



## **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
- Recommend 2015-16 Tuition Proposal to Board
- Discuss FY15 Year-end Results
- Review FY16 Preliminary Budget
- Discuss Annual Committee Meeting Schedule

### **July 2015 (telephonic)**

- Recommend FY16 Operating Budget Approval to Board (if needed)
- Approve Internal Audit Firm Selection
- Approve Annual Committee Meeting Schedule

### **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
- Outcomes Based Funding Model Review
- Review EOU Annual Budget Report Summary

### **October 2015**

- Annual Financial Statement Analysis for FY15
- Enrollment Update
- Information Technology Recent Project Overview
- Facilities & Planning Overview and Recent Project Overview
- Review and Approve Updated FY16 Budget (if necessary due to enrollment)
- Review FY16 Cash Projections
- Discuss Revenue-based Budget Model

### **November 2015 (telephonic)**

- Internal Audit Update
- Shared Services Update
- Review Q1 Management Report



EASTERN OREGON  
UNIVERSITY

- Review EOU Annual Budget Report Summary
- Budget Planning/Modeling for FY17 and FY18

#### **December 2015**

- No meeting

#### **January 2016**

- Consider Tuition-setting Process
- Winter Enrollment Update
- Internal Audit Update
- Continued Budget Modeling Discussion for FY17 and FY18

#### **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
- Review Year-end forecast for FY16 (if needed)

#### **July & August 2016**

- No meeting, unless necessary