TO: University Budget Committee
FROM: Lee Lindsey
DATE: December 5, 2008
RE: Quarterly Management Reports for Q1 of 2008-09

Introduction:
The 2008-09 Humboldt State University Quarterly Management Reports for the quarter ending September 30, 2008 are attached. The purpose of the management reports is to provide a simple, summarized view of our year-to-date performance on a recurring basis, to provide a report that is consistent across all Divisions, and to identify potential issues. The quarterly management reports focus on the budgeted operations of the University.

Report format:
The report is formatted with several columns showing 2008-09 financial status and with 2007-08 performance included as reference. The 2007-08 comparisons are useful especially for assessing the quarterly results. Following is a recap of the columns in the report:

Revised Annual Budget – Shows the annual budget, including one-time adjustments for encumbrances and divisional roll forward budgets, and other budget adjustments that occurred through September 30.

Q1 YTD Actuals – shows the first quarter actual sources and uses of funds.

% of Budget Earned/Spent - Calculates the percent of the revised annual budget that was realized during the first quarter.

2008-09 % Change From Last Yr Bud – Calculates the percent increase or decrease in the revised annual budget from last year to the current year (i.e. The revenue budget increased by 2%).

2008-09 % Change From Last Yr Q1 Actuals – Calculates the percent increase or decrease in the first quarter actuals from 2007-08 to 2008-09 (i.e. This quarter’s revenue is 3% higher than the first quarter of last year).

Notes - In the far right column, notes have been added to provide additional information. Some notes refer to “timing”, which generally means that the variance appears to be due to the timing of the management report (i.e. An expense occurred in the first quarter of last year, but didn’t occur until the second quarter of this year).

The rows of the report are defined as follows:

Enrollment by FTES - Shows the resident and non-resident full-time equivalent student budgets and the actuals by term.
Sources – On the summary page, shows sources of funding by budget category, and on the detail pages shows the type of revenue, such as student fees and state appropriations.

Uses – Shows uses or expenditures of funds.

Net Operating Increase (Decrease) – Calculates the difference between sources and uses of funds.

Budget Categories:
The budgets that are shown on the report are broken into four general budget categories:

State Funds - State funds are comprised primarily of state appropriations from the State of California, student fees, and non-resident tuition.

Miscellaneous Other Funds - Miscellaneous other funds include Athletics, certain student fees, California Lottery, and other funds that are not a part of State Funds, Self Support Enterprises, or Auxiliary Organizations.

Self Support Enterprises - Also known as Auxiliary Enterprises. In addition to HSU’s operating fund, this report also discusses the budgets for the auxiliary enterprises—Extended Education, Housing, and Parking. Auxiliary enterprises are self-supporting dedicated local funds that are intrinsic operations supporting the principal mission of the University.

Auxiliary Organizations - Humboldt State University also has four auxiliary organizations on its campus—Associated Students of Humboldt State University, Humboldt State University Advancement Foundation, Humboldt State University Sponsored Programs Foundation, and the Humboldt State University Center. These auxiliary organizations are essential functions of the University but are separate 501(c)3 designated not-for-profit corporations with their own governing boards. These governing boards approve and monitor the budgets and policies for the corporation. The President approves the annual budget of each auxiliary and the respective Vice President also oversees their operations. The auxiliary organizations exist to support the principal mission of the University. For that purpose, this report includes information on these separate corporations to help the campus understand the magnitude of their support function.

Since these are the first quarterly management reports, we are in the process of adjusting to the reporting deadlines, working with the campus to improve our processes for future reports, and are still adjusting the report format. After reviewing the management reports, please contact the University Budget Office with any questions, comments or suggestions for improving these reports.