

West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Grand Hall
March 16, 2017
10:30 a.m. – 11:30 a.m.
Agenda

1. Call to Order and Roll Call – Committee Chair L. Vincent Williams, presiding
2. Verification of Appropriate Notice of Public Meeting Action 2
3. Review and Approval of Agenda Action 1
4. Review and Approval of Minutes of Previous Meeting Action 3
5. University Recommendations and Reports
 - 5.1 BOG Budget Report – January Information '*****7
6. Next Meeting Date – *April 27, 2017*
7. Adjournment

West Virginia State University
Finance Committee

Date/Time: 3/16/2017 -- 10:30 AM

Location:

West Virginia State University
Erickson Alumni Center
Grand Hall
Institute, WV

Purpose: To conduct the regular business of the Committee in preparation for the March 16, 2017 Board of Governors meeting.

Notes:

This is a compliant meeting.

Meeting was approved: 3/6/2017 8:23:24 AM

**West Virginia State University Board of Governors
Finance Committee
Erickson Alumni Center, Grand Hall
Minutes
January 26, 2017**

1. Call to Order and Roll Call

Mr. Swingle called the meeting of the West Virginia State University Board of Governors Finance Committee meeting to order at 10:35 a.m.

Present: Mr. Lipscomb, Dr. Smith, Mr. Swingle, and Mr. Williams, and Mr. C. Jones. Several members of the administration, faculty, and staff were also present.

2. Verification of Appropriate Notice of Public Meeting

Mr. Swingle announced the Verification of Appropriate Notice of Public Meeting.

3. Review and Approval of Agenda

Mr. Swingle asked for approval of the agenda. Dr. Smith moved to accept the agenda as submitted. Mr. Lipscomb seconded that motion. The motion passed.

4. Review and Approval of Minutes of Previous Meeting

Mr. Swingle asked for approval of the minutes of the previous meeting. Mr. Williams made the motion, and it was seconded by Mr. C. Jones. The motion passed.

5. University Recommendations and Reports

5.1 BOG Budget Report – Yearend BOG Report

Mrs. Kristi Williams referred to a handout which is formatted differently to show the entire financial spectrum of the University. She also spoke about the regular report presented by Mr. Melvin Jones. Previously, the committee went through the revenue and expenses for each area's E&G (Educational and General Funds), which is made up of the state appropriation and the educational and general portion that students pay. As of December 31, 2016, the budget to actual is 41.5% of the E&G revenue and the actual is compared to the total. Mr. Williams said that it would be useful to know the actual because they would know whether our budget is under or over the target. The E&G Tuition is at \$5,000,306, which is 46% of what should have been collected; this could be partly related to a drop in enrollment, receivables, and an increase in waivers. Mr. Swingle asked for clarification on the reasons for the decline in tuition percentage and stated that the information received is a permanent issue for the six-month period. Mr. C. Jones asked how we compared to the other Universities, and Mr. Melvin Jones stated that there have been similar cuts in higher education across the board.

5.2 Auxiliary Accounts

Mrs. Williams referred to the non-E&G funds (auxiliary funds and any tuition or course fees that are not related to the E&G portion of tuition, course fees, and any grants). Each area has a budgeted and actual revenue that can show the non-E&G fees. Mrs. Williams stated that the total collected was \$7.9 million, and \$8.7 was spent. Academic Affairs collected 63% of their overall \$3 million; this was a result of various course fees and grants, and expenses will flow out over the course of the year. Student Affairs' are mostly generated from student fees, as well as room and board; as enrollment is down, the collection of fees is down as well. Mr. Swingle clarified that there is no way of collecting that since this is from last year and asked if there were anything recommendations in regard to the revenue. Mrs. Williams stated that overall, the University is at 49% compared to the 50% target. Committee discussion was held on the auxiliary account discussed in September. To get a full understanding of the institution's overall financial statements, Mr. Swingle suggested that the full Board have a retreat regarding the statements from June 30, 2016, as this will have the final numbers. Mr. Swingle asked Mrs. Williams to send a copy of the drafted report so that the Committee could begin reviewing the information.

6. Next Meeting Date

March 16, 2017

7. Adjournment

With there being no further business, Mr. Swingle asked for a motion to adjourn the meeting. Dr. Smith made a motion to adjourn, and it was seconded by Mr. Lipscomb. The motion passed. The meeting adjourned at 11:35 a.m.

Respectfully submitted,

Natasha Tyson
Executive Administrative Assistant
Business and Finance

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University Budget - All Funds
FY 2017 Budget / Actual Expenditures 1/31/2017

	Salaries & Benefits					%	Supplies & Other Services					%	Total					Actual %	Notes	Target %
	FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference			
State Appropriations													10,003,071	(200,061)	9,803,010	6,501,997	3,301,013	66.33%	(1)	7.99%
E&G Tuition													11,462,394		11,462,394	8,284,705	3,177,689	72.28%		13.94%
Academic Affairs													3,220,924		3,220,924	2,501,504	719,420	77.66%		19.33%
Student Affairs													6,364,247		6,364,247	3,233,963	3,130,284	50.81%		-7.52%
President's Area													2,397,247	(31,699)	2,365,548	1,518,441	847,107	64.19%	(1)	5.86%
University Relations													87,540		87,540	58,240	29,300	66.53%		8.20%
Phy Fac Net of Transfers													1,216,000		1,216,000	738,154	477,846	60.70%		2.37%
University Advancement													0		0	0	0			
Finance													2,616,000		2,616,000	2,633,822	(17,822)	100.68%		42.35%
College Wide													0		0	0	0	#DIV/0!		#DIV/0!
Sub Total of Revenues													37,367,423	(231,760)	37,135,663	25,470,827	11,664,836	68.59%		10.26%
Academic Affairs	12,391,673		12,391,673	7,181,428	5,210,245	57.95%	2,243,411		2,243,411	1,079,812	1,163,599	48.13%	14,635,084	0	14,635,084	8,261,240	6,373,844	56.45%		-1.89%
Student Affairs	2,227,699		2,227,699	1,103,534	1,124,165	49.54%	6,223,944		6,223,944	2,383,393	3,840,551	38.29%	8,451,643	0	8,451,643	3,486,927	4,964,716	41.26%		-17.08%
President's Area	2,241,708		2,241,708	1,254,441	987,267	55.96%	2,869,816		2,869,816	1,723,359	1,146,457	60.05%	5,111,524	0	5,111,524	2,977,799	2,133,725	58.26%		-0.08%
University Relations	361,135		361,135	210,769	150,366	58.36%	109,558		109,558	61,244	48,314	55.90%	470,693	0	470,693	272,012	198,681	57.79%		-0.54%
Phy Fac Net of Transfers	113,523		113,523	918,279	(804,756)	808.89%	3,573,843		3,573,843	2,516,302	1,057,541	70.41%	3,687,366	0	3,687,366	3,434,581	252,785	93.14%		34.81%
University Advancement	422,549		422,549	277,148	145,401	65.59%	92,210		92,210	45,879	46,331	49.76%	514,759	0	514,759	323,028	191,731	62.75%		4.42%
Finance	2,375,701		2,375,701	1,229,158	1,146,543	51.74%	1,901,494		1,901,494	926,442	975,052	48.72%	4,277,195	0	4,277,195	2,155,599	2,121,596	50.40%		-7.94%
College Wide	0		0	21,972	(21,972)	#DIV/0!	1,436,000		1,436,000	855,853	580,147	59.60%	1,436,000	0	1,436,000	877,825	558,175	61.13%		2.80%
Sub Total of Expenses	20,133,988	0	20,133,988	12,196,728	7,937,260	60.58%	18,450,276	0	18,450,276	9,592,283	8,857,993	51.99%	38,584,264	0	38,584,264	21,789,011	16,795,253	56.47%		-1.86%
Grand Total													(1,216,841)	(231,760)	(1,448,601)	3,681,815	(5,130,416)			

Footnotes:

(1). General Revenue was cut 2/5 mid year. \$200,061 for University and \$31,699 for Land Grant Match.

University Budget - E&G Funds Only
FY 2017 Budget / Actual Expenditures 1/31/2017

	Salaries & Benefits					%	Supplies & Other Services					%	Total					Actual %	Target %	Notes
	FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference			
Academic Affairs													10,003,071	(200,061)	9,803,010	6,501,997	3,301,013	66.33%	7.99%	
Student Affairs													0		0	0	0	#DIV/0!	#DIV/0!	
President's Area													1,584,947	(31,699)	1,553,248	0	1,553,248	0.00%	-58.33%	
University Relations													0		0	0	0	#DIV/0!	#DIV/0!	
Phy Fac Net of Transfers													0		0	9,423	(9,423)	#DIV/0!	#DIV/0!	
University Advancement													0		0	0	0			
Finance													0		0	1,609	(1,609)	#DIV/0!	#DIV/0!	
College Wide													11,462,394		11,462,394	8,284,705	3,177,689	72.28%	13.94%	
Sub Total of Revenues													23,050,412	(231,760)	22,818,652	14,797,734	8,020,918	64.85%	6.52%	
Academic Affairs	11,343,791		11,343,791	6,377,641	4,966,150	56.22%	290,537		290,537	128,465	162,072	44.22%	11,634,328	0	11,634,328	6,506,105	5,128,223	55.92%	-2.41%	
Student Affairs	1,432,622		1,432,622	757,903	674,719	52.90%	117,771		117,771	268,117	(150,346)	227.66%	1,550,393	0	1,550,393	1,026,020	524,373	66.18%	7.84%	
President's Area	1,801,866		1,801,866	923,450	878,416	51.25%	2,384,534		2,384,534	1,376,120	1,008,414	57.71%	4,186,400	0	4,186,400	2,299,570	1,886,830	54.93%	-3.40%	
University Relations	361,135		361,135	204,000	157,135	56.49%	66,094		66,094	37,858	28,236	57.28%	427,229	0	427,229	241,858	185,371	56.61%	-1.72%	
Phy Fac Net of Transfers	0		0	288,128	(288,128)	#DIV/0!	994,120		994,120	796,732	197,388	80.14%	994,120	0	994,120	1,084,860	(90,740)	109.13%	50.79%	
University Advancement	422,549		422,549	216,225	206,324	51.17%	88,510		88,510	45,397	43,113	51.29%	511,059	0	511,059	261,623	249,436	51.19%	-7.14%	
Finance	1,408,819		1,408,819	826,942	581,877	58.70%	249,433		249,433	123,839	125,594	49.65%	1,658,252	0	1,658,252	950,782	707,470	57.34%	-1.00%	
College Wide	0		0	21,972	(21,972)	#DIV/0!	1,436,000		1,436,000	855,853	580,147	59.60%	1,436,000	0	1,436,000	877,825	558,175	61.13%	2.80%	
Sub Total of Expenses	16,770,782	0	16,770,782	9,616,261	7,154,521	57.34%	5,626,999	0	5,626,999	3,632,381	1,994,618	64.55%	22,397,781	0	22,397,781	13,248,642	9,149,139	59.15%	0.82%	
Grand Total													652,631	(231,760)	420,871	1,549,092	(1,128,221)			

Footnotes:

University Budget - Non E&G Funds
FY 2017 Budget / Actual Expenditures 1/31/2017

	Salaries & Benefits					%	Supplies & Other Services					%	Total					Actual %	Target %	Notes
	FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference		FY17 Budget	Budget Reduction	Revised FY17 Budget	Fiscal YTD Actual	Difference			
Academic Affairs													3,220,924		3,220,924	2,501,504	719,420	77.66%	19.33%	
Student Affairs													6,364,247		6,364,247	3,233,963	3,130,284	50.81%	-7.52%	
President's Area													812,300		812,300	1,518,441	(706,141)	186.93%	128.60%	
University Relations													87,540		87,540	58,240	29,300	66.53%	8.20%	
Phy Fac Net of Transfers													1,216,000		1,216,000	728,731	487,269	59.93%	1.60%	
University Advancement													0		0	0	0			
Finance													2,616,000		2,616,000	2,632,214	(16,214)	100.62%	42.29%	
College Wide													0		0	0	0	#DIV/0!	#DIV/0!	
Sub Total of Revenues													14,317,011	0	14,317,011	10,673,093	3,643,918	74.55%	16.21%	
Academic Affairs	1,047,882		1,047,882	803,787	244,095	76.71%	1,952,874		1,952,874	951,347	1,001,527	48.72%	3,000,756	0	3,000,756	1,755,135	1,245,621	58.49%	0.16%	
Student Affairs	795,077		795,077	345,631	449,446	43.47%	6,106,173		6,106,173	2,115,276	3,990,897	34.64%	6,901,250	0	6,901,250	2,460,907	4,440,343	35.66%	-22.67%	
President's Area	439,842		439,842	330,991	108,851	75.25%	485,282		485,282	347,239	138,043	71.55%	925,124	0	925,124	678,229	246,895	73.31%	14.98%	
University Relations	0		0	6,769	(6,769)	#DIV/0!	43,464		43,464	23,385	20,079	53.80%	43,464	0	43,464	30,154	13,310	69.38%	11.04%	
Phy Fac Net of Transfers	113,523		113,523	630,151	(516,628)	555.09%	2,579,723		2,579,723	1,719,570	860,153	66.66%	2,693,246	0	2,693,246	2,349,721	343,525	87.24%	28.91%	
University Advancement	0		0	60,923	(60,923)	#DIV/0!	3,700		3,700	482	3,218	13.03%	3,700	0	3,700	61,405	(57,705)	1659.60%	1601.26%	
Finance	966,882		966,882	402,216	564,666	41.60%	1,652,061		1,652,061	802,602	849,459	48.58%	2,618,943	0	2,618,943	1,204,818	1,414,125	46.00%	-12.33%	
College Wide	0		0	0	0	#DIV/0!	0		0	0	0	#DIV/0!	0	0	0	0	0	#DIV/0!	#DIV/0!	
Sub Total of Expenses	3,363,206	0	3,363,206	2,580,467	782,739	76.73%	12,823,277	0	12,823,277	5,959,902	6,863,375	46.48%	16,186,483	0	16,186,483	8,540,369	7,646,114	52.76%	-5.57%	
Grand Total													(1,869,472)	0	(1,869,472)	2,132,724	(4,002,196)			

Footnotes:

University - All Funds
FY 2017 Budget / Actual Expenditures 1/31/17

Type of Funds	A	B	C	D	E	F
	Beginning Balance As of July 1, 2016	Total Revenue Actual	Salaries & Benefits Actual	Supplies & Other Services Actual	Total Expenses Actual	Ending Balance 1/31/2017
0373 State Appropriations: For University and Land Grant Match	0	6,501,997 <u>1,029,394</u> 7,531,391	5,478,965	1,192,137	6,671,102	860,289
4611 Tuition and Fees: 50 some sub-funds	378,302	11,211,482	5,211,339	3,054,818	8,266,157	3,323,627
4612 Auxiliary Fees: Bookstore, Housing, Dining Athletics, Public Safety	33,116	3,906,203	879,116	1,983,568	2,862,684	1,076,635
4613 Capital Fees: Capital Activity Transfers from HEPC	647,834	574,166	0	998,657	998,657	223,342
4614 State Grants:	487,316	288,558	108,005	102,132	210,137	565,736
8775 Federal Funds:	190,989	920,490	525,667	526,660	1,052,327	59,152
Grand Total						6,108,781

Note:

- Ending Balance = Columns A + B - E
- Shaded area funds have a net activity of zero

West Virginia State University
 Auxiliary Account Activity for January 2017
 Fund 4612

Fund Number	Fund Name	6/30/2016 Fund Balance	12/31/2016 Fund Balance	FY 17 Net Activity
2361	Student Union Operation	(246,743)	(329,381)	\$ (82,638)
2371 - 2374	Housing	(1,436,033)	(1,897,110)	\$ (461,077)
2381	Dining Food Services	(392,491)	930,901	\$ 1,323,392
2800	Athletics Current	(1,102,780)	(1,211,331)	\$ (108,551)
2801 - 2980	Athletic Enhancement Funds	47,795	27,113	\$ (20,682)
2580	Faculty Housing	46,294	39,266	\$ (7,028)
2562	Parking	(54,447)	(3,542)	\$ 50,905
2511	Bookstore	3,171,521	3,520,719	\$ 349,198
	Fund 4612 Balance	\$ 33,116	\$ 1,076,635	\$ 1,043,519
	Balance in All Funds Report		1,076,635	