G Compensation
Q2 December 31, 2018



FY19 Salary Expenses
Q2 December 31, 2018



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.

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.

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

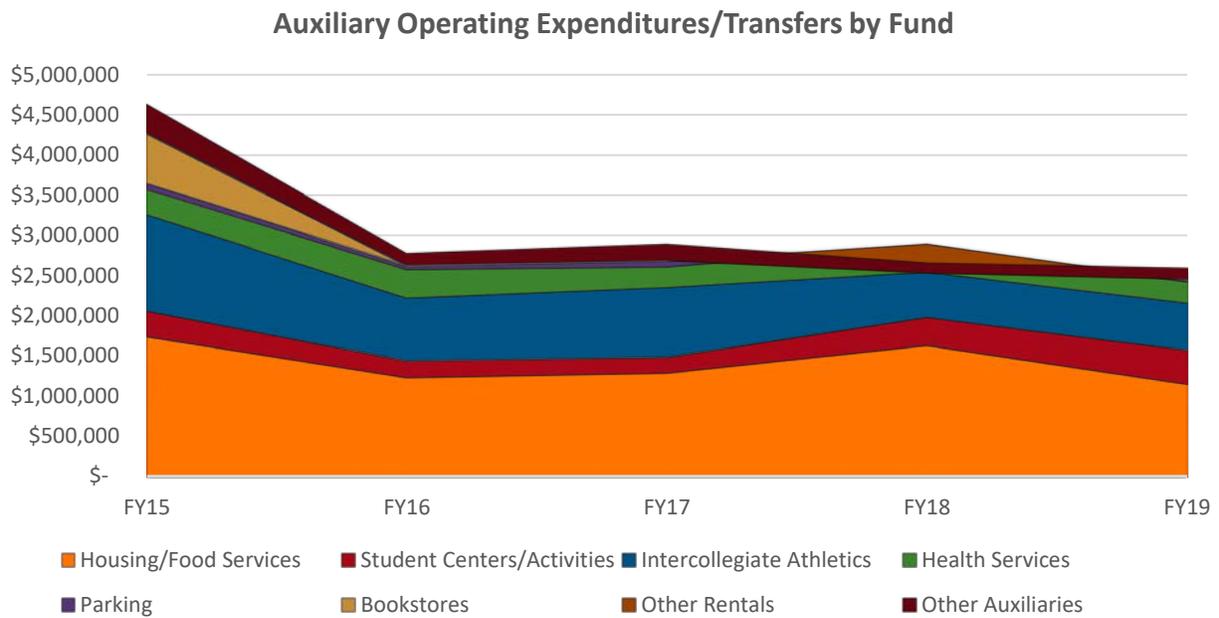
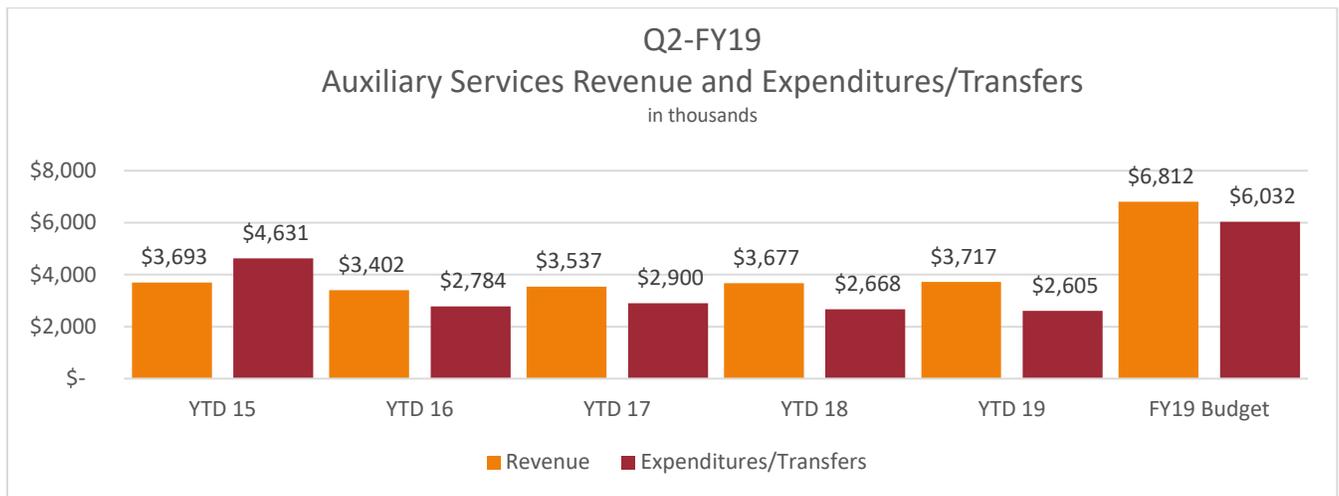
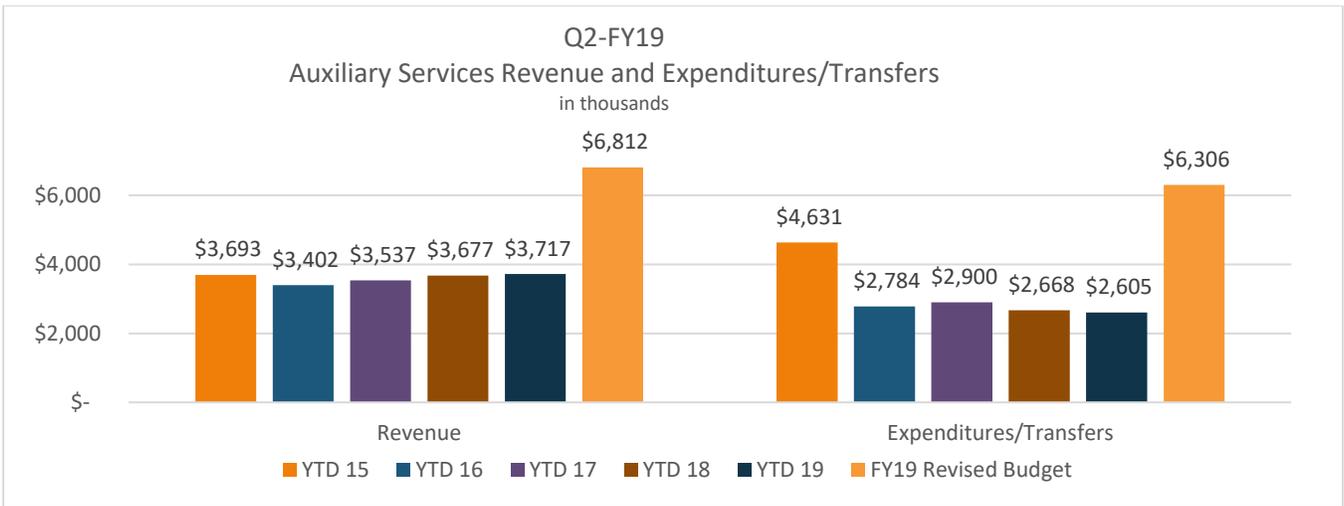
Intercollegiate Athletics Fund is also considered an auxiliary enterprise and receives funding from student fees, fund raising and self-support operations. However, at EOU, Athletic personnel expenses, an athletic trainer, soccer and wrestling expenses as well as post season travel are funded through the E&G budget (\$2.145M) Athletics also receives state support in the form of lottery funding (\$460M) 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 not increased for 2018-19. As part of the operating fund plan, EOU has engaged a consultant to conduct a comprehensive parking and impact study. This was funded as joint project between Facilities and Parking Services 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.



Q2 - Auxiliaries by Fund					
Auxiliary Enterprises		Expenditures/			
		Revenue	Transfers	Net	
	Housing	\$ 1,597,510	\$ 1,151,038	\$ 446,472	(4)
	Student Activities/Incidental Fees	\$ 301,791	\$ 424,068	\$ (122,277)	(4)
	Intercollegiate Athletics	\$ 448,996	\$ 586,263	\$ (137,267)	(2)
	Health Services	\$ 441,865	\$ 267,082	\$ 174,783	(3)
	Parking Services	\$ 86,752	\$ 19,275	\$ 67,477	(5)
	Other Rentals (Gilbert Center/OHSU)	\$ 115,106	\$ 11,467	\$ 103,639	(5)
	Other Auxiliaries (ISB/Student Clearing)	\$ 725,124	\$ 145,897	\$ 579,227	(4)
	Total Auxiliary Enterprises	\$ 3,717,144	\$ 2,605,090	\$ 1,112,054	

- (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) Aligns with FY19 Budget Plan

Year to Date Variances over FY2018-Q2:

Auxiliary Services units are performing as expected and there are no concerns with the performance of this fund. Revenues are up slightly over the prior year due to increase in the number of students paying the Incidental Student and Health Service Fees and the approved increase in these fees. Interest revenue is down slightly due to reductions in the cash available in this fund. The sales and service revenue as a whole is down 2%, however within this category room and board revenue, lease income and gate receipts are up over the prior year, but are being offset with declines in revenue from the sale of the president's residence, conference income, facility rental (camp) and advertising income. Other revenue is down \$18,592; this is related to lower revenue generated in activity/recreation fees from camps and well as reductions is due to reductions in one time revenue from athletic gear reimbursement.

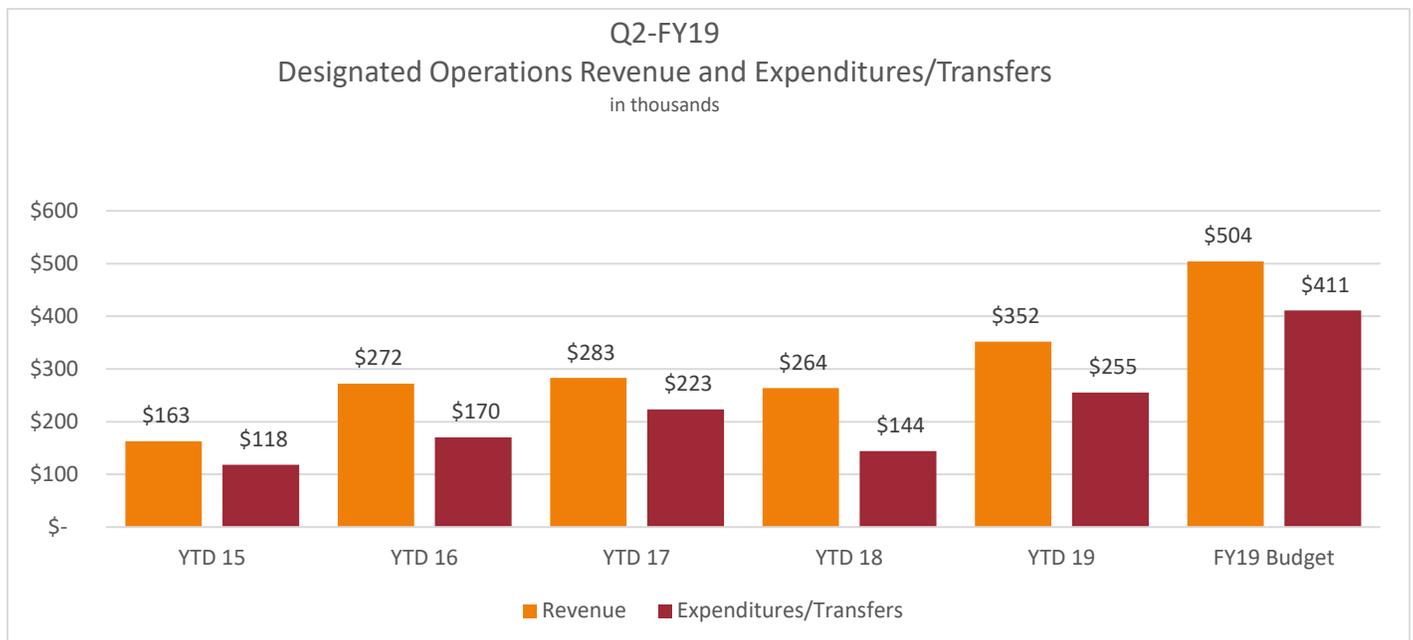
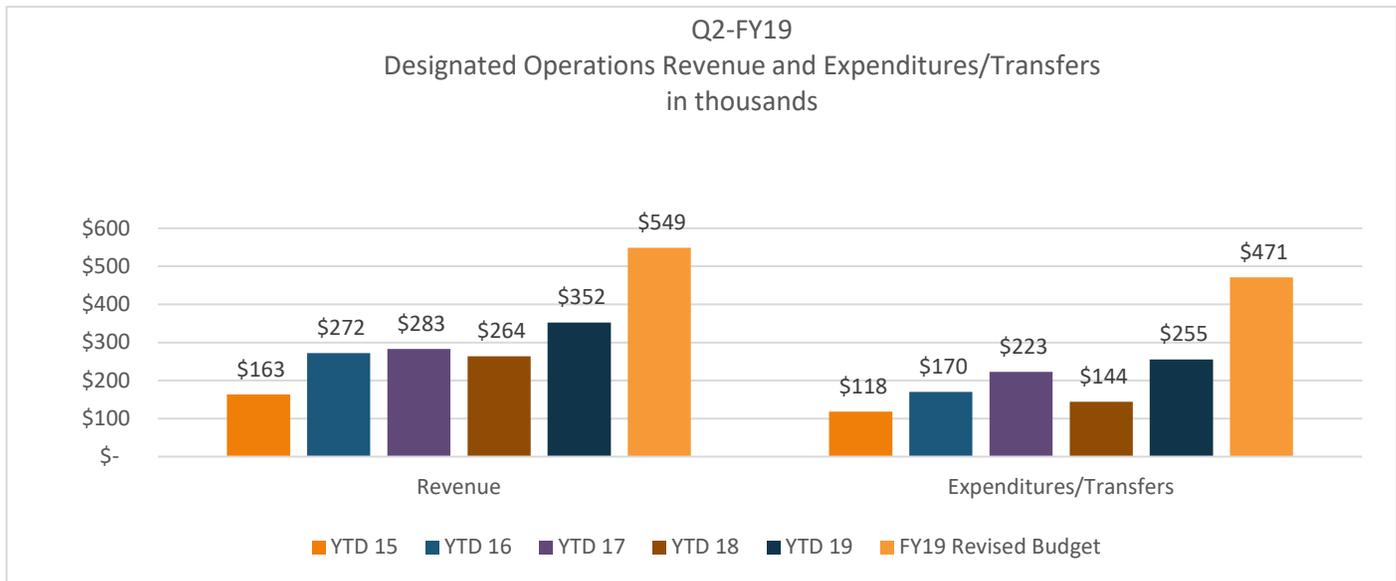
Overall expenditures are only down 1% over the prior year, with the reduction in labor expenses is offsetting the increases in the other direct expenses. Labor expenses are down due to the reallocation of the athletic trainers to E&G funds, there is a corresponding transfer out to E&G to cover these expenses. Services and supplies expenses are up in the categories of athletic supplies, group travel, and sports equipment. Capital expenditures are up due to the purchase of soccer shelters and other equipment. Student aid has increased due to additional scholarships awarded using lottery funds. The variance in the internal sales reimbursement is due to internal use of the van within athletics, this transaction correctly allocates the expenditures. Overall the fund has netted \$103K more than the prior year at the end of Q2.

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. (see full list below) The revised revenue budget is \$549K and the expense/transfer budget is \$471K.

At the end of Q2, the fund had received 64% of the budgeted revenue and had expended 54% of the expense budget. The net decrease is in line with the budget when accounting for timing issues.



Q2-Designated Operations by Individual Fund				
Designated Operations	Expenditures/			
	Revenue	Transfers	Net	
Field Trips	\$ 14,210	\$ 9,303	\$ 4,907	(4)
Cultural Heritage Arch. Research Tech Lab	\$ (6,083)	\$ 514	\$ (6,597)	(1)
Education/STM Workshops	\$ 1,978	\$ 2,474	\$ (496)	(1)
National Writing Project	\$ -	\$ -	\$ -	
Student Transportation Fees	\$ 800	\$ 907	\$ (107)	(4)
Urban-Rural Ambassador Institute	\$ 149	\$ 12	\$ 137	(4)
Copy Center	\$ 25,803	\$ 56,679	\$ (30,876)	(2)
Small Business Workshops	\$ -	\$ -	\$ -	
Library - EOIN	\$ 10,850	\$ 11,232	\$ (382)	(4)
Community Teleproductions		\$ (648)	\$ 648	(2)
Hispanic Multi Cultural Health		\$ 136	\$ (136)	(2)
Athletic Camps	\$ 143,893	\$ 93,646	\$ 50,247	(4)
Mine Safety Training	\$ 4,676	\$ 1,082	\$ 3,594	(4)
Basalt Magazine	\$ 71	\$ (57)	\$ 128	(4)
Sundry Donations - Binney Fund	\$ 21,496	\$ 22,289	\$ (793)	(4)
Athletic Donations	\$ 132,702	\$ 49,271	\$ 83,431	(4)
Barnes and Noble Reimbursements	\$ 3,305	\$ 8,479	\$ (5,174)	(4)
Total Designated Operations Funds	\$ 353,850	\$ 255,319	\$ 98,531	

- (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) Aligns with FY19 Budget Plan

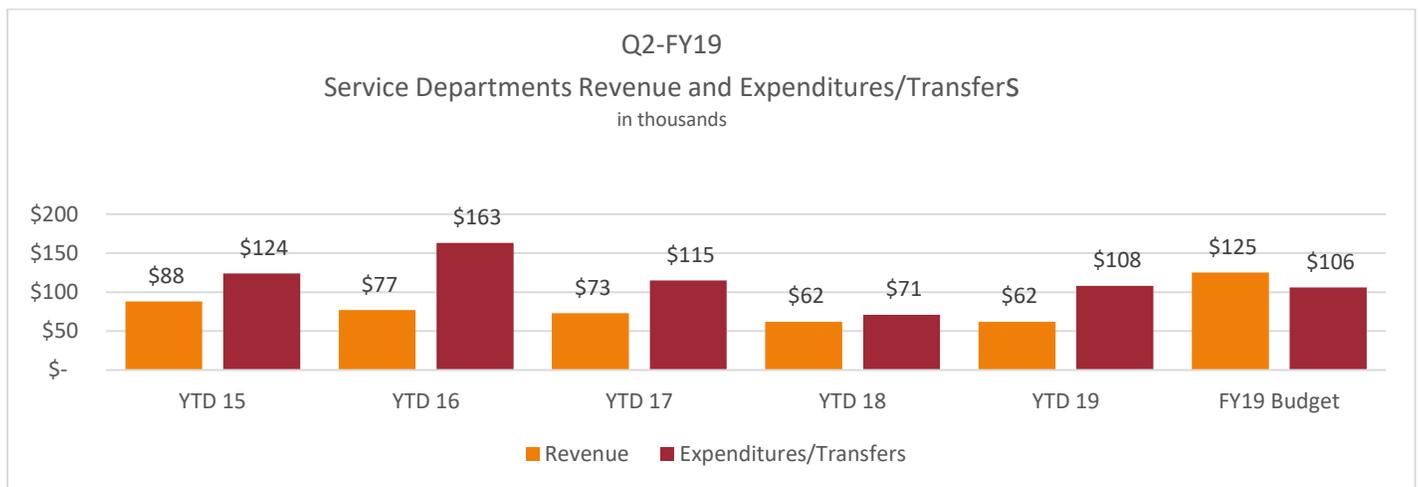
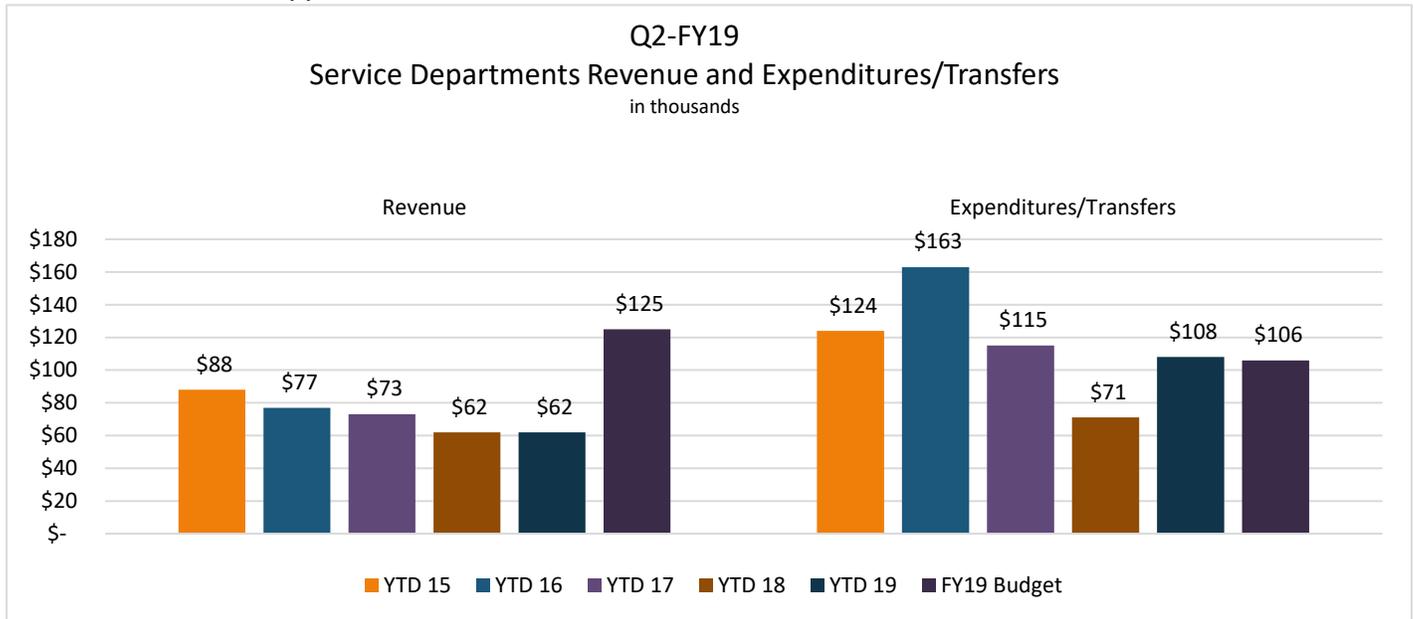
Year to Date Variances over FY2018:

Designated operations are trending as expected. There is a net increase in revenue of \$87,904 due to athletics camps and internal fund raising, which was offset by a decline in the other revenue category related to reimbursement from Barnes and Noble. The Barnes and Noble personnel change also effects the labor expenditure, which is down 18% or \$16,103. However, overall expenses are up 75% over the prior year, this is due to timing of expenditure payments in FY18, additional library purchases in FY19 and produce purchased by Athletics for a volleyball fund raiser. The variance in the transfer is due to timing of transfers within Athletics in FY18.

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.



Year to Date Variances over FY2018:

Service departments are also trending slightly off from the original budget plan due to unanticipated/unbudgeted purchases of equipment. Other revenue remained up at the close of Q2 due to sales within surplus fund. Labor expenses are up, due to contractual classified salary increases. Depreciation expenses have decreased due to alignment of the purchase with the appropriate fund. Based on the current budget, Service Departments would have a surplus of \$19,742 at YE2019. However based on the current revenue and expenditure trends, this fund will likely breakeven at YE2019 as opposed to having a surplus.

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.

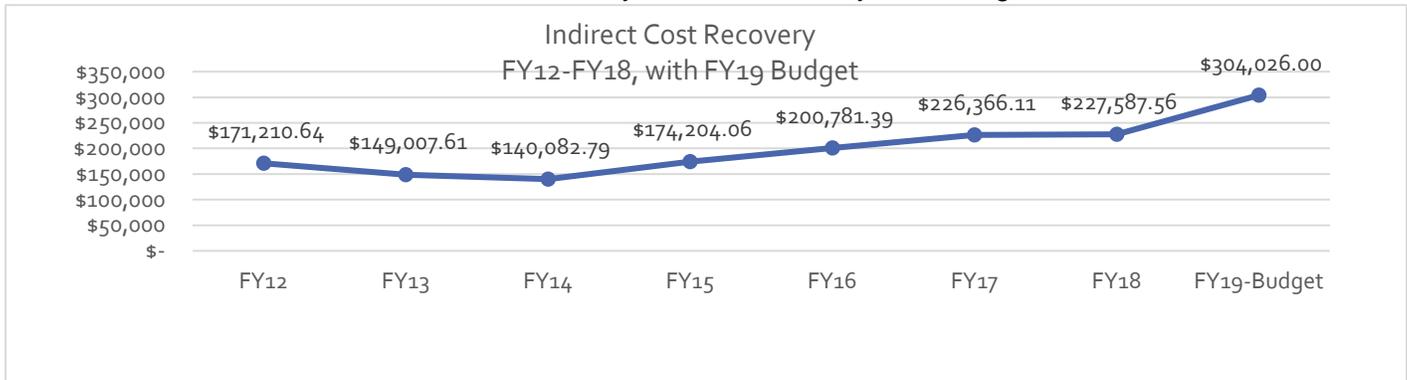
The largest grant EOU currently has is the Eastern Oregon Headstart Program. EOU provides space and services for the program and serves as the fiscal administrator or the grant. All employees funded by this grant are paid in EOU payroll and receive EOU benefits, including retirement and healthcare.

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	\$1,431,333.00
TRiO Student Support Services 2015	\$1,100,000.00
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
BPA Grande Ronde Model Watershed 18	\$210,993.00
University Advancement Emp 2012-17	\$200,000.00
ODE STEM Hub Backbone Funding 2017-19	\$199,943.00
OR DOJ Victim Services Gaps Project	\$195,970.00
ODE-IMESD Regional Promise OTP Grant	\$185,817.00
DOL Mine Safety 2018-19	\$148,094.00
OBDD SBDC State Funds 2017-19	\$144,000.00
OWEB Watershed Council Support 17	\$130,268.00
USDA Head Start Meal Prog 2018-19	\$102,181.00
ODE STEM Hub Programming 2017-19	\$100,000.00
La Grande School District Technology Education 2018	\$80,000.00
ODE STEM Hub Youth Voice 2017-19	\$60,462.15
ODE STEM Hub Time on Science 2017-19	\$54,655.00

New grants awarded during Q2: Oregon Robotics Tournament and Outreach \$600, Wildhorse Foundation Headstart Technology and Integration \$7,302, Ford Family Foundation Rural Economic Vitality Center \$25,000 and Leo Adler Headstart Music \$1,944.

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.
- **Gifts, Grants and Contracts** can be funded through state & local government agencies, and 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.

OPERATING EXPENSE CATEGORIES

Operating expenses have the characteristics of exchange transactions. These transactions can be defined as an exchange in which two or more entities both receive and sacrifice value.

- **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 statewide 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.

FUND CATEGORIES

Education and General (E&G): The revenue and expenditures/transfers in this support activities and services that are intrinsic to the university, including instruction, research, student services, libraries, administration, and maintenance of the campus physical plant.

Auxiliary Enterprises: The revenue and expenditures/transfers in this fund furnish services that are essential to the support of the university's academic programs. Units within the Auxiliary Enterprises fund are expected to generate sufficient revenue to cover all costs of operating and capital needs, and are not supported by state allocation/funding.

Designated Operations: The revenue and expenditures/transfers in this fund are those that support self-support university functions where there are non-instructional activities such as field trips and community education.

Service Department: The revenue and expenditures/transfers in this fund supports activity that is internal to the university.

**Q2 All Operating Funds Summary
(in thousands)**

As of December 31, 2018

FY2019

	YTD 12/31/18 Actual	2019 Approved Budget	2019 YE Forecast	YTD 12/31/18 Actuals	Remaining Budget
Education and General					
Revenue	\$ 27,011	\$ 40,975	\$ 42,273	\$ 27,873	\$ 13,102
Expenditures	\$ 18,417	\$ 42,143	\$ 42,305	\$ 19,747	\$ 22,396
Net Transfers (In)/Out	\$ (147)	\$ 120	\$ (42)	\$ 6	\$ 114
Beginning Fund Balance		\$ 7,813	\$ 7,813		
Net Change in Operations	\$ 8,741	\$ (1,288)	\$ 10	\$ 8,120	
Ending Fund Balance		\$ 6,525	\$ 7,823		
% fund balance		15.9%	18.5%		
	YTD 12/31/18 Actual	2018 Budget	YTD 12/31/18 Actuals	Remaining Budget	% Budget Remaining
Auxiliary Enterprises					
Revenue	\$ 3,677	\$ 6,812	\$ 3,717	\$ 3,095	45%
Expenditures	\$ 2,695	\$ 6,170	\$ 2,677	\$ 3,493	57%
Net Transfers (In)/Out	\$ (27)	\$ (138)	\$ (72)	\$ (210)	152%
Beginning Fund Balance		\$ 9,021			
Net Change in Operations	\$ 1,009	\$ 780	\$ 1,112		
Ending Fund Balance		\$ 9,802			
	YTD 12/31/18 Actual	2018 Budget	YTD 12/31/18 Actuals	Remaining Budget	% Budget Remaining
Designated Operations					
Revenue	\$ 264	\$ 504	\$ 352	\$ 152	30%
Expenditures	\$ 150	\$ 374	\$ 216	\$ 158	42%
Net Transfers (In)/Out	\$ (6)	\$ 93	\$ 40	\$ 132	143%
Beginning Fund Balance		\$ 572			
Net Change in Operations	\$ 120	\$ 92	\$ 97		
Ending Fund Balance		\$ 665			
	YTD 12/31/18 Actual	2018 Budget	YTD 12/31/18 Actuals	Remaining Budget	% Budget Remaining
Service Funds					
Revenue	\$ 62	\$ 125	\$ 62	\$ 63	51%
Expenditures	\$ 71	\$ 141	\$ 108	\$ 33	24%
Net Transfers (In)/Out	\$ -	\$ (36)	\$ -	\$ (36)	100%
Beginning Fund Balance		\$ 69			
Net Change in Operations	\$ (9)	\$ 19	\$ (46)		
Ending Fund Balance		\$ 88			

**Q All Operating Funds Summary
(in thousands)**

FY2019 Forecast/Revised Budget	Education & General	Auxiliary Enterprises	Designated Operations	Service Departments		Total
Revenue	\$ 42,273	\$ 6,812	\$ 549	\$ 125		\$ 49,760
Expenditures	\$ 42,305	\$ 6,297	\$ 378	\$ 141		\$ 49,122
Net Transfers (In)/Out	\$ (42)	\$ 8	\$ 93	\$ (36)		\$ 23
Beginning Fund Balance	\$ 7,813	\$ 9,021	\$ 572	\$ 69		\$ 17,475
Net Change in Operations	\$ 10	\$ 507	\$ 79	\$ 19		\$ 615
Ending Fund Balance	\$ 7,823	\$ 9,528	\$ 651	\$ 88		\$ 18,091
% fund balance	18.5%					
FY2019 Approved Budget						
	Education & General	Auxiliary Enterprises	Designated Operations	Service Departments		Total
Revenue	\$ 40,975	\$ 6,812	\$ 504	\$ 125		\$ 48,416
Expenditures	\$ 42,143	\$ 6,170	\$ 374	\$ 141		\$ 48,829
Net Transfers (In)/Out	\$ 120	\$ (138)	\$ 93	\$ (36)		\$ 39
Beginning Fund Balance	\$ 7,813	\$ 9,021	\$ 572	\$ 69		\$ 17,475
Net Change in Operations	\$ (1,288)	\$ 780	\$ 92	\$ 19		\$ (396)
Ending Fund Balance	\$ 6,525	\$ 9,802	\$ 665	\$ 88		\$ 17,080
% fund balance	15.9%					
FY2019 Actuals as of 12/31/18 (Q2)						
	Education & General	Auxiliary Enterprises	Designated Operations	Service Departments		Total
Revenue	\$ 27,873	\$ 3,717	\$ 352	\$ 62		\$ 32,004
Expenditures	\$ 19,747	\$ 2,677	\$ 216	\$ 108		\$ 22,747
Net Transfers (In)/Out	\$ 6	\$ (72)	\$ 40	\$ -		\$ (26)
Fund Additions/Change in Fixed Assets		\$ -		\$ -		\$ -
Net Change in Operations	\$ 8,120	\$ 1,112	\$ 97	\$ (46)		\$ 9,283
FYE 2018 Actual@ June 30th (Q4)						
	Education & General	Auxiliary Enterprises	Designated Operations	Service Departments		Total
Revenue	\$ 41,217	\$ 6,763	\$ 581	\$ 145		\$ 48,706
Expenditures	\$ 40,222	\$ 6,542	\$ 385	\$ 161		\$ 47,310
Net Transfers (In)/Out	\$ 173	\$ (170)	\$ 118	\$ (22)		\$ 99
Beginning Fund Balance	\$ 6,991	\$ 8,386	\$ 495	\$ 72		\$ 15,944
Fund Additions/Change in Fixed Assets		\$ 245	\$ -	\$ (10)		
Net Change in Operations	\$ 822	\$ 635	\$ 78	\$ (3)		\$ 1,532
Ending Fund Balance	\$ 7,813	\$ 9,021	\$ 572	\$ 69		\$ 17,475
% fund balance	18.96%					
Ending Cash Balance		\$ 5,159	\$ 560	\$ 54		

E&G Forecast after Q2

	FY19 Approved Budget	FY19 Revised Budget	FY19 YE Forecast after Q2	\$ change revised to forecast	Notes
Revenue					
Student Fees	\$ 19,034	\$ 19,085	\$ 20,298	\$ 1,213	1
State/Government Appropriations	\$ 21,156	\$ 21,118	\$ 20,995	\$ (123)	2
Gifts Grants and Contracts	\$ 216	\$ 329	\$ 329	\$ -	
Investment/Interest Income	\$ 370	\$ 435	\$ 435	\$ -	
Sales and Service	\$ 166	\$ 169	\$ 169	\$ -	
Other Revenue	\$ 33	\$ 47	\$ 47	\$ -	
Total Revenue	\$ 40,975	\$ 41,183	\$ 42,273	\$ 1,090	3
Expenses					
Wages/OPE	\$ 33,816	\$ 34,165	\$ 34,158	\$ (7)	4
Services and supplies	\$ 8,793	\$ 8,649	\$ 8,656	\$ 7	4
Capital Outlay	\$ 352	\$ 325	\$ 325	\$ -	
Internal Sales	\$ (818)	\$ (834)	\$ (834)	\$ -	
Total Expenses	\$ 42,143	\$ 42,305	\$ 42,305	\$ -	
Net Transfers	\$ 120	\$ (42)	\$ (42)	\$ -	
TOTAL Expenditures/Transfers	\$ 42,263	\$ 42,263	\$ 42,263	\$ -	
Net Change from Operations	\$ (1,168)	\$ (1,122)	\$ (32)	\$ 1,090	
Net Increase (Decrease)	\$ (1,288)	\$ (1,080)	\$ 10	\$ 1,090	5
Beginning Fund Balance	\$ 7,462	\$ 7,813	\$ 7,813		
Ending Fund Balance	\$ 6,174	\$ 6,733	\$ 7,823		
Fund Balance as a % of Revenue	15.07%	16.35%	18.51%		
Months of Operating	1.85	1.91	2.22		

NOTES: Revised budget to Forecast

- (1) Refinement of credit hour x rate increased projected student fee revenue, plus 1% enrollment growth & OSU @ \$570
- (2) Actual after fall true up from 2017-18 performance
- (3) Represents a 2.7% increase in overall revenue
- (4) Wages/OPE budget reallocated for services and supplies expenditures
- (5) Overall increase in revenue budget, reduces projected YE use of fund balance to create near breakeven

As of December 31, 2018
Q2 All Operating Funds Summary
Summary All Funds
(in thousands)

	FYE 18 Actuals	FY19 YE Forecast	FY18 Q2 Actuals	FY19 Q2 Actuals	\$ change YTD Prior Year	% Change
Revenue						
Student Fees	\$ 20,926	\$ 22,199	\$ 15,287	\$ 15,886	\$ 599	3.92%
State/Government Appropriations	\$ 21,091	\$ 21,397	\$ 12,552	\$ 12,734	\$ 182	1.45%
Gifts Grants and Contracts	\$ 488	\$ 480	\$ 207	\$ 385	\$ 178	85.99%
Interest Income	\$ 479	\$ 453	\$ 218	\$ 283	\$ 65	29.82%
Sales and Service	\$ 4,990	\$ 4,724	\$ 2,551	\$ 2,559	\$ 8	0.31%
Other Revenue	\$ 551	\$ 354	\$ 122	\$ 86	\$ (36)	-29.51%
Internal Sales	\$ 180	\$ 152	\$ 76	\$ 71	\$ (5)	-6.58%
Total Revenue	\$ 48,705	\$ 49,759	\$ 31,013	\$ 32,004	\$ 991	3.20%
Expenses						
Wages/OPE	\$ 33,481	\$ 35,569	\$ 14,980	\$ 15,780	\$ 800	5.34%
Services and supplies	\$ 12,823	\$ 12,957	\$ 5,958	\$ 6,236	\$ 278	4.67%
Capital Outlay	\$ 639	\$ 376	\$ 194	\$ 368	\$ 174	89.69%
Student Aid	\$ 337	\$ 412	\$ 113	\$ 128	\$ 15	13.27%
Merchandise Resale	\$ 18	\$ 16	\$ 11	\$ 17	\$ 6	54.55%
Internal Sales	\$ (762)	\$ (834)	\$ (313)	\$ (169)	\$ 144	-46.01%
Depreciation	\$ 775	\$ 628	\$ 390	\$ 388	\$ (2)	-0.51%
Total Expenses	\$ 47,311	\$ 49,124	\$ 21,333	\$ 22,748	\$ 1,415	6.63%
NET Transfers	\$ 98	\$ 22	\$ (180)	\$ (26)		
Increase (Decrease) Operating	\$ 1,296	\$ 613	\$ 9,860	\$ 9,282		

NOTES: Variance in Actuals Year over Year

See individual fund charts for details of variances.

As of December 31 2018
 Q2 E&G Summary
 Quarterly Management Report - Q2
 (in thousands)

	FYE 18 Actuals	FY19 Approved Budget	FY19 Revised Budget	Year End Forecast	\$ change approved budget to Adjusted	FY18 Q2 Actuals	FY19 Q2 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue										
Student Fees	\$ 19,280	\$ 19,034	\$ 19,085	\$ 20,298	\$ 51	\$ 14,193	\$ 14,691	\$ 498	4%	(1)
State/Government Appropriations	\$ 20,689	\$ 21,156	\$ 21,118	\$ 20,995	\$ (38)	\$ 12,351	\$ 12,533	\$ 182	1%	(2)
Gifts Grants and Contracts	\$ 315	\$ 216	\$ 329	\$ 329	\$ 113	\$ 148	\$ 264	\$ 116	78%	(3)
Investment/Interest Income	\$ 459	\$ 370	\$ 435	\$ 435	\$ 65	\$ 208	\$ 274	\$ 66	32%	(4)
Sales and Service	\$ 162	\$ 166	\$ 169	\$ 169	\$ 3	\$ 81	\$ 83	\$ 2	2%	
Other Revenue	\$ 312	\$ 33	\$ 47	\$ 47	\$ 14	\$ 30	\$ 28	\$ (2)	-7%	
Total Revenue	\$ 41,217	\$ 40,975	\$ 41,183	\$ 42,273	\$ 208	\$ 27,011	\$ 27,873	\$ 862	3.19%	
Expenses										
Wages/OPE	\$ 31,974	\$ 33,816	\$ 34,165	\$ 34,158	\$ 349	\$ 14,259	\$ 15,137	\$ 878	6%	(5)
Services and supplies	\$ 8,474	\$ 8,793	\$ 8,649	\$ 8,656	\$ (144)	\$ 4,315	\$ 4,481	\$ 166	4%	
Capital Outlay	\$ 534	\$ 352	\$ 325	\$ 325	\$ (27)	\$ 155	\$ 294	\$ 139	90%	(6)
Internal Sales	\$ (760)	\$ (818)	\$ (834)	\$ (834)	\$ (16)	\$ (312)	\$ (165)	\$ 147	-47%	(7)
Total Expenses	\$ 40,222	\$ 42,143	\$ 42,305	\$ 42,305	\$ 162	\$ 18,417	\$ 19,747	\$ 1,330	7%	
Net Transfers	\$ 173	\$ 120	\$ (42)	\$ (42)	\$ (162)	\$ (147)	\$ 6	\$ 153	-104%	(8)
Total Expenditures/Transfers	\$ 40,395	\$ 42,263	\$ 42,263	\$ 42,263	\$ -	\$ 18,270	\$ 19,753	\$ 1,483	8%	
Net Increase (Decrease) in Fund Balance	\$ 822	\$ (1,288)	\$ (1,080)	\$ 10	\$ 208	\$ 8,741	\$ 8,120	\$ (621)		(9)
Beginning Fund Balance	\$ 6,991	\$ 7,813	\$ 7,813	\$ 7,813						
Ending Fund Balance	\$ 7,813	\$ 6,525	\$ 6,733	\$ 7,823						
Fund Balance as a % of Revenue	18.96%	15.92%	16.35%	18.51%						
Months of Operating	2.32	1.85	1.91	2.22						

NOTES: Variance in Actuals Year over Year

- (1) Revenue increase is a result in enrollment and tuition increases
- (2) Net change due to settle up funding, as well as 49/51 biennial split of distribution and ETSF
- (3) Unbudgeted revenue received from the EOU Foundation for a piano and art equipment
- (4) Increase due to interest earnings from PUF distribution.
- (5) Wages are up due to planned salary increases and related ope expenditures, EOU is also experiencing less turnover (vacancy savings)
- (6) Unplanned piano and art equipment purchase (offsetting revenue)
- (7) Q2FY19 Internal Sales transaction was not completed until Q3, accounting for this there is no variance in Q2FY19.

As of December 31, 2018
Q2- Auxiliary Summary
Quarterly Management Report - Q2

	FYE 18 Actuals	2019 Approved Budget	2019 Revised Budget	FY18 Q2 Actuals	FY19 Q2 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue								
Student Fees	\$ 1,616,820	\$ 1,871,925	\$ 1,871,925	\$ 1,081,603	\$ 1,177,566	\$ 95,963	9%	1
State Allocations (Lottery)	\$ 401,827	\$ 401,828	\$ 401,828	\$ 200,913	\$ 200,914	\$ 1	0%	
Investments & Interest	\$ 11,029	\$ 10,550	\$ 10,550	\$ 5,779	\$ 3,593	\$ (2,186)	-38%	2
Sales and Services	\$ 4,597,232	\$ 4,358,421	\$ 4,358,421	\$ 2,333,127	\$ 2,297,284	\$ (35,843)	-2%	3
Other Revenue	\$ 132,652	\$ 169,775	\$ 169,775	\$ 52,163	\$ 33,571	\$ (18,592)	-36%	4
Internal Sales	\$ 3,643	\$ -	\$ -	\$ 3,280	\$ 4,215	\$ 935	29%	
Total Revenue	\$ 6,763,203	\$ 6,812,499	\$ 6,812,499	\$ 3,676,866	\$ 3,717,144	\$ 40,278	1%	
Expenses								
Wages and OPE	\$ 1,274,042	\$ 1,262,023	\$ 1,160,051	\$ 605,746	\$ 531,660	\$ (74,086)	-12%	5
Services and Supplies	\$ 4,094,795	\$ 3,904,982	\$ 4,058,481	\$ 1,553,290	\$ 1,587,863	\$ 34,572	2%	6
Capital Expense	\$ 54,204	\$ 21,000	\$ 26,950	\$ 29,563	\$ 35,345	\$ 5,782	20%	7
Student Aid	\$ 336,777	\$ 401,828	\$ 411,828	\$ 112,839	\$ 127,962	\$ 15,123	13%	8
Merchandise/Resale	\$ 17,474	\$ 6,600	\$ 16,100	\$ 10,750	\$ 13,275	\$ 2,525	23%	9
Internal Sales Reimbursement	\$ (2,155)	\$ -	\$ -	\$ (189)	\$ (4,663)	\$ (4,474)	2369%	10
Depreciation	\$ 767,336	\$ 573,774	\$ 624,051	\$ 383,082	\$ 385,397	\$ 2,315	1%	
Total Expenses	\$ 6,542,474	\$ 6,170,207	\$ 6,297,461	\$ 2,695,081	\$ 2,676,839	\$ (18,242)	-1%	
						\$ -		
Net Change from Operations	\$ 220,730	\$ 642,292	\$ 515,038	\$ 981,785	\$ 1,040,305	\$ 58,520	6%	
Transfers In	\$ (782,175)	\$ (270,000)	\$ (280,710)	\$ (441,465)	\$ (109,500)	\$ 331,965	-75%	11
Transfers Out	\$ 612,299	\$ 131,870	\$ 288,857	\$ 414,615	\$ 37,750	\$ (376,865)	-91%	11
Net Transfers	\$ (169,876)	\$ (138,130)	\$ 8,147	\$ (26,850)	\$ (71,750)	\$ (44,900)		
Total Expenditures/Transfers	\$ 6,372,598	\$ 6,032,077	\$ 6,305,608	\$ 2,668,230	\$ 2,605,089	\$ (63,142)	-2%	
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	\$ 1,008,635	\$ 1,112,055	\$ 103,420		
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 Year over Year

- (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 due to less cash in the health service and incidental fees funds.
- (3) As budgeted, conference income is down from FY18, mostly related to the wrestling camp and the sale of the residence in FY18.
- (4) Recreation reimbursements from summer camps are down from FY18.
- (5) Compensation for two trainers have been moved from Auxiliary funds to E&G. Transfer Out to E&G offsets the reduction.
- (6) Service and Supplies are up due to camp expenses.
- (7) Increase in capital expenditures is related to Athletics equipment purchases, including soccer shelters.
- (8) Increase in student aid allocations of lottery funds for athletics.
- (9) Additional resale purchases for athletic concessions.
- (10) Variance is due to internal allocation of expenses for use of the Athletics van.
- (11) Timing of planned transfer in for Athletics from Designated Operations Funds.

As of December 31, 2018
Q2 Designated Operations Summary
Quarterly Management Report - Q2

	FYE 18 Actuals	2019 Approved Budget	2019 Revised Budget	FY18 Q2 Actuals	FY19 Q2 Actuals	\$ change YTD Prior Year % Change		Notes:
Revenue								
Student Fees	\$ 29,343	\$ 32,200	\$ 29,400	\$ 12,119	\$ 17,857	\$ 5,738	47%	1
Gifts Grant and Contracts	\$ 173,137	\$ 159,370	\$ 151,000	\$ 59,420	\$ 120,459	\$ 61,039	103%	2
Investments & Interest	\$ 9,840	\$ 7,005	\$ 7,460	\$ 4,394	\$ 5,206	\$ 812	18%	
Sales and Services	\$ 214,732	\$ 136,180	\$ 181,580	\$ 127,622	\$ 169,866	\$ 42,244	33%	3
Other Revenue	\$ 96,905	\$ 118,258	\$ 133,456	\$ 38,061	\$ 15,114	\$ (22,947)	-60%	4
Internal Sales	\$ 56,646	\$ 50,800	\$ 46,500	\$ 22,352	\$ 23,369	\$ 1,017	5%	5
Total Revenue	\$ 580,604	\$ 503,813	\$ 549,396	\$ 263,968	\$ 351,872	\$ 87,904	33%	
Expenses								
Wages and OPE	\$ 182,040	\$ 204,157	\$ 197,388	\$ 89,789	\$ 73,686	\$ (16,103)	-18%	6
Services and supplies	\$ 159,704	\$ 145,965	\$ 156,615	\$ 49,440	\$ 123,524	\$ 74,084	150%	7
Capital Expense	\$ 43,123	\$ 24,000	\$ 24,000	\$ 10,375	\$ 14,441	\$ 4,066	39%	8
Merchandise-Resale	\$ 311	\$ 100		\$ -	\$ 4,115	\$ 4,115	100%	9
Total Expenses	\$ 385,178	\$ 374,222	\$ 378,003	\$ 149,605	\$ 215,767	\$ 62,047	41%	
						\$ -		
Net Change from Operations	\$ 195,426	\$ 129,591	\$ 171,393	\$ 114,364	\$ 136,105	\$ 21,741	19%	
Transfers In	\$ (66,156)	\$ (137,600)	\$ (25,722)	\$ (9,111)	\$ (10,765)	\$ (1,654)	18%	10
Transfers Out	\$ 183,936	\$ 174,915	\$ 118,315	\$ 3,461	\$ 50,317	\$ 46,856	1354%	10
Net Transfers	\$ 117,780	\$ 37,315	\$ 92,593	\$ (5,650)	\$ 39,552	\$ 45,201	-800%	
Total Expenditures/Transfers	\$ 502,959	\$ 411,537	\$ 470,596	\$ 143,955	\$ 255,319	\$ 107,249	75%	
Fund Additions	\$ -							
Net Increase (Decrease) in Fund Balance	\$ 77,645	\$ 92,276	\$ 78,800	\$ 120,013	\$ 96,553	\$ (23,460)		
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 Year over Year

- (1) Conference/short course and field trip fees are up in FY19.
- (2) Increase in gifts related to the Home Town Hero (HTH) program and Cycle Oregon Donation
- (3) Increase in camp/clinic revenue and event income in FY19.
- (4) Reduced reimbursement from Barnes and Noble due to changes in personnel.
- (5) Increase in copy service internal sales.
- (6) Prior year included additional temporary employees which were not needed in FY19.
- (7) Timing of payment of conference meals in FY18, 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 December 31, 2018
 Q2 Service Departments Summary
 Quarterly Management Report - Q2

	FYE 18 Actuals	2019 Revised Budget	FY18 Q2 Actuals	FY19 Q2 Actuals	\$ change YTD Prior Year	% Change	Notes:
Revenue							
Sales and Service	\$ 15,469	\$ 15,500	\$ 9,246	\$ 8,653	\$ (593)	-6%	1
Other Revenue	\$ 9,776	\$ 2,675	\$ 2,317	\$ 9,473	\$ 7,156	309%	2
Internal Sales	\$ 119,574	\$ 107,000	\$ 50,768	\$ 43,597	\$ (7,171)	-14%	3
Total Revenue	\$ 144,820	\$ 125,175	\$ 62,331	\$ 61,723	\$ (608)	-1%	
Expenses							
Wages and OPE	\$ 51,015	\$ 53,729	\$ 25,019	\$ 37,600	\$ 12,581	50%	4
Services and supplies	\$ 94,388	\$ 85,775	\$ 39,412	\$ 44,010	\$ 4,598	12%	5
Capital Outlay	\$ 7,674	\$ -	\$ -	\$ 23,750	\$ 23,750	0%	6
Internal Sales Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Depreciation	\$ 7,521	\$ 1,718	\$ 7,052	\$ 2,448	\$ (4,604)	-65%	7
Total Expenses	\$ 160,597	\$ 141,222	\$ 71,483	\$ 107,807	\$ 36,324	51%	
Net Change from Operations	\$ (15,777)	\$ (16,047)	\$ (9,153)	\$ (46,085)	\$ (36,932)	403%	
Transfers In	\$ (22,274)	\$ (35,519)	\$ -	\$ -	\$ -	0%	
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
Net Transfers	\$ (22,274)	\$ (35,519)	\$ -	\$ -	\$ -		
Total Expenditures/Transfers	\$ 138,323	\$ 105,703	\$ 71,483	\$ 107,807	\$ 36,324	50.8%	
Instruction Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund Additions	\$ -						
Change in Fixed Assets	\$ (9,875)			\$ -			
Net Increase (Decrease) in Fund Bal	\$ (3,378)	\$ 19,472	\$ (9,153)	\$ (46,085)	\$ (36,932)		
Beginning Fund Balance	\$ 72,232	\$ 68,855					
Ending Fund Balance	\$ 68,855	\$ 88,327					
YE Cash Balance	\$54,290						

NOTES: Variance in Actuals Year over Year

- (1) Slight decrease in Library Copy Service revenue in FY19.
- (2) Increase in surplus property sales in FY19.
- (3) Decrease in motor pool internal sales and audio visual.
- (4) Increase related to classified salary increase, overtime and ope increases
- (5) Increase related to car pool and surplus property sales expenses.
- (6) Capital outlay increased due to equipment purchased for facilities from the surplus property fund.
- (6) Depreciation aligned with appropriate fund in FY19.