

**West Virginia University Board of Governors  
Finance Committee  
June 14, 2012  
11:00 am - Grand Hall Erickson Alumni Center**

**Agenda**

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Mr. Larry Salyers, Chair  
Mr. L. Vincent Williams, Vice Chair  
Mrs. Millie Booker  
Mr. Larry Rowe  
Mr. Tom Susman  
Mr. Gary Swingle

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- I. Call to Order
- II. Approval of Agenda
- III. Review Year-to-Date 2012 E&G Budget
- IV. Update Year-to-Date Auxiliary Account Activity
- V. Update regarding additional \$750,000 HEPC funding
- VI. KVCTC status update with discussion regarding revenue impact to WVSU
- VII. Adjournment

**University - E&G Budget**  
**FY 2012 Budget / Actual Expenditures 05/31/12**

Department

Department	Salaries & Benefits			%	Supplies & Other Services			%	Total			%
	Budget	Actual	Difference		Budget	Actual	Difference		Budget	Actual	Difference	
General Revenue	10,927,589	10,927,589	0	100.00%					10,927,589	10,927,589	0	100.00%
Tuition Revenue	9,600,000	9,627,084	(27,084)	100.28%					9,600,000	9,627,084	(27,084)	100.28%
Transfers from R&D Corp to Academic Affairs	513,362		513,362	0.00%					513,362	0	513,362	0.00%
<b>Sub Total of Revenues</b>	<b>21,040,951</b>	<b>20,554,673</b>	<b>486,278</b>	<b>97.69%</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>21,040,951</b>	<b>20,554,673</b>	<b>486,278</b>	<b>97.69%</b>
Academic Affairs	11,603,369	8,920,704	2,682,665	76.88%	411,003	455,856	(44,853)	110.91%	12,014,372	9,376,560	2,637,812	78.04%
Student Affairs	1,539,067	1,477,760	61,307	96.02%	725,622	740,478	(14,856)	102.05%	2,264,689	2,218,238	46,451	97.95%
President's Area	544,763	501,295	43,468	92.02%	305,689	281,523	24,166	92.09%	850,452	782,818	67,634	92.05%
Admin. Services	1,014,334	1,001,933	12,401	98.78%	437,725	284,903	152,822	65.09%	1,452,059	1,286,836	165,223	88.62%
Phy Fac Net of Transfers	2,244,050	1,934,812	309,238	86.22%	583,038	850,565	(267,527)	145.88%	2,827,088	2,785,376	41,712	98.52%
Institutional Adv.	234,414	251,373	(16,959)	107.23%	169,926	197,451	(27,525)	116.20%	404,340	448,824	(44,484)	111.00%
Finance	1,061,024	967,101	93,923	91.15%	153,683	160,799	(7,116)	104.63%	1,214,707	1,127,899	86,808	92.85%
College Wide:	42,500	27,660	14,841	65.08%					42,500	27,660	14,841	65.08%
Current Expense & Tsfs					1,567,352	1,216,375	350,977	77.61%	1,567,352	1,216,375	350,977	77.61%
KVCTC Service Agreement					(1,600,000)	(1,466,667)	(133,333)	91.67%	(1,600,000)	(1,466,667)	(133,333)	91.67%
Net College Wide	42,500		14,841		(32,648)	(250,292)	217,644		9,852	(222,632)	232,484	
<b>Sub Total of Expenses</b>	<b>18,283,521</b>	<b>15,054,977</b>	<b>3,200,885</b>	<b>82.34%</b>	<b>2,754,038</b>	<b>2,721,284</b>	<b>32,754</b>	<b>98.81%</b>	<b>21,037,559</b>	<b>17,803,920</b>	<b>3,233,639</b>	<b>84.63%</b>
<b>Grand Total</b>	<b>2,757,430</b>	<b>5,499,696</b>	<b>(2,714,607)</b>		<b>2,754,038</b>	<b>2,721,284</b>	<b>32,754</b>		<b>3,392</b>	<b>2,750,753</b>	<b>(2,747,361)</b>	

Footnotes:

- 92% is the target for May activity compared to Budgets
- Service Agreement with KVCTC is paid up thru May
- In May \$ 121,354 was in Revenue clearing
- We did receive 4th quarter state appropriation of 3.6m on April 1
- 9 month faculty paid in July/Aug actual cost \$1.4 million
- Estimated cost of 1 session summer school - \$50,000

**University - All Funds Budget  
FY 2012 Budget / Actual Expenditures 05/31/12**

Type of Funds	A	B	C		%	E	F	G	%	H	I	J	%	K	L	M	%	N
	Beginning Balance As of July 1, 2011	Budget	Total Revenue Actual	Difference		Budget	Salaries & Benefits Actual	Difference		Budget	Supplies & Other Services Actual	Difference		Total Expense Budget Actual	Difference	Ending Balance 5/31/2012		
<b>0373</b> State Appropriations:																		
For University and Land Grant Match		12,835,589	12,835,589	0	100.00%	10,927,589	8,365,585	2,562,004	76.55%	1,908,000	1,826,511		95.73%	12,835,589	10,192,096	2,643,493	79.40%	2,643,493
<b>4611</b> Tuition and Fees:																		
50 some sub-funds																		
	1,460,689	12,477,415	12,733,479	-256,064	102.05%	7,950,790	7,092,629	858,161	89.21%	5,555,870	5,267,996	287,874	94.82%	13,506,660	12,360,625	1,146,035	91.52%	1,833,543
<b>4612</b> Auxiliary Fees:																		
Bookstore, Housing, Dining Athletics, Public Safety																		
	1,214,003	8,656,747	7,358,415	1,298,333	85.00%	2,332,301	2,329,778	2,523	99.89%	6,730,684	5,202,524	1,528,160	77.30%	9,062,985	7,532,302	1,530,683	83.11%	1,040,115
<b>4613</b> Capital Fees:																		
Capital Activity																		
Transfers from HEPC	1,182,304	1,230,000	1,208,331	21,669	98.24%	50,000	37,090	12,910	74.18%	16,481,000	1,438,178	15,042,822	8.73%	16,531,000	1,475,268	15,055,732	8.92%	
		16,204,777	470,883	15,733,894	2.91%													
<b>Grand Total</b>	<b>1,182,304</b>	<b>17,434,777</b>	<b>1,679,213</b>	<b>15,755,564</b>	<b>9.63%</b>	<b>50,000</b>	<b>37,090</b>	<b>12,910</b>	<b>74.18%</b>	<b>16,481,000</b>	<b>1,438,178</b>	<b>15,042,822</b>	<b>8.73%</b>	<b>16,531,000</b>	<b>1,475,268</b>	<b>15,055,732</b>	<b>8.92%</b>	<b>1,386,249</b>
<b>4614</b> State Grants:																		
	316,859	2,597,053	2,687,659	-90,606	103.49%	167,498	145,698	21,800	86.99%	2,490,787	2,355,152	135,635	94.55%	2,658,285	2,500,850	157,435	94.08%	503,668
<b>8775</b> Federal Funds:																		
	125,096	1,346,520	1,144,931	201,589	85.03%	831,197	704,069	127,128	84.71%	546,037	486,289	59,748	89.06%	1,377,234	1,190,357	186,877	86.43%	79,670
<b>Grand Total</b>	<b>4,298,951</b>	<b>55,348,101</b>	<b>38,439,285</b>	<b>16,908,816</b>		<b>22,259,375</b>	<b>18,674,849</b>	<b>3,584,526</b>		<b>33,712,378</b>	<b>16,576,649</b>	<b>17,054,240</b>		<b>55,971,753</b>	<b>35,251,498</b>	<b>20,720,255</b>		<b>7,486,738</b>

Note:

- Ending Balance = Columns A + C-L
- shaded area funds have a net activity of zero

- Fleming Hall Activity: -10,905 14,500,000 510,643 13,989,357

13,500,000 675,512 12,824,488 13,500,000 675,512 12,824,488 5.00% -175,774

**WVSU - SUMMARY PROJECTIONS OF E&G BUDGET  
 Labor & Expense Projections for End of Fiscal Year  
 FY 2012 Budget / Actual Expenditures 05/31/12**

<b>Ending Budget Balance As of May 31, 2012</b>	<b>3,233,639</b>	
Phy Facilities Central Services (May 2012)	120,000	
Project Labor to the end of June 30, 2012 (1 month)	<u>1,295,199</u>	1,818,440
Total Estimated Projected expenses thru 6/30/12 - (1 month)	142,290	
Service Agreement payments from KVCTC left (1 month)	(133,333)	
Plus: 9 months faculty paid in July & August	1,400,000	
One Session of Summer School Estimate	<u>50,000</u>	<u>1,458,957</u>
<b>Estimated Budget Balance at Year Ending June 30, 2012</b>		<b>\$359,483</b>

West Virginia State University  
 Auxiliary Account Activity for FY 2012  
 Fund 4612

Fund Number	Fund Name	6/30/2011 Fund Balance	6/11/2012 Fund Balance	Net Activity*	6/30/2012 Estimated Balance
123610	U Student Union Operation	\$ 74,484.55	\$ 14,522.25	\$ (54,510.00)	\$ (39,987.75)
123710	U Housing	(737,005.51)	(1,247,121.17)	(22,000.00)	(1,269,121.17)
123810	U Dining Food Service	(504,220.06)	(603,691.78)	(100,000.00)	(703,691.78)
123980	U Athletics Current	(109,805.40)	(200,180.81)	(50,000.00)	(250,180.81)
123981	Athletic Enhancement Funds	152,390.88	179,083.67	-	179,083.67
125180	U Faculty Housing	(12,375.22)	15,927.92	(10,000.00)	5,927.92
125620	U Parking	(98,885.54)	(99,065.16)	(25,000.00)	(124,065.16)
129110	U Bookstore	2,449,419.09	2,958,822.55	(182,000.00)	2,776,822.55
	<b>Fund 4612 Balance</b>	<b>\$ 1,214,002.79</b>	<b>\$ 1,018,297.47</b>	<b>\$ (443,510.00)</b>	<b>\$ 574,787.47</b>

\*Net activity includes estimates of the following:  
 Revenue from student fees, KVCTC, rent, other sources  
 Payroll and other expenses

**ESTIMATED TOTAL SAVINGS FOR GORE HALL**

		<b>Gore Hall</b>
<b>CURRENT EXPENSES</b>		
Material Expense		\$ 16,951
Custodian Labor		39,917
Maintenance Labor		8,514
HVAC Labor		11,556
Utilities	Gas	9,332
	Electric	33,034
	Cable	1,245
	Water	4,643
<b>PERSONNEL</b>		
Resident Director*		37,408
Security Officer		23,951
Resident Assistants (3)**		<u>13,992</u>
<b>Estimated Total Savings</b>		<b>\$ 200,543</b>

\*Includes salary, benefits, and housing costs

\*\*Includes stipends (\$58/month for 8 months) and housing costs

	FALL 2010	SPRING 2011	SUMMER 2011	FALL 2011	SPRING 2012	SUMMER 2012	SUB TOTALS	ALL A/R	CURRENT & LAST 7 YRS
INSTATE TUITION	62,988.00	24,346.81	1,628.59	31,647.65	74,923.39	140,270.00	335,804.44	1,240,912.22	516,282.14
OUT OF STATE TUITION	10,023.00	1,525.00	2,419.00	9,672.00	25,941.66	11,832.00	61,412.66	117,983.64	238,739.08
METRO	-	-	-	-	1,048.00	10,963.00	12,011.00	12,011.00	12,011.00
GRAD	-	-	-	2,220.00	8,347.00	11,511.00	22,078.00	23,846.00	23,846.00
THIRD PARTY	-	-	-	-	136,554.50	21,902.00	158,456.50	158,456.50	158,456.50
FINANCIAL AID	103,795.19	89,050.00	-	61,109.50	10,746.18	-	264,700.87	868,827.99	631,276.49
SPECIAL EQUITY	2,087.61	680.00	-	1,647.25	2,794.20	180.00	7,389.06	12,967.56	12,967.56
EARLY ENROLLMENT	6,135.00	8,385.00	-	11,632.60	12,613.00	-	38,765.60	73,881.49	72,958.14
<b>SUB TOTALS</b>	<b>185,028.80</b>	<b>123,986.81</b>	<b>4,047.59</b>	<b>117,929.00</b>	<b>272,967.93</b>	<b>196,858.00</b>	<b>900,618.13</b>	<b>2,508,886.40</b>	<b>1,666,536.91</b>
ROOM	28,024.93	16,965.29	3,195.63	19,690.35	35,377.15	6,106.02	109,359.37	1,039,353.75	614,713.08
BOARD	31,562.86	16,738.23	-	21,704.96	27,754.61	24,300.00	122,060.66	980,693.39	571,201.93
BOOKS	2,872.12	1,778.64	-	2,174.68	10,785.10	500.00	18,110.54	173,600.32	91,936.40
PARKING	3,146.00	-	-	3,070.75	11,688.35	150.00	18,035.10	55,743.52	37,946.51
AUXILIARY	5,559.40	4,265.93	522.00	8,461.76	14,595.98	21,198.00	54,603.07	504,044.62	114,280.90
<b>GRAND TOTAL</b>	<b>256,194.11</b>	<b>163,734.90</b>	<b>7,765.22</b>	<b>173,031.50</b>	<b>373,149.12</b>	<b>248,912.02</b>	<b>1,222,786.87</b>	<b>5,262,322.00</b>	<b>3,096,615.73</b>

SPRING 2012 THIRD PARTY	
CAMC	
GRAD ASSISTANT	126,084.00
WV NATIONAL GUARD	
KANAWHA CO SCHOOL	
ARMY	
VERIZON	
VET VOC	
VOC REHAB	1,318.50
RESIDENTIAL SCHOLAR	
AMERICORP	2,700.00
FOUNDATION	
DC TAG	
WIA	
FLORIDA PREPAID	
TAA	
H.O.U.S.E.	
KY VOC REHAB	
J POINDEXTER	
USDA	
USDA - WVVSU	6,452.00
CASTEM	
ARMY - ROTC	
R&D CORP	
JOB CORP	
BARKER/NATIONWIDE	
<b>SPRING 2012 TOTAL</b>	<b>136,554.50</b>

SUMMER 2012 THIRD PARTY	
CAMC	
GRAD ASSISTANT	
WV NATIONAL GUARD	
KANAWHA CO SCHOOL	
ARMY	
VERIZON	
VET VOC	8,206.00
VOC REHAB	13,234.00
RESIDENTIAL SCHOLAR	
CHILLDREN'S HOME SOCIETY	462.00
FOUNDATION	
DC TAG	
WIA	
FLORIDA PREPAID	
TAA	
H.O.U.S.E.	
KY VOC REHAB	
J POINDEXTER	
USDA	
USDA - WVVSU	
CASTEM	
ARMY - ROTC	
R&D CORP	
JOB CORP	
BARKER/NATIONWIDE	
<b>SUMMER 2012 TOTAL</b>	<b>21,902.00</b>
<b>GRAND TOTALS</b>	<b>158,456.50</b>

**West Virginia University Board of Governors  
Audit Committee  
June 14, 2012  
12:00 p.m. - Grand Hall  
Erickson Alumni Center**

**Agenda**

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Mr. L. Vincent Williams, Chair  
Mr. Larry Salyers, Vice Chair  
Mrs. Millie Booker  
Mr. Larry Rowe  
Mr. Tom Susman  
Mr. Gary Swingle

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- I. Call to Order
- II. Approval of Minutes
- III. Approval of Agenda
- IV. Internal Review of Overtime
- V. Update on the Legislative Audit
- VI. Discussion on the areas for the next internal reviews
- VII. Adjournment



**West Virginia State University  
Internal Review - Overtime  
June 14, 2012**

**Overtime**

**Report Scope**

An internal review was performed on the internal controls of overtime. We interviewed personnel, reviewed and updated the written procedures for overtime, tested overtime timesheets, and strengthened any internal control weaknesses that were identified within the scope of the internal review.

**Internal Control Modifications**

**1. Information was incomplete or incorrect on timesheets**

- a. Four out of 15 forms tested did not have a date stamp. (27%)
- b. Six out of 15 forms tested did not have the cost center number written on them; however, the timesheets were processed from the correct cost center. (40%)
- c. Two out of 15 forms tested did not have the correct social security number on them. (13%)

We do not believe that these errors constitute a deficiency in internal controls.

*Recommendation*

- a. All timesheets need to be reviewed more stringently to ensure all information is complete and correct.

**Additional Notes**

- All overtime timesheets tested were properly approved with hours verified and payroll calculated correctly.
- For the time period tested, March 16 through May 16, 2012, there were 66 instances of overtime with \$12,491.54 paid to employees. During the same time period of 2011, March 16 through May 16, there were 90 instances of overtime with a total of \$19,574.85 paid to employees.