



Board of Trustees of Eastern Oregon University DRAFT Finance and Administration Work Plan

April 2015:

- Review Committee Charter
- Review Committee Work Plan

June 2015

- Recommend Committee Charter Approval to Board
- Recommend Committee Work Plan Approval to Board
- Review EOU Annual Budget Report Summary
- Review Proposed FY 15-16 Operating Budget

July 2015 (telephonic)

- Recommend FY 15-16 Operating Budget Approval to Board
- Approve Internal Audit Firm Selection

September 2015

- Review and Approve Internal Audit Annual Work Plan
- Review and Approve Budget/Management Reporting Format
- Review FY15 Financial Ratios
- Review EOU Purchasing Policies/Processes

October 2015

- Annual Financial Statement Analysis for FY15
- Enrollment Update
- Review and Approve Updated FY 15-16 Budget (if necessary due to enrollment)
- Review FY16 Cash Projections

November 2015 (telephonic)

- Internal Audit Update
- Shared Services Update
- Review Q1 Management Report
- Review EOU Annual Budget Report Summary

December 2015

- No meeting

January 2016

- Consider Tuition-setting Process



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- Winter Enrollment Update
- Internal Audit Update

February 2016 (telephonic)

- Review Q2 Management Report
- Legislative Update (if necessary)

March 2016 (telephonic)

- Discuss Initial Tuition Proposals for AY16-17

April 2016

- Review Final Tuition Proposals for AY16-17
- Spring Enrollment Update
- Internal Audit Update
- Review External Audit Scope and Work Plan

May 2016 (telephonic)

- Recommend AY16-17 Tuition Levels to Board
- Review and Approve Q3 Management Report
- Review Proposed FY17 Annual Operating Budget

June 2016

- Recommend FY17 Operating Budget to Board

July & August 2016

- No meeting, unless necessary