

**BOARD OF TRUSTEES
BUDGET & FINANCE COMMITTEE WORKSHOP**



**GRAND BALLROOM
May 6 & 7, 2013**

**Florida Agricultural and Mechanical University
Budget and Finance Committee Workshop**

FAMU Grand Ballroom

Monday, May 6, 2013

9:00 a.m. – 4:00 p.m.

[Public Only: \(877\) 884-1929](#)

Conf. ID: 58686532

**AGENDA
(Revised)**

I. OPERATING BUDGET

- a. Introductory Remarks
- b. Introduction of Facilitator
- c. Update on Monthly Financial Report
- d. PeopleSoft Update
- e. Overview of Meeting Materials
- f. Overview of Legislative/BOG Operating Budget requirements
- g. BOT Policy

Trustee Montgomery
Trustee Montgomery
Dr. Featherstone
Michael James

Ronica Mathis
BOG Staff

Joe Bakker

Working Lunch

- General Question and Answer Session
- h. SACS/UBPC and University FY 13-14 Priorities
 - i. Overview of FAMU Operating Budgeting Process
 - j. FY 13-14 Operating Budget Revenues/Requests
 - k. Operating Budgets' Timetables

Dr. Robinson
Ronica Mathis
Ronica Mathis
Ronica Mathis

Break

- l. Capital Leasing/Guaranteed Performance Energy Savings Contracts
- m. DSO Budget Presentations
- n. Draft June Budget & Finance Committee Meeting Agenda
- o. General Questions and Answer Session

Joe Bakker

Trustee Montgomery

**Florida Agricultural and Mechanical University
Budget and Finance Committee Workshop**

FAMU Grand Ballroom

Tuesday, May 7, 2013

9:00 a.m. – 12:00 p.m.

[Public Only: \(877\) 884-1929](#)

Conf. ID: 58688630

AGENDA

II. THE CAPITAL BUDGET

- a. Introductory Remarks
- b. State Funds – Sources and Uses
- c. Auxiliaries – Sources and Uses

Trustee Montgomery
BOG Staff
BOG Staff

Break

- d. The FY 13-14 Capital Budget Request
- e. The Capital Budgets' Timetables

Kendall Jones
Kendall Jones

III. GENERAL QUESTIONS AND ANSWER SESSION



FLORIDA A&M UNIVERSITY

BUDGET BOOK

FY 2013-14

**FLORIDA A&M UNIVERSITY
BUDGET BOOK
FY 2013-14**

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1.0 BACKGROUND INFORMATION

The 2013-14 Final Operating Budget will be developed by the University by mid-July and is due to the BOG on August 19, 2013. See timetable below.

Below is a summary of Planning and Budgeting timetable.

March	April	May	June	July	August	September
March 1 st all Non-E&G Budget Request were due to the Budget Office	April 12 – UPBC met to review Non-E&G Budget Request April 19 – UPBC met to review E&G Budget Request April 22 – The UPBC Recommendation presented to the President	May 6,7 – BOT Budget Workshop Final Allocation from BOG received	President approves Final Allocations Allocations made to respective departments BOT approves preliminary budget	Work on Operating Budget Enter preliminary budget into PeopleSoft	Submit Operating Budget to BOG August 19, 2013	BOT approves 2013-14 Operating Budget submitted to the BOG in August

OPERATING BUDGET

2.0 OVERVIEW OF LEGISLATIVE AND BOARD OF GOVERNORS AND OPERATING BUDGET REQUIREMENTS

Section 1011.40, Florida Statutes - Budgets for universities.—

(1) LEGISLATIVE BUDGET REQUEST.—The Board of Governors shall provide instructions, guidelines, and standard formats to be used by each university that will provide to the Board of Governors and the Legislature adequate information to support and justify the legislative budget requests submitted pursuant to ss. 216.023, 1011.90, and 1013.60 for each university.

(2) OPERATING BUDGET.—Each university board of trustees shall adopt an operating budget for the operation of the university as prescribed by law and rules of the Board of Governors. Each university president shall prepare and implement the operating budget of the university as prescribed by law, rules of the Board of Governors, policies of the university board of trustees, and provisions of the General Appropriations Act. The proposed expenditures, plus transfers, and balances shall not exceed the estimated income, transfers, and balances. The budget and each part thereof shall balance. If at any time the unencumbered balance in the education and general fund of the university board of trustees approved operating budget goes below 5 percent, the president shall provide written notification to the Board of Governors.

(3) EXPENDITURES.—Expenditures from any source of funds by any university shall not exceed the funds available. Expenditures shall not exceed the amount budgeted under each classification of accounts for each fund and the total amount of the budget, as amended as prescribed by rules of the Board of Governors. No expenditure of funds, contract, or agreement of any nature shall be made that requires additional appropriation of funds by the Legislature unless specifically authorized in advance by law or the General Appropriations Act.

(4) DISTRIBUTION OF APPROPRIATION.—Funds appropriated in the General Appropriations Act for the operation of state universities shall be distributed to the universities twice monthly. The Executive Office of the Governor may modify this schedule if required to meet specific needs of a university.

Section 1011.45 End of year balance of funds.—Unexpended amounts in any fund in a university current year operating budget shall be carried forward and included as the balance forward for that fund in the approved operating budget for the following year.

Board of Governor's Regulation 9.007 State University Operating Budgets -

(1) Each university president shall prepare an operating budget for approval by the University Board of Trustees, in accordance with instructions, guidelines, and standard formats provided by the Board of Governors.

(2) Each University Board of Trustees shall adopt an operating budget for the general operation

of the university as prescribed by the regulations of the Board of Governors. The University Board of Trustees-ratified operating budget is presented to the Board of Governors for approval. Each university president shall implement the operating budget of the university as prescribed by regulations of the Board of Governors, policies of the University Board of Trustees, provisions of the General Appropriations Act, and data reflected within the Allocation Summary.

3.0 BOARD OF TRUSTEES POLICIES

BOT Policies 2005-05 – “Preparation and Submission of Budget” and 2006-3 – “Guiding Principles for Fiscal Affairs” are the policies that are most relevant to the budget process.

POLICY 2005-05 PREPARATION AND SUBMISSION OF BUDGET

I. Policy Statement and Purpose

The Board of Trustees desires to implement policies and procedures designed to fulfill requirements for budgeting pursuant to the Board of Governors Regulations, Board policies and regulations and provisions of the General Appropriations Act, to facilitate the effective discharge of its fiduciary responsibility to the University.

The June 17, 2004 action of the Board of Trustees delegating “to the President the authority to amend operating budgets as appropriate during the year, including amendments to provide spending authority for non E&G encumbrances and adjustments required after the 2003-04 fiscal year is closed in July 2004”, is hereby revoked.

II. Procedures, Approvals/Responsibilities

The University President shall prepare and submit to the Board of Trustees an annual operating budget for the University’s academic programs and support services within the limits of available resources. The budget submission shall include the budget entities outlined in Board of Governors Regulation 9.007 (State University Operating Budgets) and be in sufficient detail identifying the categories of expenditures and the sources and amounts of expected revenues for the fiscal year. The proposed annual budget shall be presented to the Board of Trustees within sixty (60) days prior to the end of the fiscal year.

III. Adjustments in Categories of Expenditures

The President is hereby granted the authority to adjust categories of expenditure of an operating budget approved for the university, provided that the adjustments conform to the approved budget limitations, and reductions in budget plans when resources are projected to be inadequate to support authorized expenditure levels.

IV. Amendments to the Operating Budgets

The President is hereby granted the authority to amend the approved operating budgets, provided that the amendments do not exceed 2% or \$100,000 per fund. A budget report will be provided at each Board of Trustees meeting. Amendments approved in the previous fiscal year will be continued in the subsequent fiscal year if the obligation was not met and cash is certified as available. Budgets for E&G certified forward or non E&G encumbrances do not require Board of Trustees re-approval as these expenditures were approved in the prior year’s budget. Changes in certified forward budget requirements will be reflected in the calculation of available carry forward monies.

I. Policy Statement and Purpose

The University is committed to conducting business in a fiscally responsible manner under the highest ethical standards. The following guiding principles are the foundation on which all of the University's fiscal policies, procedures, and activities will be built and governed. All University employees will be expected to uphold and exemplify these fundamental principles.

II. Guiding Principles for Fiscal Affairs

- A. Maintaining accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- B. Maintaining an internal control environment that enhances sound business practices and clearly defines roles, responsibilities and accountability.
- C. Ensuring that employees have appropriate knowledge of applicable laws, University regulations and policies governing the fiscal affairs of the University.
- D. Ensuring that business and financial activities of the University are conducted in accordance with applicable laws, University regulations and policies.
- E. Ensuring timely, reliable, and complete reporting of business and financial activities to all applicable University stakeholders.
- F. Promoting strategic and tactical planning to enhance the efficient and effective use of resources and improve the quality of decision-making.
- G. Involving internal and external parties (such as accounting professionals, auditors and governing bodies), as appropriate to provide periodic independent oversight of University business and financial activities.
- H. Promoting an environment that does not condone unethical business practices and employee behavior through a code of conduct for professional, business and financial practices.
- I. Generating, maintain and implementing business and financial policies and procedures, within the context of these Guiding Principles.
- J. Promoting an environment that encourages employees to report suspected fraudulent or dishonest acts and deviations from these Guiding Principles.

III. Related Procedures

The Vice President of Fiscal Affairs shall create administrative procedures to implement this policy.

4.0 OVERVIEW OF FAMU'S OPERATING REVENUES, EXPENDITURES AND BUDGETING PROCESSES**4.1 Educational and General (E&G) Revenues**

The University's E&G funds come from:

- The state's General Revenue Fund whose source is primarily Florida's sales tax.
- The state's Educational Enhancement Trust Fund whose source is the Florida Lottery.
- Student and Other Fees Trust Fund whose source is student tuition and fees, and other lesser sources such as library fines, application fees, and late registration fees. It is

important to note that while the State may grant budget authority for given amount of funding, the University plans its expenditures on the basis of the tuition and fees it is most likely to collect.

E&G funds that are budgeted but not expended for the given year are identified as carry forward funds and may be used as an available source of budgeted revenues in subsequent years.

E&G appropriations and tuition revenues fund the general instruction, research and public service operations of the universities.

4.2 Educational and General (E&G) Budgeting Process

The E&G budget process involves:

- (a) The base allocation of the major portion of the estimated budgeted revenues for each of the University's divisions. This allocation is based primarily on historical allocations and newly designated issues.
- (b) The allocation of remaining balance of the estimated budgeted revenues to support the priorities of the University. For FY 13-14, those priorities are:
 - the Elimination of SACS Probation
 - Increasing Graduation and Retention Rates
 - Increasing Licensure Passage Rates
- (c) The discussion of the base allocations with each Vice President;
- (d) The presentation of the budget allocations to the *University Budget Planning Council (UBPC)*;
- (e) The recommendations of the budget allocations from the UBPC to the President for his review and approval; The budget allocations approved by the President become the preliminary operating budget;
- (f) The presentation of the preliminary operating budgets to the BOT for review and approval at the BOT's **June** meeting;
- (g) The submittal of the BOT-approved preliminary operating budget to the Board of Governors (BOG) for review and approval at its **June** meeting;
- (h) The posting of the BOT/BOG approved preliminary operating budget in the University's PeopleSoft in early **July**;
- (i) The presentation of the final operating budget to the FAMU BOT for approval in **July**; and,
- (j) The submittal of the final approved operating budget to the BOG in **August** publishing.

Education and General (E&G) funds are released periodically, generally based on 1/24 of the budget for each release.

4.3 Non Educational and General (Non-E&G) Revenues

The sources of Non-E&G revenues are as follows:

4.3.1 Miscellaneous Fees, Fines, Penalties - Board of Governors Regulation 7.003 establishes the following sources of revenues that can be obtained from fees, fines and penalties.

- (a) *Admissions Deposit*

- (b) *Transcript Fee*
- (c) *Diploma Replacement Fee* –
- (f) *Service Charge* –for the payment of tuition and fees in installments.
- (g) *Audit Registration Fees* -- Audit registration assures a course space for the Student.
- (h) *Registration of Zero Hours* -- Such registration provides for examinations, graduations, use of facilities
- (i) *Application Fee*
- (j) *Late Registration Fee*
- (k) *Late Payment Fee*
- (l) *Activity and service fee*
- (m) *Health fee*
- (n) *Athletic Fee*
- (o) *Technology Fee* – The fee may be up to 5 percent of the tuition charged per credit hour. The revenue from this fee shall be used to enhance instructional technology resources for students and faculty.
- (p) *Material and Supply Fees* - to offset the cost of materials or supply items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance.
- (q) *Parking Fines, Permits and Decals*
- (r) *Transportation Access Fee* - to support the university's transportation infrastructure and to increase student access to transportation services.
- (s) *Returned Check Fee* -- Each university board of trustees shall assess a service charge for unpaid checks returned to the university.
- (t) *Collection costs* -- reasonable cost of collection efforts to effect payment for overdue accounts.
- (u) *Service Charge* -- a service charge on university loans in lieu of interest and administrative handling.
- (v) *Educational Research Center for Child Development Fee* -- Each university board of trustees is authorized to assess child care and service fees.
- (w) *Transient Student Fee* – for accepting a transient student and processing the student's admissions application pursuant to Section 1006.73.
- (x) *Capital Improvement Fee* – This fee may be used to fund any project or real property acquisition that meets the statutory requirements.
- (y) *Student Financial Aid Fee* – for financial aid purposes.
- (z) *Development Research School Fees* – activity fees which shall be discretionary with each university.
- (aa) *Library Fines*
- (ab) *Overdue Reserve Library books*
- (ac) *Late Equipment Fee, Physical Education*
- (ad) *Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.*
- (ae) *Distance Learning Fee.*
- (af) *reasonable fees for incidental non-academic services provided directly to individuals. This could include, but not be limited to, fees for duplicating, lost keys, copyright material, breakage, standardized tests, library loans.*

- (ag) International Student Service Fee
- (ah) Excess Hour Fee –for each credit hour in excess of a certain number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.
- (ai) Convenience fee – for accepting payments by credit cards, charge cards, and debit cards. The fee shall not be greater than the cost of providing the service. The fee is not refundable to the payor.
- (aj) Green Fee –to establish or improve the use of renewable energy technologies or energy efficiencies that lower the university’s greenhouse emissions.
- (ak) Bar Test Preparation Fee – at cost
- 4.3.2 Sales and Services** from activities such as housing, athletics events, dining services, book store sales, parking, concessions, etc.
- 4.3.3 Contracts and Grants** – this budget supports of research, public service and training. Also included in this budget entity is funding received from the Florida Department of Education for the Developmental Research School.
- 4.3.4 Pass through funds** – funds allocated to external entities but directed through the University.

As with E&G funds, Non-E&G funds that are budgeted but not expended for the given year are identified as *carry forward* funds and may be used as an available source of budgeted revenues in subsequent years.

4.4. Non Educational and General (Non-E&G) Budgeting Process

The Non-E&G process involves the following:

- a) Draft operating budget requests are developed by Directors and their respective Vice Presidents and submitted to the Budget Office for review;
- b) Requests are reviewed by the Budget Office which then meets with the respective Vice President, Directors, and/or their designees to discuss any necessary revisions;
- c) The budget requests are presented to the University Budget Planning Council (UBPC), for review and subsequent recommendation to the President;
- d) The UBPC recommendations are presented to the President for his review and approval.
- e) The draft operating budgets are presented for approval at the Board of Trustees meeting in **June** ;
- f) The approved preliminary operating budgets is submitted to the Board of Governors (BOG) for approval at their scheduled **June** meeting;
- g) Approved preliminary operating budgets are posted in PeopleSoft system in early July;
- h) The final operating budget is presented to the FAMU BOT for approval in August.
- i) The final approved operating budget will be submitted to BOG in August for publishing.

Below are pie charts that show the proportions of revenues received for the E&G and non-E&G purposes

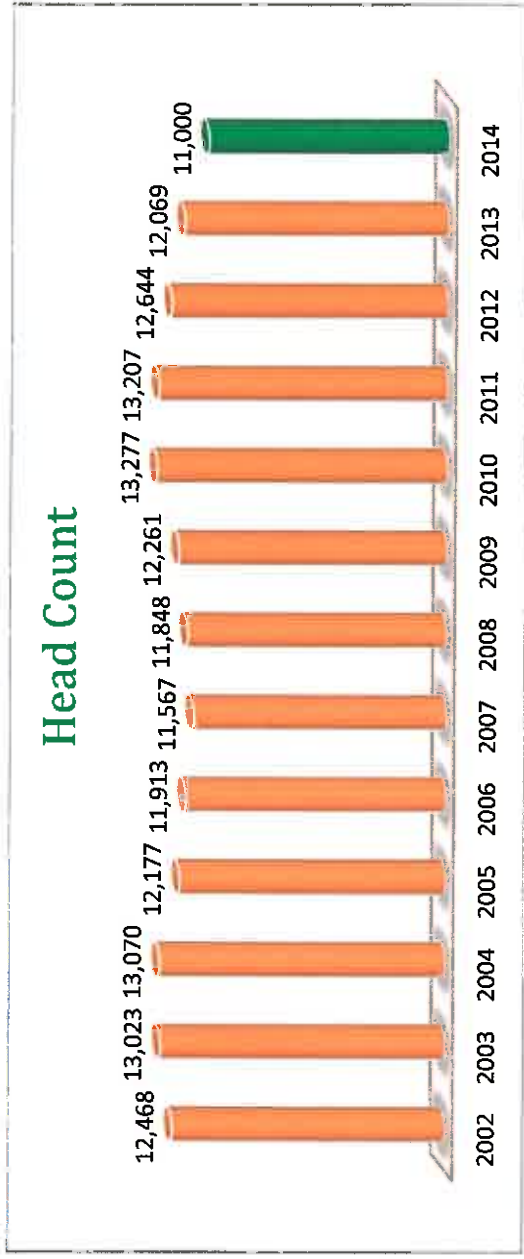
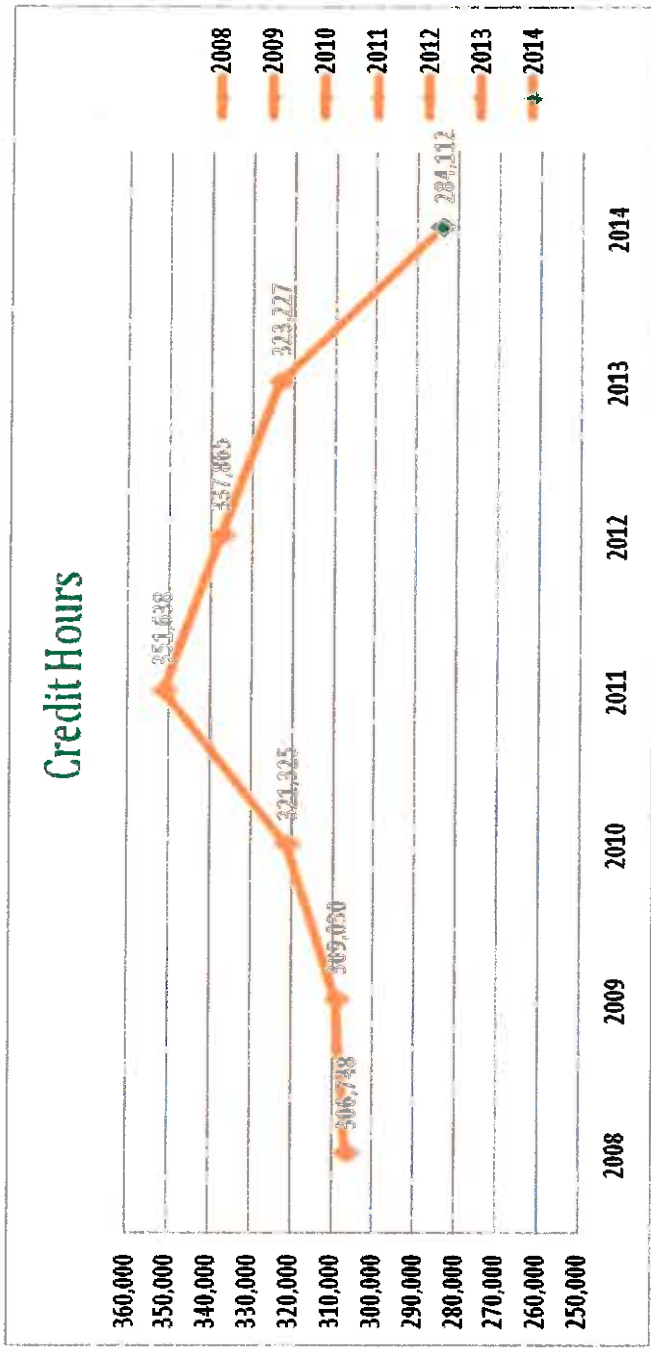
4.5 Impact of Enrollment on Revenues

The increase or decline in enrollment not only results changes to the tuition and fees revenues but also to revenues from and sales and services. The significant enrollment decline which occurred in the current fiscal year resulted in a decline in tuition and fees revenues in excess of \$6 million. Below are graphs showing historical enrollment and credit hours (the basis for charging tuition and certain fees). The FY 13-14 budget has been prepared with an anticipated 1000-student decline in enrollment. The decrease in enrollment is expected to be off-set by reallocation of vacant positions and supplementing the operating budget with available carry forward funds.

*Florida A&M University
Enrollment Trends*



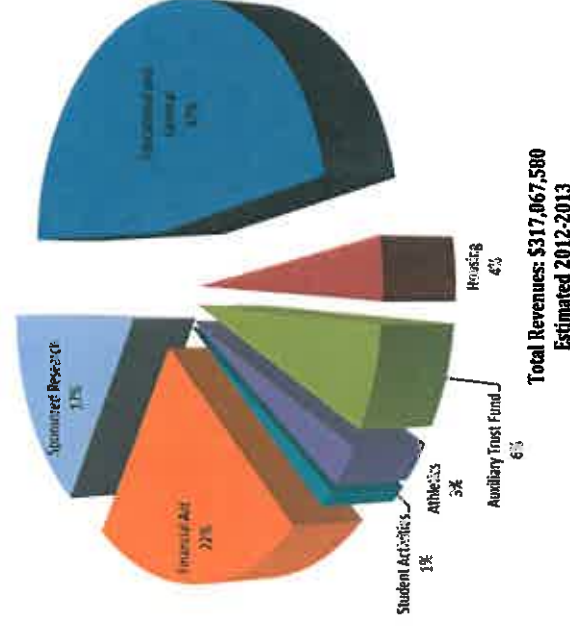
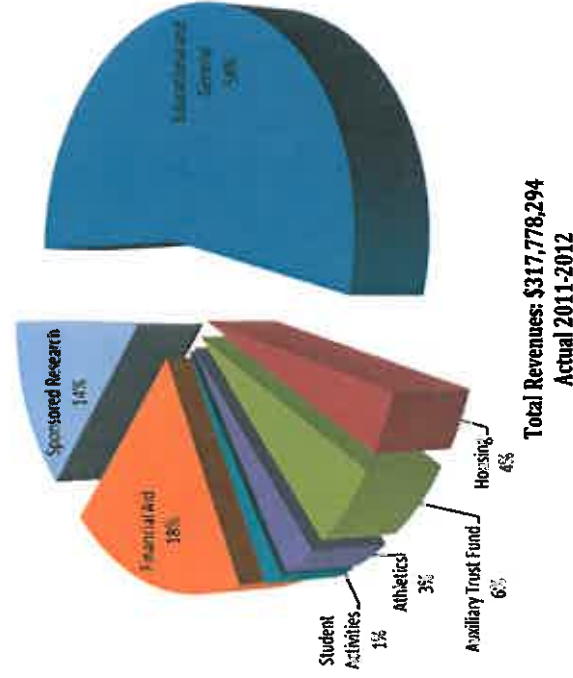
*Florida A&M University
Credit Hours Trends*



4.6 E&G and Non-E&G Operating Revenues - Proportions

The following pie charts show the proportions of revenues by budget entity for FY 11-12 and 12-13.

Percentage of Total Revenues by Budget Entity FY 11-12 and FY 12-13



4.7 Expenditure Categories

4.7.1 Expenditure and Special Categories

The following are the expenditure and special categories used as budget elements:

- **Salaries and Benefits** – is the rate of pay plus benefits earned by employees.
- **Other Personal Services** – is an expenditure category which includes the compensation for services rendered by a person who is not regular or full-time filling an established position. This definition includes, but is not limited to services or temporary employees, student or graduate assistants, and consultants.
- **Expense** – is an expenditure category that covers such items as supplies of a consumable nature, fixed charges, current obligations, commodities, etc.
- **Operating Capital Outlay** – is the expenditure category which includes equipment, fixtures and other tangible personal property on a non-consumable and nonexpendable nature, the value or cost of which is \$5,000 or more and the normal expected life is 1 year or more, and hardback covered bound books, the value or cost which is \$100 or more.

- **Risk Management** – is a special expenditure category where the casualty insurance premiums are remitted to the Division of Insurance based on invoices that are received by the university.
- **Salary Incentive** - These funds are used to provide for the salary structure and salary incentive payments for full-time officers who have a community college or bachelor's degree.
- **Out of State Waivers** – using the student fee formula and calculating the across the board percentage increase used by the legislature, the waivers are generated. The BOT is authorized to waive fees for purposes that support and enhance the mission of the university.
- **Student Financial Aid** - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships.
- **Library Resources** – is a special expenditure category for the purchasing of books and periodicals for the university's libraries.
- **Debt Service** – these funds are used for to pay the amounts due on any state debt or obligation for interest, any maturing principal, any required contributions to an amortization or sinking fund for a term debt or obligation, and any other continuing payments necessary or incidental to the repayment of a state debt or obligation.
- **Targeted Student Assistance Program** – these non-recurring funds are to help guide, motivate, and prepare high schools students from low performing schools in Florida for future success by assisting them in the completion of their high school studies and placing them on track to pursue advanced education and/or gainful employment.

4.7.2 Program Components

The expenditures from the operating budget are also classified within the context of program components as follows:

Instruction & Research – program consists of instructional program elements operating during the standard academic term (as defined by the institution) that are part of a formal degree or certificate curriculum and are managed by the regular academic departments.

Institutes & Research Centers - program consists of all those research-related activities that are part of a formal research organization typically created to manage a number of research efforts.

Plant Operation & Maintenance - category includes activities necessary for the general management and administration of all functions under the jurisdiction of the Physical Plant Division unless the activity is predominantly related to another subcategory. The section should generally be used to collect all costs associated with the director's/assistant director's offices of the division.

Administrative Direction & Support Service - activity center consists of all activities established for the central administrative operations, services, and functions of the institution as well as those activities related to personnel records for the faculty and staff. Excluded are those activities that relate to student admissions and records.

Libraries - program includes those activities that directly support the collection, cataloging, storage, and distribution of published materials primarily in support of the institution's academic programs.

Museums - program includes those activities related to collection, preservation and exhibition of historical materials, art objects, scientific displays, and so forth primarily in support of an institution's academic progress.

Student Services - services and programs which enhance the educational environment of the campus as measured by availability of counseling and health services, student activities, orientation programs and other associated programs and to provide administrative services and to initiate, maintain and preserve the official academic record of each student.

Public Service - program includes those services established and maintained by the institution to provide services to the general community or special sector within the community. The primary intent of establishing these programs is to provide services that are beneficial to groups and individuals outside of the institution.

4.7.3 Historical Expenditures by Budget Entity

The table below provides historical information on the expenditures by budget entity.

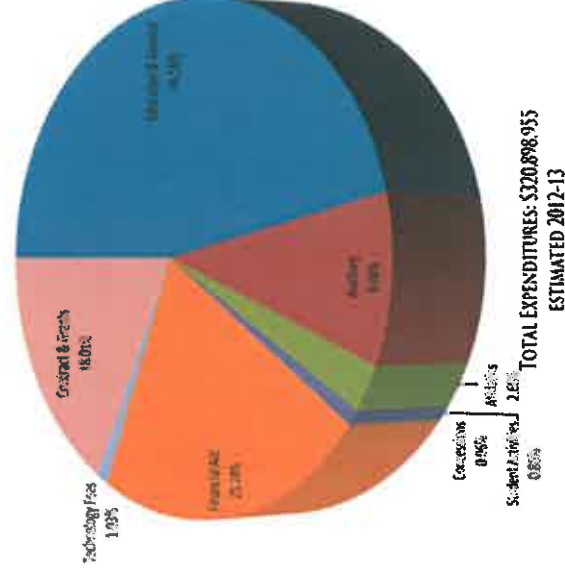
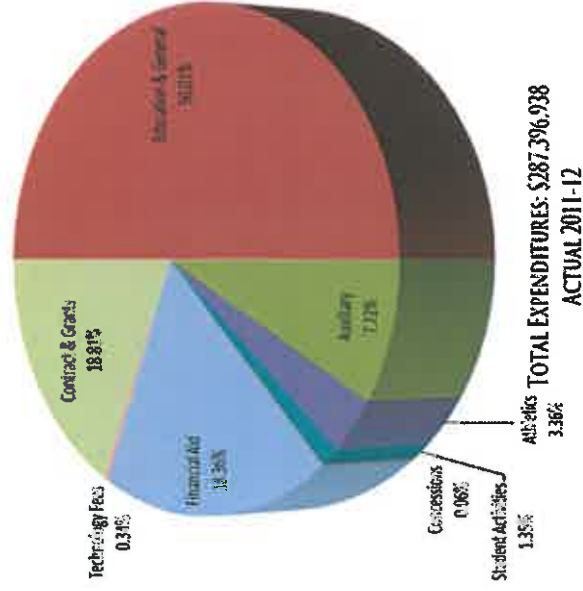
Budget Entity	2008-09	2009-10	2010-11	2011-12	2012-13*
Education & General	162,133,872	159,552,341	161,117,718	143,718,626	149,416,354
Auxiliaries	21,142,481	20,755,639	20,695,995	22,200,051	29,086,856
Athletics	7,469,808	8,232,831	9,651,134	9,651,134	8,597,100
Student Activities	2,587,645	4,312,022	3,350,156	3,866,528	2,764,908
Concessions	183,256	255,309	209,631	164,629	203,375
Financial Aid	35,545,553	47,270,194	62,499,679	52,758,303	69,755,490
Technology Fees		362,040	303,481	973,100	3,295,371
Contract & Grants	56,641,541	54,634,114	55,271,357	54,064,567	57,779,501
Total	285,704,156	295,374,190	313,099,151	287,396,938	320,898,955

*These are Budgeted Expenditures, prior years are Actual Expenditures

4.7.4 E&G and Non-E&G Operating Expenditures - Proportions

The following pie charts show the proportions of the various budget entities for FY 11-12 and FY 12-13.

**Operating Funds
Percentage of Total Expenditures by Budget Entity**



5.0 University Budget and Planning Council (UBPC)

The UBPC facilitates the effective planning, budgeting, and allocation of the University's resources to accomplish the goals and objectives of the University's Strategic Plan and makes associated recommendations to the President. The composition of the Council is as follows: CFO and Vice President of Administrative and Financial Services (Chair), Provost and Vice President of Academic Affairs, Vice President of Student Affairs, Vice President for Development, Vice President for Sponsored Research, Vice President of Compliance and Audit, Vice President for Information Technology, President of faculty Senate or Designee, President of SGA or Designee, Associate Vice President for Construction and facilities Management, Director of the Budget Office, Director of Athletics, Director of Human Resources, Chief-of-Staff, and other additions as made by the President.

The specific responsibilities of the UBPC include:

- A. Recommending the annual distribution of resources to the various divisions based on:
 - (1) the annual strategic priorities set by the President and Cabinet and (2) the relevant institutional data, assessments, and evaluations
- B. Recommending annual expenditure caps for the University
- C. Establishing annual set asides to ensure strategic priorities are accomplished
- D. Establishing timelines for the various University budget activities
- E. Routinely monitoring resource allocation and recommending changes as necessary
- F. Handling other resource allocation issues as assigned by the President
- G. Maintaining minutes of each meeting held

6.0 FY 2013-14 Budget Request

6.1. Current Revenue Assumptions for FY 13-14 budget

- Enrollment 11,000
- Return of \$19.85 from the legislature
- No tuition increases
- \$5.0 million in mandatories (Building Maintenance, Campus Security, EIT, etc.) from Carry Forward funds
- Statutory reserve of \$8 million

6.2 Tuition and Fees

The following table shows the university's historical and recommended fees:

University:

	Actual			Projected			
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Undergraduate Students							
Tuition:							
Base Tuition - (0% inc. for 2013-14 to 2016-17)	\$95.67	\$103.32	\$103.32	\$103.32	\$103.32	\$103.32	\$103.32
Tuition Differential (no more than 15%)	\$12.80	\$21.42	\$36.38	\$57.33	\$81.42	\$109.13	\$140.90
Total Base Tuition & Differential per Credit Hour	\$108.47	\$124.74	\$139.70	\$160.65	\$184.74	\$212.45	\$244.22
% Change	15.0%	12.0%	12.0%	15.0%	15.0%	15.0%	15.0%
Fees (per credit hour):							
Student Financial Aid ¹	\$4.78	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16
Capital Improvement ²	\$4.76	\$4.76	\$6.76	\$8.76	\$8.76	\$8.76	\$8.76
Activity & Service	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50	\$10.50
Health	\$0.00	\$0.00	\$6.91	\$6.91	\$6.91	\$6.91	\$6.91
Athletic	\$12.62	\$13.97	\$13.97	\$13.97	\$13.97	\$13.97	\$13.97
Transportation Access	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology ¹	\$4.78	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16	\$5.16
Green Fee (USF, NCF, UWF only)	-	-	-	-	-	-	-
Student Life & Services Fee (UNF only)	-	-	-	-	-	-	-
Marshall Center Fee (USF only)	-	-	-	-	-	-	-
Student Affairs Facility Use Fee (FSU only)	-	-	-	-	-	-	-
List any new fee proposed	-	-	-	-	-	-	-
Total Fees	\$37.44	\$39.55	\$48.46	\$50.96	\$50.96	\$50.96	\$50.96
Total Tuition and Fees per Credit Hour	\$145.91	\$164.29	\$188.16	\$211.61	\$235.70	\$263.41	\$295.18
% Change	12.6%	14.5%	14.5%	12.5%	11.4%	11.8%	12.1%
Fees (block per term):							
Activity & Service	\$59.00	\$59.00	-	-	-	-	-
Health	-	-	-	-	-	-	-
Athletic	-	-	-	-	-	-	-
Transportation Access	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
Marshall Center Fee (USF only)	-	-	-	-	-	-	-
Student Affairs Facility Use Fee (FSU only)	-	-	-	-	-	-	-
List any new fee proposed	-	-	-	-	-	-	-
Total Block Fees per term	\$124.00	\$124.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00
% Change	0.0%	-47.6%	-47.6%	0.0%	0.0%	0.0%	0.0%
Total Tuition for 30 Credit Hours							
	\$3,254.10	\$3,742.20	\$4,191.00	\$4,819.50	\$5,542.20	\$6,373.50	\$7,326.60
Total Fees for 30 Credit Hours	\$1,371.20	\$1,434.50	\$1,583.80	\$1,658.80	\$1,658.80	\$1,658.80	\$1,658.80
Total Tuition and Fees for 30 Credit Hours	\$4,625.30	\$5,176.70	\$5,774.80	\$6,478.30	\$7,201.00	\$8,032.30	\$8,985.40
\$ Change	\$551.40	\$598.10	\$598.10	\$703.50	\$722.70	\$831.30	\$953.10
% Change	11.9%	11.6%	11.6%	12.2%	11.2%	11.5%	11.9%
Out-of-State Fees							
Out-of-State Undergraduate Fee	\$379.07	\$379.07	\$379.07	\$379.07	\$379.07	\$379.07	\$379.07
Out-of-State Undergraduate Student Financial Aid ³	\$18.95	\$18.95	\$18.95	\$18.95	\$18.95	\$18.95	\$18.95
Total per credit hour	\$398.02	\$398.02	\$398.02	\$398.02	\$398.02	\$398.02	\$398.02
% Change	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Tuition for 30 Credit Hours							
	\$14,626.20	\$15,114.30	\$15,563.10	\$18,191.60	\$16,914.30	\$17,745.60	\$18,698.70
Total Fees for 30 Credit Hours	\$1,939.70	\$2,003.00	\$2,152.30	\$2,227.30	\$2,227.30	\$2,227.30	\$2,227.30
Total Tuition and Fees for 30 Credit Hours	\$16,565.90	\$17,117.30	\$17,715.40	\$18,418.90	\$19,141.60	\$19,972.90	\$20,926.00
\$ Change	\$551.40	\$598.10	\$598.10	\$703.50	\$722.70	\$831.30	\$953.10
% Change	3.3%	3.5%	3.5%	4.0%	3.9%	4.3%	4.8%
Housing/Dining⁴							
	\$7,907.00	\$8,826.20	\$8,942.00	\$9,140.00	\$9,140.00	\$9,140.00	\$9,140.00
\$ Change	\$919.20	\$115.80	\$115.80	\$198.00	\$0.00	\$0.00	\$0.00
% Change	11.6%	1.3%	1.3%	2.2%	0.0%	0.0%	0.0%

¹ can be no more than 5% of tuition.

² limited in statute.

³ can be no more than 5% of tuition and the out-of-state fee.

⁴ combine the most popular housing and dining plans provided to students

**UNIVERSITY E&G PROPOSED
OPERATING BUDGETS**

FY 2013-14

President

The President is responsible for managing all the executive functions of FAMU. This includes work for the University Board of Trustees, Board of Governors, and the University. Governmental Relations serves as FAMU's liaison to local, state, and federal governments, elected officials and the community at large.

Florida A&M University 2013-2014 E&G Proposed Operating Budget

President's Division

Description	President	Public Affairs	Media Relations	Publications	Special Events	Government Relations	Board of Trustees	Total
Salaries & Benefits	877,868	388,842	137,991	69,750	108,147	134,864	107,130	1,824,592
OPS	105,000	33,591						138,591
Expense & OCO	422,631	287,167	1,620	12,600	1,620	94,765	189,760	1,010,163
Total	1,405,499	709,600	139,611	82,350	109,767	229,629	296,890	2,973,346

Positions	Faculty FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
President Office	1.00	262,000	6.00	615,868	-	-	7.00	877,868
Public Affairs			2.00	266,832	2.00	122,010	4.00	388,842
Media Relations			1.00	95,836	1.00	42,155	2.00	137,991
Publications					1.00	69,750	1.00	69,750
Special Events			1.00	108,147			1.00	108,147
Governmental Relations			1.00	134,864			1.00	134,864
Board of Trustees			1.00	107,130			1.00	107,130
Total	1.00	262,000	12.00	1,328,677	4.00	233,915	17.00	1,824,592

Academic Affairs

The Office of the Provost and Vice President for Academic Affairs is the heart of Florida A&M University (FAMU) and has the overall responsibility for the growth, development and expansion of the various academic programs, teaching and research activities, educational support agencies and the effective and efficient administration of public service.

Florida A&M University 2013-2014 E&G Proposed Operating Budget ACADEMIC AFFAIRS

Description	Academic Affairs
Salaries & Benefits	77,503,526
OPS	1,632,169
Expense & OCO	16,949,110
Black Male Program	198,000
Out of State Waivers	130,838
Library Resources	2,634,844
	99,048,487

Positions	Fac FTE	A&P FTE	USPS FTE	Total FTE
Academic Affairs	25.00	16.00	10.00	51.00
ESI	11.00	1.00	1.00	13.00
Architecture	22.00		2.00	24.00
Liberal Arts	136.00	2.00	9.00	147.00
SBI	48.00	17.00	4.00	69.00
CESTA	30.00	3.00	11.00	44.00
Journalism	20.00	3.00	4.00	27.00
Education	52.00	3.00	9.00	64.00
Nursing	15.00	1.00	2.00	18.00
Pharmacy	76.00	4.00	9.00	89.00
Allied Health	28.00	1.00	4.00	33.00
Science and Technology	70.00		6.00	76.00
Engineering	33.00	10.00	30.00	73.00
Law	58.00	10.00	27.00	95.00
Library	17.00		34.00	51.00
Total	641.00	71.00	162.00	874.00

Administrative and Financial Services

The Division of Administrative and Financial Services is responsible for providing business, financial, and facilities support services necessary for the University to meet its overall mission.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
Administrative and Financial Services**

Description	Vice President	ASAP	Personnel	Purchasing	Central Receiving	Controller	Post Office
Salaries & Benefits	1,091,555	752,137	1,296,651	399,013	76,504	2,098,465	
OPS	226,362		69,594	20,806		94,603	
Expense & OCO	359,571	10,000	72,285	16,023	3,490	1,161,693	144,287
Utilities							
Risk Management						1,172,091	
Debt Service							
Total	1,677,488	762,137	1,438,530	435,842	79,994	4,526,852	144,287

Description	Property	Institutional Research	Budget	Organization Development	PO&M	Total
Salaries & Benefits	278,993	308,812	485,542	261,926	8,120,001	15,169,599
OPS	57,440		31,468		195,324	695,597
Expense & OCO	7,182		31,932	3,598	2,312,371	4,122,432
Utilities					8,939,217	8,939,217
Risk Management					1,172,091	1,172,091
Debt Service					1,005,823	1,005,823
Total	343,615	308,812	548,942	265,524	20,572,736	31,104,759

Positions	Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
Vice President Office	1.00	293,303	3.00	672,219	2.00	126,033	6.00	1,091,555
ASAP			7.00	693,993	2.00	58,144	9.00	752,137
Personnel			11.00	864,373	10.00	432,278	21.00	1,296,651
Purchasing			3.00	253,530	3.00	145,483	6.00	399,013
Central Receiving					2.00	76,504	2.00	76,504
Controller			15.00	1,262,042	20.00	836,423	35.00	2,098,465
Property			2.00	116,865	4.00	162,128	6.00	278,993
Institutional Research			3.00	308,812			3.00	308,812
Budget			5.00	439,923	1.00	45,619	6.00	485,542
Organizational Develop			4.00	261,926			4.00	261,926
POM			25.00	1,983,447	174	6,136,554	199.00	8,120,001
Total	1.00	293,303.00	78.00	6,857,130	218.00	8,019,166	297.00	15,169,599

Enterprise Information Technology (EIT)

The goal of EIT is to provide cost effective, efficient and reliable access to information technologies of hardware, software, networking, and telephone services for the students, faculty, staff and other stakeholders of FAMU.

Florida A&M University
2013-2014 E&G Proposed Operating Budget
Enterprise Information Technology

Description	EIT	Planning & Analysis	Admin Computing	Total
Salaries & Benefits	3,361,877	439,800	86,529	3,888,206
OPS	248,443			248,443
Expense & OCO	4,909,473			4,909,473
Total	8,519,793	439,800	86,529	9,046,122

Positions	Exec FTE	Dollars	A&P FTE	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
EIT	1.00	200,458	34.00	2,854,694	6.00	306,725	41.00	3,361,877
Planning & Analysis			5.00	439,800			5.00	439,800
Admin Computing			1.00	86,529			1.00	86,529
Total	1.00	200,458	40.00	3,381,023	6.00	306,725	47.00	3,888,206

Student Affairs

The mission of the Division of Student Affairs is to deliver student-centered services and programs which create a safe and healthy campus climate that attracts and retains students. With a dedicated and professional staff through collaboration with global partners, we promote the holistic development of a diverse student body to assume productive citizenship.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
Student Affairs**

Description	Vice President	Dean Office	Asst VP	President Scholars	Judicial Affairs	Financial Aid	Admissions	Orientation	Comm College/High School	Campus Security	Total
Salaries & Benefits	431,476	216,891	121,145	185,324	196,029	1,107,139	456,895	59,479	53,094	2,351,694	5,179,106
OPS	80,600	65,000	10,765			3,900	21,690			47,780	229,635
Expense & OCO	343,507	4,761			3,208	2,343,772	123,698	15,387	80,900	195,549	3,110,732
Utilities											
Salary Incentive										14,799	14,799
Student Financial Aid						624,417					624,417
Student Financial Aid (E&G)						3,203,572					3,203,572
Total	855,583	286,652	131,910	185,324	199,237	7,282,650	602,283	74,866	133,994	2,609,822	12,362,261

Positions	Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
Vice President Office	1.00	247,200	2.00	184,276			3.00	431,476
Dean Office			1.00	155,596	1.00	61,295	2.00	216,891
Asst VP			1.00	121,145			1.00	121,145
Presidential Scholar			2.00	185,324			2.00	185,324
Judicial Affairs			2.00	153,309	1.00	42,720	3.00	196,029
Financial Aid			10.00	640,972	8.00	466,167	18.00	1,107,139
Admissions			4.00	268,589	4.00	188,306	8.00	456,895
Orientation			1.00	59,479			1.00	59,479
Comm College and High School					1.00	53,084	1.00	53,084
Campus Security			4.00	362,389	35.00	1,989,305	39.00	2,351,694
Total	1.00	247,200.00	27.00	2,131,079	50.00	2,800,827	78.00	5,179,106

University Development

This Division creates and sustains lifelong relationships that enrich the culture of philanthropy, loyalty and community engagement. The Division generates financial support from private sources for university activities in teaching, research, and community services. It is also responsible for branding efforts and collaboration with schools and colleges, students, and alumni in activities designed to support the goals of the university.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
University Development**

Description	Development	Assoc VP Univ Develop	Alumni Affairs	VP Development	Placement Center	Total
Salaries & Benefits	760,690	100,462	253,127	204,783	307,102	1,626,164
OPS						-
Expense & OCO	96,170		11,071	30,526	190	137,957
Total	856,860	100,462	264,198	235,309	307,292	1,764,121

Positions	Exec FTE	Dollars	A&P Fte	Dollars	USPS FTE	Dollars	Total FTE	Total Dollars
Development	1.00	175,000	4.00	470,845	3.00	114,845	8.00	760,690
Assoc VP Univ Development			1.00	56,696	1.00	43,766	2.00	100,462
Alumni Affairs			3.00	253,127			3.00	253,127
VP Development			2.00	135,838	1.00	68,945	3.00	204,783
Placement Center			4.00	283,022	1.00	24,080	5.00	307,102
Total	1.00	175,000.00	14.00	1,199,528	6.00	251,636	21.00	1,626,164

Legal Affairs

Legal Affairs is responsible for the legal representation of the university, administers the collective bargaining process and labor contracts for university’s employees, and manages outside legal counsel. This division also supervises the Equal Employment Opportunity (EEO) and Risk Management Units.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
Legal Affairs**

Description	Legal Affairs	Univ Legal Fees	EEO Office	Total
Salaries & Benefits	593,199		244,657	837,856
OPS	70,345			70,345
Expense & OCO	52,221	200,000	3,308	255,529
Total	715,765	200,000	247,965	1,163,730

Positions	Exec FTE	Dollars	A&P Fte	Dollars	Total FTE	Total Dollars
Legal Affairs	1.00	242,300	5.00	350,899	6.00	593,199
EEO Office			3.00	244,657	3.00	244,657
Total	1.00	242,300.00	8.00	595,556	9.00	837,856

Audit and Compliance

The Division of Audit and Compliance serves FAMU by cultivating a culture of compliance and nurturing core values of efficiency, effectiveness, integrity, accountability, and respect; upholding the highest professional standards, and communicating value-added outcomes to the Board of Trustees and senior management.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
Audit and Compliance**

Description	
Salaries & Benefits	658,380
OPS	
Expense & OCO	63,018
Utilities	
Risk Management	
Debt Service	
Total	721,398

Positions	EXEC FTE	Dollars	A&P FTE	Dollars	Total FTE	Total Dollars
Audit and Compliance	1.00	202,880	5.00	455,500	6.00	658,380

Athletics (Title IX)

This area is to ensure that the university is to enhance our women sports and to ensure that FAMU is in compliance with Public Law No. 92-318, 86 Stat.235.

**Florida A&M University
2013-2014 E&G Proposed Operating Budget
Athletics Title IX**

Description	Admin &		Women		Total
	Gen	Volleyball	Basketball		
Salaries & Benefits	155,777	48,176	34,683		238,636
OPS	134,500				134,500
Expense & OCO	99,051				99,051
Total	389,328	48,176	34,683		472,187

Positions	A&P Fte	Dollars	Total FTE	Total Dollars
Administration	3.00	155,777	3.00	155,777
Women Volleyball	1.00	48,176	1.00	48,176
Women Basketball	1.00	34,683	1.00	34,683
			-	-
Total	5.00	238,636.00	5.00	238,636

**UNIVERSITY PROPOSED
FY 2013-14 NON E&G BUDGETS**

Academic Affairs
 FY2013-2014
 Non-E&G Operating Budget Requests

	FAMU DRS	Late Registration	Law School Bar Prep Fee	Law School Library Coin Oper	Journalism Lab Fee
Proposed Revenue	3,421,105	150,000	480,000	17,000	17,640
Salary	2,635,115	193,660	-	-	-
OPS	175,000	31,162	-	-	-
Expense	584,011	25,413	493,381	20,000	8,500
OCO	-	-	-	5,000	-
Debt Service	-	-	-	-	-
Proposed Total Operating Expense	3,394,126	250,235	493,381	25,000	8,500
Admin Expense	-	22,521	-	2,250	765
Other Transfers	-	-	-	-	-
Proposed Total Non-Operating Expense	-	22,521	-	2,250	765
Proposed Total Non E&G Operating & Non-Operating Expense	3,394,126	272,756	493,381	27,250	9,265
Proposed Net Income (Loss)	26,979	(122,756)*	(13,381)*	(10,250)*	8,375

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	FAMU/Leon			
	Graphic Arts Lab Fee	Nursing Lab Fees	Nursing ATI Fees	Pharmacy Lab Fees
Proposed Revenue	19,890	18,225	36,810	313,723
Salary	-	-	-	196,051
OPS	-	-	-	45,000
Expense	-	25,000	45,000	135,000
OCO	-	-	-	5,000
Debt Service	-	-	-	-
Proposed Total Operating Expense	-	25,000	45,000	381,051
Admin Expense	-	2,250	-	34,295
Other Transfers	-	-	-	-
Proposed Total Non-Operating Expense	-	2,250	-	34,295
Proposed Total Non E&G Operating & Non-Operating Expense	-	27,250	45,000	415,346
Proposed Net Income (Loss)	19,890	(9,025)*	(8,190)*	(101,623)*

	Pharmacy Lab Fees	Allied Health Lab Fees	Music Lab Fees
Proposed Revenue	36,900	15,400	10,000
Salary	-	-	-
OPS	-	-	-
Expense	40,000	14,575	2,448
OCO	-	-	-
Debt Service	-	-	-
Proposed Total Operating Expense	40,000	14,575	2,448
Admin Expense	3,600	1,312	220
Other Transfers	-	-	-
Proposed Total Non-Operating Expense	3,600	1,312	220
Proposed Total Non E&G Operating & Non-Operating Expense	43,600	15,887	2,668
Proposed Net Income (Loss)	(6,700)*	(487)*	7,332

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Academic Affairs
FY2013-2014
Non-E&G Operating Budget Requests**

	Biology Lab Fees	Chemistry Lab Fees	CIS Lab Fees	Continuing Education	Entomology Field Day	Edmonds Youth theatre
Proposed Revenue	65,000	31,000	31,000	119,918	23,690	26,500
Salary OPS	-	-	-	-	-	-
Expense	75,000	65,000	16,000	46,850	500	12,480
OCO	-	-	-	58,000	20,680	8,700
Debt Service	-	-	-	3,977	-	-
Proposed Total Operating Expense	75,000	65,000	16,000	108,827	21,180	21,180
Admin Expense	6,750	5,850	1,440	9,794	1,906	1,906
Other Transfers	-	-	-	-	3,554	3,975
Proposed Total Non-Operating Expense	6,750	5,850	1,440	9,794	5,460	5,881
Proposed Total Non E&G Operating & Non-Operating Expense	81,750	70,850	17,440	118,621	26,640	27,061
Proposed Net Income (Loss)	(16,750)*	(39,850)*	13,560	1,297	(2,950)*	(561)*

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	Office of Inst Tech - Support	Distance Learning-SBI	Distance Learning-Nursing	Distance Learning-Public Health
Proposed Revenue	205,000	587,664	218,082	338,650
Salary	-	126,030	-	-
OPS	115,000	268,900	70,000	160,000
Expense	75,000	250,000	75,000	85,000
OCO	-	-	-	-
Debt Service	-	-	-	-
Proposed Total Operating Expense	190,000	644,930	145,000	245,000
Admin Expense	17,100	58,044	13,050	22,050
Other Transfers	-	100,000	35,000	70,000
Proposed Total Non-Operating Expense	17,100	158,044	48,050	92,050
Proposed Total Non E&G Operating & Non-Operating Expense	207,100	802,974	193,050	337,050
Proposed Net Income (Loss)	(2,100)*	(215,310)*	25,032	1,600

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

Academic Affairs
 FY2013-2014
 Non-E&G Operating Budget Requests

	Pharmacy Seminars	Challenger Learning Center	Univ. Library Copy/Print Services	Transcript Fee	Orange County (Law School)
Proposed Revenue	140,000	802,000	32,000	152,402	275,000
Salary	-	7,150	-	139,292	-
OPS Expense	20,000	248,000	-	-	16,000
OCO	20,000	492,000	22,271	6,200	-
Debt Service	-	-	-	-	265,000
Proposed Total Operating Expense	40,000	833,150	22,271	145,492	281,000
Admin Expense	3,600	74,984	2,004	13,094	-
Other Transfers	21,000	-	-	-	-
Proposed Total Non-Operating Expense	24,600	74,984	2,004	13,094	-
Proposed Total Non E&G Operating & Non-Operating Expense	64,600	908,134	24,275	158,586	281,000
Proposed Net Income (Loss)	75,400	(106,134)*	7,725	(6,184)*	(6,000)*

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Administrative and Financial Services
FY2013-2014
Non-E&G Operating Budget Requests**

	Surplus Property	Auxiliary Overhead	Late Payment	Fin Aid Adm Exp Controller	Bookstore
Proposed Revenue	35,000	1,681,000	265,550	225,000	320,000
Salary	-	996,247	42,035	110,000	106,638
OPS Expense	35,000	350,000	115,759	129,023	-
OCO	-	402,298	117,987	-	32,878
Debt Service	-	-	-	-	-
Proposed Total Operating Expense	35,000	1,748,545	275,781	239,023	270,522
Admin Expense Facility & Equip Reserve	-	-	-	-	24,347
Other Transfers	-	-	-	-	9,600
Proposed Total Non-Operating Expense	-	-	-	-	33,947
Proposed Total Non E&G Operating & Non-Operating Expense	35,000	1,748,545	275,781	239,023	304,469
Proposed Net Income (Loss)	-	(67,545)*	(10,231)*	(14,023)*	15,531

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	University Commons	University Parking	Bus & Aux. Services	Post Office	Procurement Contracts	Rattler Card
Proposed Revenue	775,000	2,269,375	110,000	279,378	80,000	229,700
Salary	284,871	862,813	-	-	-	123,600
OPS Expense	-	-	52,301	-	-	-
OCO	348,628	992,916	55,198	252,691	72,875	73,954
Debt Service	-	36,000	-	-	-	-
Proposed Total Operating Expense	1,026,518	2,124,354	107,499	252,691	72,875	197,554
Admin Expense Facility & Equip Reserve	92,387	191,192	-	22,742	6,559	17,780
Other Transfers	23,250	68,081	-	-	-	6,891
Proposed Total Non-Operating Expense	192,000	-	-	-	-	-
Proposed Net Income (Loss)	307,637	259,273	-	22,742	6,559	24,671
Proposed Total Non E&G Operating & Non-Operating Expense	1,334,155	2,383,627	107,499	275,433	79,434	222,225
Proposed Net Income (Loss)	(559,155)*	(114,252)*	2,501	3,945	566	7,475

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Administrative and Financial Services
FY2013-2014
Non-E&G Operating Budget Requests**

Proposed Revenue	Copy Center	Meal Plan	Building Code	Events		
				Department	Concessions	
	366,981	7,641,900	180,000	90,000	180,630	
Salary	213,729	-	93,600	-	-	-
OPS	-	-	31,848	109,150	-	-
Expense	112,850	6,300,000	10,399	22,000	180,630	
OCO	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Proposed Total Operating Expense	326,579	6,300,000	135,847	131,150	180,630	
Admin Expense	29,392	-	12,226	11,804	-	-
Facility & Equip Reserve	11,009	-	-	-	-	-
Other Transfers	-	500,000	-	-	-	-
Proposed Total Non-Operating Expense	40,402	500,000	12,226	11,804	-	
Proposed Total Non E&G Operating & Non-Operating Expense	366,981	6,800,000	148,073	142,954	180,630	
Proposed Net Income (Loss)	-	841,900	31,927	(52,954)*	-	

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Student Affairs
FY2013-2014
Non-E&G Operating Budget Requests**

	Fin Aid Admin Expense	Orientation Fee	Rattler Aquatics	Student Union	Student Union Bowling Alley
Proposed Revenue	250,000	319,080	53,795	746,105	10,000
Salary	153,296	123,803	-	435,015	-
OPS Expense	25,000	40,000	57,200	-	-
OCO	95,000	135,000	10,650	229,548	10,000
Debt Service	-	-	30,000	-	-
Proposed Total Operating Expense	273,296	298,803	97,850	664,563	10,000
Admin Expense	-	26,892	8,807	59,811	900
Facility & Equip Reserve	-	-	1,614	22,383	-
Other Transfers	-	-	-	-	-
Proposed Total Non-Operating Expense	-	26,892	10,420	82,194	900
Proposed Total Non E&G Operating & Non-Operating Expense	273,296	325,695	108,270	746,757	10,900
Proposed Net Income (Loss)	(23,296)*	(6,615)*	(54,475)*	(652)*	(900)*

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	Rattler Express	Campus Recreation	Famuian	FAMU DPS Alarm Monitor	FAMU Child Care Center	Hosp O&M Student Hlth
Proposed Revenue	143,226	543,578	162,052	18,774	668,584	2,002,934
Salary	-	347,037	49,176	-	463,293	978,480
OPS Expense	-	81,913	65,844	8,000	120,000	150,000
OCO	15,000	54,745	33,442	6,000	137,113	500,000
Debt Service	116,400	-	-	-	-	20,000
Proposed Total Operating Expense	131,400	483,695	148,462	14,000	720,406	1,648,480
Admin Expense	11,826	43,533	13,362	1,260	64,837	148,363
Facility & Equip Reserve	-	16,307	-	-	20,058	60,088
Other Transfers	-	-	-	-	-	450,388
Proposed Total Non-Operating Expense	11,826	59,840	13,362	1,260	84,894	658,839
Proposed Total Non E&G Operating & Non-Operating Expense	143,226	543,535	161,824	15,260	805,300	2,307,319
Proposed Net Income (Loss)	-	43	228	3,514	(136,716)*	(304,385)*

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	Counseling Services	Student Hlth Ctr Pharmacy	LifeScan Finger Printing	Title IV Admin Expense	Florida CCWEP- On Campus
Proposed Revenue	330,388	268,000	30,000	155,000	15,000
Salary	309,908	112,000	-	135,845	-
OPS Expense	16,500	10,425	-	-	15,000
OCO	18,500	65,000	27,000	-	-
Debt Service	-	-	-	-	-
Proposed Total Operating Expense	344,908	187,425	27,000	135,845	15,000
Admin Expense Facility & Equip Reserve	31,042	16,868	2,430	-	-
Other Transfers	-	-	-	-	-
Proposed Total Non-Operating Expense	31,042	16,868	2,430	-	-
Proposed Total Non E&G Operating & Non-Operating Expense	375,950	204,293	29,430	135,845	15,000
Proposed Net Income (Loss)	(45,562)*	63,707	570	19,155	-

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

	A&S Fees	Scholarship Fund 901	Loan Fund 301	Loan Agency Fund 902
Proposed Revenue	2,738,645	3,000,000	2,100,000	3,500,000
Salary	189,838	-	-	-
OPS Expense	134,913	-	-	-
OCO	707,965	3,000,000	2,100,000	3,500,000
Debt Service	-	-	-	-
Proposed Total Operating Expense	1,032,716	3,000,000	2,100,000	3,500,000
Admin Expense Facility & Equip Reserve	92,944	-	-	-
Other Transfers	82,159	-	-	-
Proposed Total Non-Operating Expense	1,616,308	-	-	-
Proposed Total Non E&G Operating & Non-Operating Expense	1,791,412	-	-	-
Proposed Net Income (Loss)	2,824,128	3,000,000	2,100,000	3,500,000
	(85,483)*	-	-	-

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Enterprise Information Technology
FY2013-2014
Non-E&G Operating Budget Requests**

Technology Fee

	Technology Fee
Proposed Revenue	<u>1,969,913</u>
Salary	344,909
OPS	200,000
Expense	3,000,000
OCO	50,000
Proposed Total Operating Expense	<u>3,594,909</u>
Admin Expense	<u>323,542</u>
Proposed Total Non-Operating Expense	<u>323,542</u>
Proposed Total Non E&G Operating & Non-Operating Expense	<u>3,918,451</u>
Proposed Net Income (Loss)	<u>(1,948,538)*</u>

***All departments with a proposed net loss will use their fund balances to cover the proposed deficit.**

Technology Fee funds will be used to:

- Continue to provide support to the Technology Help Desk
- Provide staff for the new University Call Center
- Provide Infrastructure Components or Services
- Improve and Enhance teaching and learning
- Increase access to a variety of innovative educational tools

**Enterprise Information Technology
FY2013-2014
Non-E&G Operating Budget Requests**

Proposed Revenue	1,977,884
Salary	306,833
OPS	40,000
Expense	1,341,400
OCO	-
Proposed Total Operating Expense	1,688,233
Admin Expense	104,895
Proposed Total Non-Operating Expense	104,895
Proposed Total Non E&G Operating & Non-Operating Expense	1,793,128
Proposed Net Income (Loss)	184,756

*All departments with a proposed net loss will use their fund balances to cover the proposed deficit.

**Sponsored Research
 FY2013-2014
 Non-E&G Operating Budget Requests**

Proposed Revenue		Sponsored Research
		48,772,609
Salary	18,572,557	
OPS Expense	6,569,527	
OCO	21,956,863	
Proposed Total Operating Expense	48,772,609	
Proposed Total Non E&G Operating & Non-Operating Expense	48,772,609	
Proposed Net Income (Loss)	-	

***All departments with a proposed net loss will use their fund balances to cover the proposed deficit.**

**President
FY2013-2014
Non-E&G Operating Budget Requests**

Proposed Revenue	Athletics
	<u>8,396,550</u>
Salary	3,625,000
OPS	700,000
Expense	3,540,395
OCO	125,000
Proposed Total	
Operating Expense	<u>7,990,395</u>
Admin Expense	159,808
Facility & Equip Reserve	239,712
Proposed Total Non-Operating	
Expense	<u>399,520</u>
Proposed Total Non E&G Operating	
& Non-Operating Expense	<u>8,389,915</u>
Proposed Net Income (Loss)	<u><u>6,635</u></u>

***All departments with a proposed net loss will use their fund balances to cover the proposed deficit.**

CAPITAL PROJECTS

1.0 Sources and Uses of Capital Funds

1.1 Public Education Capital Outlay (PECO)

PECO funds from the state were the primary source of capital funds up to three years ago. These funds were used for major building construction and renovation projects as well as for utilities, infrastructure, major equipment renewals, and roofs. In the five years prior to that time PECO funds averaged approximately \$25 million per year. No PECO funds were allocated in the last two years and a minimal amount is expected this year.

1.2 Special Legislative Allocations

In some instances special non-PECO legislative allocations are made to Universities.

1.3 Capital Improvement Trust Fund (CITF)

The CITF is funded by a student fee and the funding is used for student-selected capital projects e.g. the Recreations Center, Playing Fields. The CITF is used as the pledged revenues for bond issues through the state. CITF projects are selected by a committee comprising students and staff. Below is the information on the next project planned for funding by the CITF.

***This request is made in conjunction with similar request from Florida State University

CITF PROJECT REQUESTS (\$millions)

Priority No	Project Title	Year		Year 3	Year 4	Year 5	Gross Square Feet (GSF)
		1	2				
1	STUDENT UNION		\$6.2	\$23.8	\$3.1		140,000

1.4 Capital Improvement Plan (CIP)

The 5-year Capital Improvement Plan is a document that analyzes, identifies, and cost the capital improvements required over an identified 5 year period. The plan is summarized in a prioritized list of projects. The university is required to update the Capital Improvement Plan (CIP) on an annual basis.

Below is a copy of the proposed FY 2013-14 to FY 2017-18 CIP.

No	Project Title	Year 1	Year 2	Year 3	Year 4	Year 5	Gross Sq. Ft. (GSF)
1	UTILITIES/INFRASTRUCTURE CAPITAL RENEWAL/ROOFS (P,C, E)	\$10.8	\$8.0	\$8.0	\$8.0	\$8.0	N/A
2	PHARMACY BUILDING PHASE II (C, E)	\$8.6	\$3.0				\$65,340
3	STUDENT AFFAIRS BUILDING (P,C,E)	\$6.2	\$2.6	\$3.1			\$72,511
4	FAMU/FSU COLLEGE ENGINEERING PHASE III (C,E)****	\$13.0	\$2.0				\$76,600
5	DYSON BUILDING REMODELING (P,C,E)	\$1.8	\$14.1	\$2.5			\$57,500
6	ENGINEERING TECHNOLOGY BUILDING (P,C,E)	\$2.3	\$26.0	\$2.6			\$97,350
7	LAND ACQUISITION	\$6.5	\$4.0	\$4.5			N/A
8	PERRY-PAIGE ADDITION (P,C,E)	\$0.8	\$5.3	\$0.6			\$13,000
9	BANNER COMPLEX REMODELING (P,C,E)	\$2.4	\$20.7	\$2.4			\$80,564
10	SOCIAL SCIENCE BUILDING (P,C,E)	\$2.0	\$2.0	\$17.3	\$1.3		\$75,116
11	COLEMAN LIBRARY PHASE III (P,C,E)	\$8.6	\$1.4	\$11.7	\$1.1		\$58,400
12	PERFORMING ARTS CENTER (P,C, E)			\$40.6	\$2.0		\$136,860
13	COLLEGE OF ARTS AND SCIENCES TEACHING FACILITY (P,C,E)			\$2.6	\$26.9	\$2.6	\$131,710
14	GENERAL CLASSROOM PHASE II (P,C,E)			\$2.0	\$22.2	\$1.4	\$106,153
15	COMPUTER INFORMATION SYSTEM (P,C,E)			\$2.4	\$27.1	\$2.6	\$122,650
16	HOWARD HALL RE-MODELING (P,C,E)			\$0.6	\$0.6	\$0.1	\$22,158
17	LUCY MOTEN RENOVATION (P,C,E)			\$0.7	\$4.7	\$1.0	\$12,989
TOTAL		\$52.3	\$89.2	\$101.6	\$93.9	\$7.7	

1.5 Capital Funding for Auxiliaries

Auxiliaries obtain their capital funds from internally-generated funds or from debt obtained by pledging a portion of their revenues. Below is the information on the next projects planned for funding by the Auxiliaries.

REQUESTS FROM NON-STATE SOURCES, INCLUDING DEBT							Gross Square Feet (GSF)
Priority No	Project	Year 1	Year 2	Year 3	Year 4	Year 5	
1	HOUSING - NEW AND RENOVATIONS	\$16.5	\$16.0	\$26.0	\$0.0	\$9.0	247,000
2	STUDENT SVCES CENTER EXTENSION	\$7.0	\$10.0	\$0.0	\$0.0	\$0.0	37,500
3	PARKING GARAGE	\$6.0	\$0.0	\$60.0	\$0.0	\$6.0	126,000
4	STADIUM AND ATHLETIC FIELDS	\$3.0	\$50.0	\$50.0	\$0.0	\$0.0	155,000
TOTAL		\$33	\$76	\$136	\$0	\$15	

1.6 Capital Leases

Sections 489.145 and 1013.23, Florida Statutes, allows state entities to institute Energy Conservation Measures which would generate sufficient cost savings to pay for the investments if the energy savings are guaranteed by the selected energy firm. In 2012, the University used a capital lease to invest \$12.3 million for improvements to the heating, air conditioning, and ventilation systems at the Tallahassee campus.

Florida Agricultural and Mechanical University
Board of Trustees



Budget and Finance Committee
Grand Ballroom
June 5, 2013
Time: XX: 00 a.m.

Budget and Finance Committee Members:

Trustee Rufus Montgomery, Chair
Trustee Kelvin Lawson
Trustee William Jennings
Trustee Narayan Persuad
Trustee Cleve Warren
Trustee Karl White

Agenda

I. Call to Order

Chairman Rufus Montgomery

Action Items

- II. Approval of Minutes – April 10, 2013
III. Approval to Amend Policy # 2006-04
(Purchasing Cards)
IV. Approval to Amend Regulation 3.017 –
Schedule of Tuition and Fees
V. Approval of the Preliminary Operating Budget
FY 2013-14
VI. Approval of Athletics' Debt Reduction Plan
VII. Approval of the DSO FY 2013-14 Operating Budgets
VIII. Approval of FY 12-13 Targeted Assistance Program
Contracts
- Trustee Rufus Montgomery
Ms. Stephany Fall
Dr. William Featherstone
Interim Vice President Joe Bakker
Athletic Director Derek Home
Dr. Thomas Haynes
Ms. Stephany Fall

Information Items

IX. Updates

- a. 2013 Legislative Session
- b. Dining Services Amendment/ RFP
- c. Statement of the University's Financial Condition
- d. Upcoming Contracts over \$100,000
- e. Contracts over \$100,000

Mr. Tola Thompson
Interim Vice President Joseph Bakker
Ms. Ronica Mathis/Dr. William Featherstone
Ms. Stephany Fall
Ms. Stephany Fall

DRAFT

Florida A&M University



**Responses to Questions from
February 6th & April 10th, 2013
BOT Budget & Finance Committee
Meetings**



**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**

Trustee	Status	Questions/Concerns
		February 6, 2013 Budget & Finance Meeting
		Governmental Relations (Director Thompson)
Montgomery	See Attachment 1	How much have we spent on lobbying services at the state level for the last three (3) years?
Montgomery	See Attachment 1	Does the legislature plan to convene a committee to discuss FAMU this session?
Montgomery	See Attachment 1	Is Governmental Relations adequately funded? If not, submit a request to the Budget & Finance Committee outlining your needs for this session.
Montgomery	See Attachment 1	How many FAMU graduates are in the Legislature and in Congress?
Montgomery	See Attachment 1	Let the Trustees know how they can assist.
Montgomery	See Attachment 1	Provide regular updates to the Board during the legislative session.
Montgomery	See Attachment 1	How do we determine when we need to seek outside lobbyist?
Montgomery	See Attachment 1	What is FAMU's practice in using Policy Think Tanks?
Montgomery	See Attachment 1	Do we lobby the BOG?
Montgomery	See Attachment 1	Make sure that we are communicating to everyone who can share our story.
		Athletics Department (Director Derrick Horne)
Montgomery/Persaud	See Attachment 2	Have all of the audit findings been addressed?
McWilliams	See Attachment 2	Concerned about the condition of the concession area of the stadium.

**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**



Status		Questions/Concerns
Trustee		
McWilliams	See Attachment 2	Need to look at providing drinks and other snacks in the stands during game day. Many elderly patrons are unable to get to the Concession area.
McWilliams	See Attachment 2	Football tickets need to be available at the stadium on game day.
White/Langston	The department is working on a deficit reduction plan. This plan will be on the June BOT Agenda.	Would like to see some basis of consistency and expectations, based on real assumptions. (deficit reduction)
White/Langston	See Attachment 2	Athletics need to see what other universities are doing.
Alston/Persad	See Attachment 2	There was a discussion about the fiscal impact of not having the band perform at football games at halftime. Need to look at revenue and expenses.
Alston/Persad	Currently the Office of Communications receives the licensing revenue. However, the Athletics Department will begin receiving CLC revenue in FY 2013-14.	Who receives the licensing revenue? Why is it going to the Office of Communications? This needs to be addressed.
		Controller & Budget Office (Dr. Featherstone/Ronica Martin)
Warren	A Statement of Financial Condition will be provided monthly.	Requested a statement of financial condition (on a monthly basis) be provided at each meeting in order to make informed decisions.

**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**



Status		Questions/Concerns
		April 10, 2013 Budget & Finance Meeting
		Human Resources (Interim Vice President Ears)
Warren	It covers the period from 2009 to 2012.	For what period of time does the \$1M savings for the 4 Day Work Week cover?
		Procurement Services (Director Fall)
Warren	Yes. See comparison spreadsheet-Attachment 3	Are the proposed changes to the PCard Policy consistent with other Universities?
Warren	Cardholder Supervisor - reviews and approves all charges and signs PCard Reconciliation Form. PCard Administrator - reviews all University monthly statements to ensure compliance of PCard policies and procedures. University Controller - audits all University PCard charges to ensure compliance of PCard policies and procedures.	Who ensures the accountability of the cardholder?
Warren	Limits are established as follows: 1) President \$15,000 monthly; 2) VPs and Asst. VPs \$10,000 monthly; 3) Directors and lower \$5,000 monthly; 4) Director of Challenger Center \$18,000 monthly.	Is the decision subjective for card limits? Is it decided by position or how?
Warren	Their PCard may be used for recruitment activities, emergency purchases for their respective areas, major parts for physical plant, and group travel.	What constitutes a \$10,000 limit for a VP?
Montgomery	See comparison spreadsheet-Attachment 3	Provide Comparison language to other Universities' PCard Policies
Turnbull	No, however all accounting information for the cardholder's department is included on the PCard application. This provides the Controller's Office the information for billing purposes.	Are the PCard limits tied to the budget?



**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**

Questions/Concerns		Status	Trustee
How often are PCard limits reviewed? Is annually often enough?		PCard limits are reviewed annually unless a compliance issue is reported. At such time it will be reviewed immediately. We feel this is adequate.	Lawson
Do you feel these 4 bullet points in the presentation address the audit findings? The bullets summarize the amendments to the policy. The PCard policy adequately addresses the audit findings. The state auditors recommended that the University enhance its monitoring procedures to ensure that PCard purchases are timely submitted for supervisory approval and sufficiently documented.		Random audits are not performed, however monthly reconciliations are done by the University Controller's Office.	Warren
How many times have we suspended PCards?		There have been 7 incidents: <ul style="list-style-type: none"> • FY 2009-10 – 2 suspended • FY 2010-11 – 1 suspended • FY 2011-12 – 2 suspended • FY 2012-13 – 2 suspended 	Jennings
Controller & Budget Office (Dr. Featherstone/Interim Director) Merris			
Have we provided Trustees with monthly financial reports?		An updated financial status report was provided at the April Budget & Finance Committee Meeting. However, a Statement of Financial Condition will be provided on a monthly basis effective April 2013.	Montgomery
Are we now balancing the checkbook more frequently than 60-90 days?		Yes.	Warren
What are we doing to ensure maintenance of good financial health and accountability?		We monitor the revenue and expenditures on a daily basis to ensure that expenditures do not exceed revenue. Additionally, there is a budget control mechanism in PeopleSoft.	Montgomery



**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**

Status		Questions/Concerns		
Montgomery	A Statement of Financial Condition will be provided on a monthly basis.	Tell us today, will you provide updates for financial condition monthly or quarterly?		
Montgomery	A Statement of Financial Condition will be provided on a monthly basis.	I charge the staff to find a way to provide monthly financial updates.		
		EIT (CIO Michael James)		
Turnbull	See Attachment 4	Provide background on PeopleSoft prior to Retreat.		
Reed-Shannon	EIT staff will be available for questions at the Budget Retreat.	Can someone address People Soft at the Budget Retreat... is it meeting our needs?	Athletics Department (Director Horne)	
President Robinson	It reduces the budget.	How does the enrollment decline impact Athletics' budget?		
Jefferson	Yes, but we have to go before the Fee Committee.	Have we looked at increasing student fees as a source of revenue?		
McWilliams	Investment Earnings	What is the revenue source of the \$2M that is being used to balance the budget for FY 2012-13?		
Persad	We have implemented the following controls: 1) Separation of duties have been enhanced; 2) written procedures; 3) cross-training; and 4) monthly reconciliations of revenue categories.	What controls have we implemented to ensure accountability of revenues?		
Persad	Other universities have higher student fees.	What other sources of revenue are other Universities utilizing to support Athletics?		
Persad	10 MEAC Universities are State funded	How many of these Universities are state-funded?		
Persad	Yes.	Do these Universities undergo the same scrutiny as FAMU?		
Alston	Yes, alternatives are being reviewed.	Have we looked at alternatives for halftime entertainment if the band does not perform at games in the upcoming football season?		
Alston	A formal survey has not been conducted, but the department has received from students, alumni and supporters.	Have we surveyed our customers (students/alumni/fans) on what we can do better next year for halftime entertainment at football games?		
Montgomery	Will be discussed at Budget Retreat.	Need to give a lot of thought to sustaining the Athletics program, not just the football program.		

**Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6 & April 10, 2013**



Trustee		Questions/Concerns
Montgomery	Yes, updates will be provided at each meeting.	Should the committee continue receiving Athletic Budget updates at each meeting?
		Governmental Relations (Director Thompson)
Turnbull		What Legislators do we have contact with?
Turnbull		Who are our supporters?
Turnbull		We need a collaborative approach, before, during and after session. How can we give this effort more attention?
McWilliams		What resources do other schools have and what resources do we need for Governmental Relations to help our internal process?
Montgomery		Trustee Warren would like to delve deeper into our outside lobbying and lobbying at the statewide level (what are we spending, return on our investment, what is the state spending, etc.)

Florida A&M University
Budget and Finance Committee Meeting
Follow-up Items
February 6, 2013

ATTACHMENT I

Governmental Relations

Trustee Montgomery

1. **How much have we spent on lobbying services at the state level for the last three (3) years?**
A: \$72,000 all from private sources; Florida Law prohibits state funds from being spent on efforts to lobby the Legislature/Executive Branch. (\$50,000 from a private donor in Dec, and \$29,000 from a previous balance raised by Gov. Affairs.) This is our second year using an outside consultant.
2. **Does the legislature plan to convene a committee to discuss FAMU this session?**
A: Currently (as of Feb 22, 2012), there are no committee meeting scheduled to discuss FAMU.
3. **Is Governmental Relations adequately funded? If not, submit a request to the Budget & Finance Committee outlining your needs for this session.**
A: No. There is a need for one additional person. We lost the other position during the first round of budget reductions in 2007. Having this position back and filled would allow us to be able to more effectively cover hearings in the Florida House & Senate and be more responsive to member requests.
4. **How many FAMU graduates are in the legislature and in Congress?**
Legislature 7 --- Sens. Arthenia Joyner (Tampa) & Dwight Bullard (Miami); Reps. Alan Williams (Tallahassee), Mia Jones (Jacksonville), Shevrin Jones (West Park), Bobby Powell (Riviera Beach), and Mike Clelland (Longwood). **Congress 4 –** Rep. Corrine Brown, D-FL, Rep. Alcee Hastings, D-FL, Rep. David Scott, D-GA, and Rep. Al Green, D-TX
5. **Let the Trustees know how they can assist Tola.**
Will do
6. **Tola needs to provide regular updates to the Board during the legislative session.**
Will provide regular written updates.
7. **How do we determine when we need to seek outside lobbyist?**
Determining when to use an outside consultant is generally made on the basis of rather or not the relationship will add value to the university's core business enterprise.
8. **What is FAMU's practice in using Policy Think Tanks?**
FAMU is a member of several specialized associations centered around common themes and issues such as APLU (the Association of Public Land-grant Universities), APHA (American Public Health Association), AMHPS (Association of Minority Health Professional Schools) and others.

9. Do we lobby the BOG?

I do not. Communicating with members of the BOG, particularly for the purpose of advocacy, is the role of the President.

**10. Make sure that we are communicating to everyone who can share our story.
Will do.**

ATTACHMENT 2

Florida A&M University

ATHLETICS DEPARTMENT



**Responses to Questions from
February 6th & April 10th, 2013
BOT Budget & Finance Committee
Meetings**



April 10, 2013

Florida A&M University Athletics Board of Trustees Update

FLORIDA A&M UNIVERSITY

FLORIDA A&M UNIVERSITY

HAVE ALL AUDIT FINDINGS BEEN ADDRESSED?

Responses to the Ernst & Young findings have been submitted to the Division of Audit and Compliance as well as the SACS Committee. A response to the FY 11/12 Operational Audit is being drafted and should be submitted in accordance to the deadline.

Report Name	Date Responses Submitted
Ernst & Young	November 28, 2012
FY 11/12 Operational Audit	July 2013



**RESPONSE TO CONCERNS ABOUT THE CONCESSION
AREA AT BRAGG STADIUM**

Florida A&M University is entering into an agreement with a new food service provider. During this time the department will negotiate physical enhancements as well as customer-focused initiatives and conveniences to include, but not limited to hawkers, credit card machines, catering for boxes and new menu items.



FLORIDA A&M UNIVERSITY

RESPONSE TO OBSERVATIONS REGARDING GAME DAY TICKET SALES

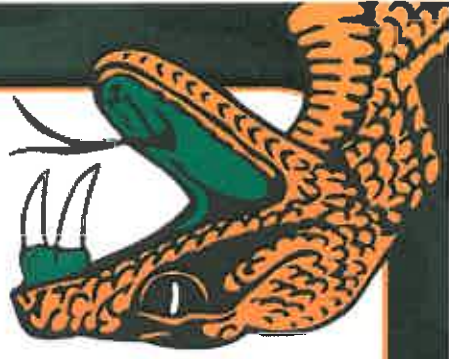
Currently football tickets are sold and available on the West side of Bragg Stadium and the Alfred Lawson Multi-Purpose Gym on game day.

An analysis has been completed and revealed costs in excess of \$25,000 required for upgrades to open a ticket booth on the East side of Bragg Stadium. The cost excludes required cashiers and security.



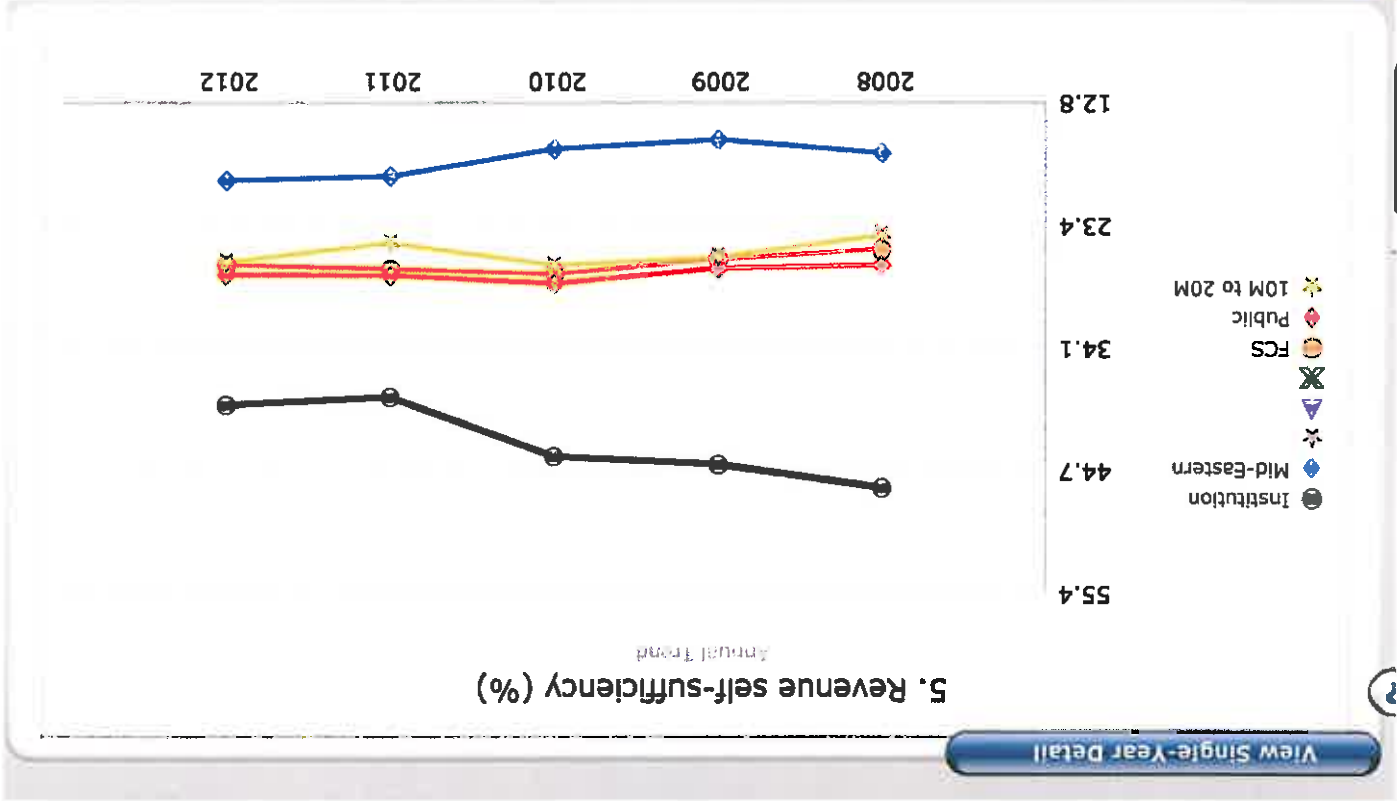
Research Comparisons To Other University Practices

Using the NCAA Dashboard, an online database of financial information about all NCAA member institutions, we were able to analyze some comparisons to other MEAC schools as well as other schools in the NCAA Football Championship Subdivision (FCS).



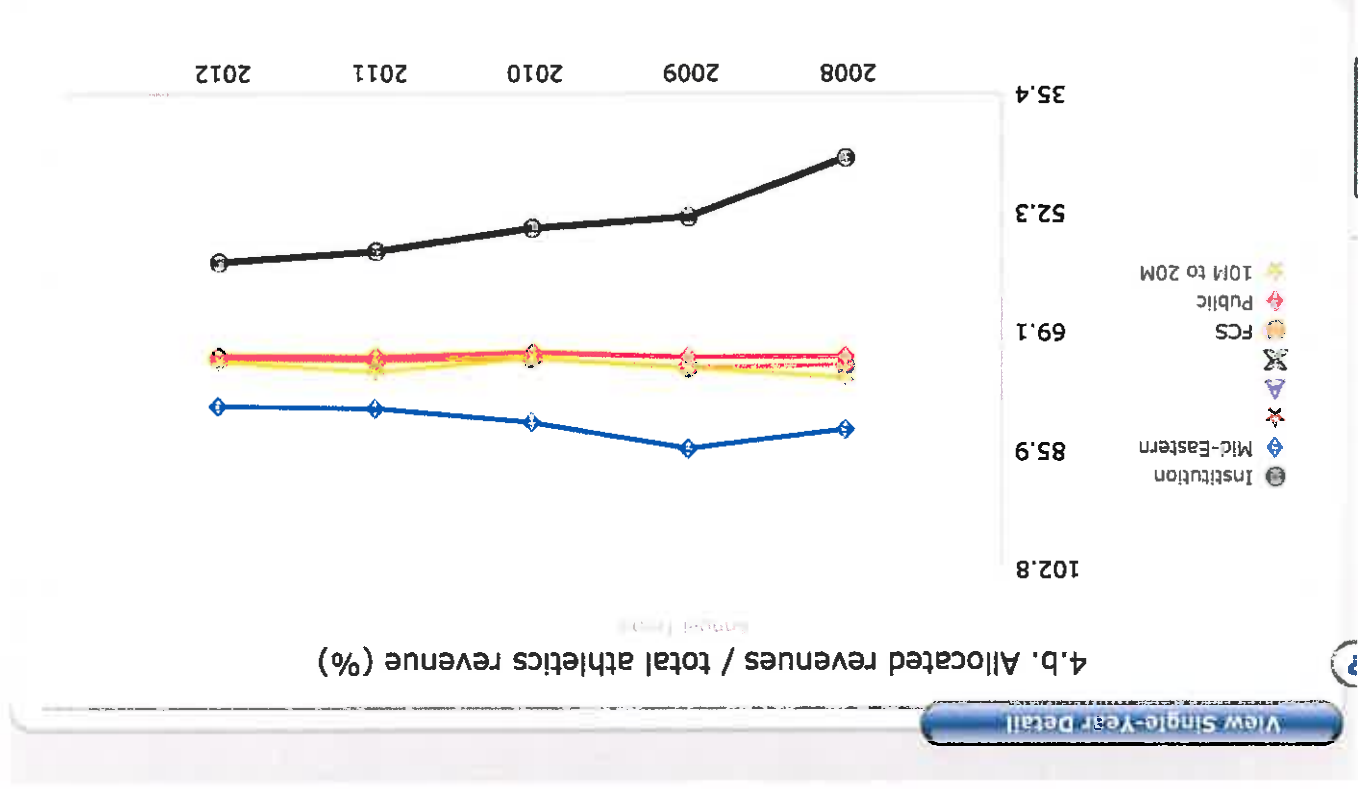
FLORIDA A&M UNIVERSITY

SOURCE NCAA: Revenue Self-Sufficiency



FLORIDA A&M UNIVERSITY

NCAA: Allocated Revenues

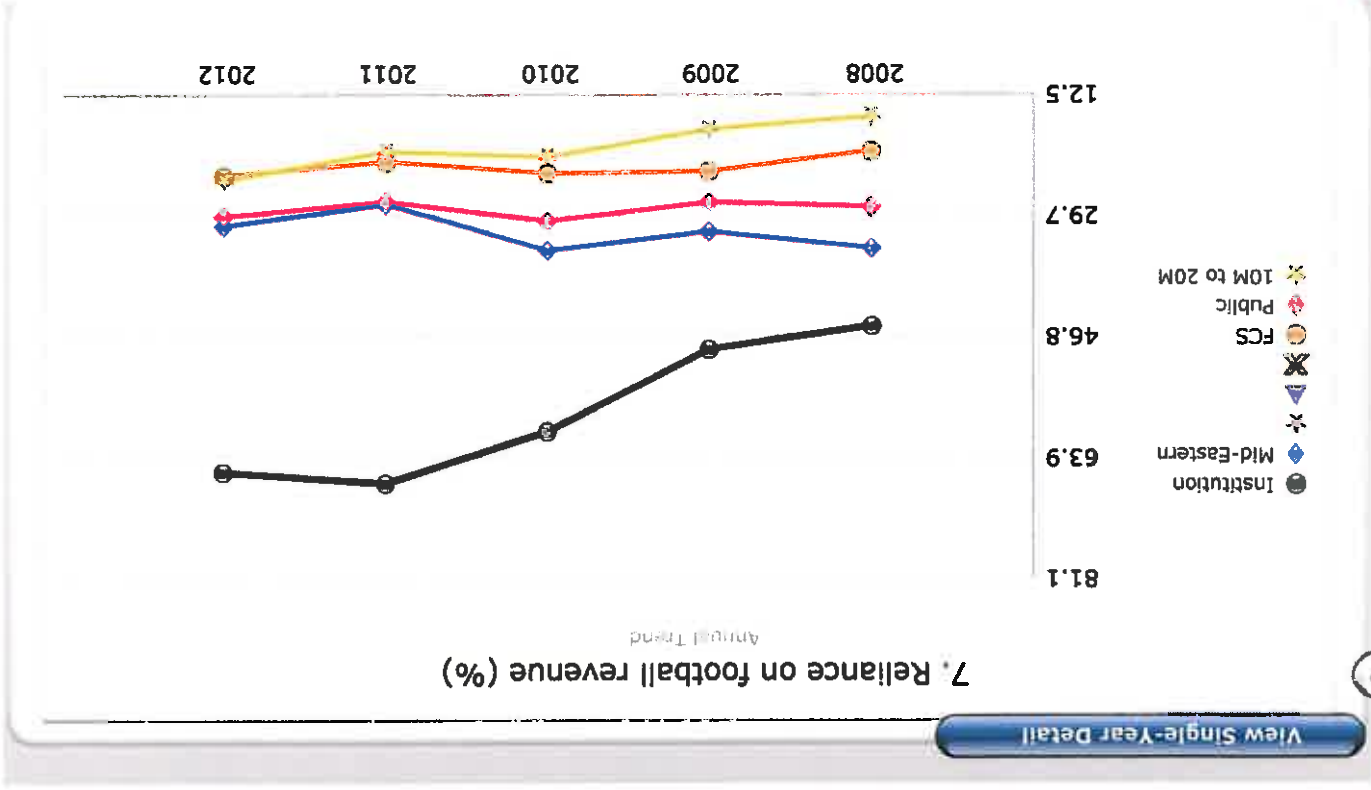


©2013 NCAA Dashboard



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NCAA: Allocated Revenues



FLORIDA A&M UNIVERSITY

FISCAL IMPACT OF SEASON WITHOUT THE MARCHING "100"

In general, the absence of the band had an adverse impact on the department's revenues. Coupled with the football team's performance, the box office fiscal impact exceeded \$550K.

	2012	2011	Difference
Total Home Games**	\$216,675	\$499,023	\$(282,348)
Florida Classic	\$264,275	\$410,910	\$(146,635)
Atlanta Classic	\$107,870	\$238,155	\$(130,285)

**Includes homecoming



FLORIDA A&M UNIVERSITY

UNIVERSITY LICENSING REVENUE

Currently the Office of Communications receives the licensing revenue. However, the athletics department will begin receiving CLC revenue in fiscal year 2013-14.



2013-14 BUDGET METHODOLOGY



FLORIDA A&M UNIVERSITY

Revenue/Expenditure Comparison March 31, 2013

REVENUES:	BUDGET	ACTUAL/ENC
ATHLETIC FEES	4,855,757	4,396,126
SALES/SERVICES	3,617,343	2,791,924
OTHER REVENUES	<u>64,000</u>	<u>81,137</u>
YTD REVENUES	8,537,100	7,269,187
OPERATING EXPENSES:	BUDGET	ACTUAL/ENC
PERSONNEL SERVICES	4,243,810	4,150,909
EXPENSES	2,983,861	2,880,985
SCHOLARSHIPS/WAIVERS	2,584,239	2,341,350
OTHER	<u>353,317</u>	<u>345,354</u>
TOTAL EXPENSES	10,165,227	9,718,598
REVENUE/EXPENSES	(1,628,127)	(2,449,411)



ATTACHMENT 3

Florida A&M University



PCard Policy

Questions/Concerns from




April 10th, 2013

BOT Budget & Finance Committee Meeting

ATTACHMENT 3

PCARD POLICY COMPARISON





FLORIDA A&M UNIVERSITY VS. OTHER SUS INSTITUTIONS

Penalties for Minutes	Timeliness for Submission	Approval Authority	Level of Approval	Disallowables	Credit Limits	Cardholder Count	Estimated Amount Spent Annually	Does P-card Policy Exist?	SUS
					Single/Monthly				
Revocation; Suspension; Disciplinary Action; Termination	7 calendar days	Appropriate Vice President, Vice President of Administrative & Financial Affairs and Pcard Administrator	Three	Personal expenses, Cash Advances, Gift Cards, Alcoholic Beverages, Entertainment, Contractual Services, Split Purchases, Cash Refunds, Hazardous Materials	<ul style="list-style-type: none"> ●\$999/\$5K ●\$2.5K/\$10K ●\$2.5K/\$15K ●\$4K/\$18K 	25	\$536,868	Yes	Florida A&M University 
2 Strikes	3 Days Commodities/6 Travel	Dean, Director or Chair	One	Alcoholic beverages, Contractual Services, Entertainment, Split Purchases	<ul style="list-style-type: none"> ●\$999/\$5K ●\$4.9K/\$5K ●4.9K/\$20K 	600	\$8,500,000	Yes	Florida Atlantic University 
3 Strikes	Weekly	Dean, Director or Chair	One	Cash Advances, Gift Cards, Alcoholic Beverages, Leases- Office or Residential Space, Split Purchases, Refunds	<ul style="list-style-type: none"> ●\$1K/\$3K ●\$2.5K/\$7.5K ●\$4K/\$10K 	1,650	\$19,864,542	Yes	Florida State University 

ATTACHMENT 3

PCARD POLICY COMPARISON

FLORIDA A&M UNIVERSITY VS. OTHER SUS INSTITUTIONS

Penalties for Misuse	Timelines for Receipt Submission	Approval Authority	Levels of Approval	Disallowables	Credit Limits	Cardholder Count	Estimated Amount Spent Annually	Prepaid Policy Exists?	SUS
					Single/Monthly				
	Temporary & Permanent Suspension	Dean, Director, Chair (two of the three)	Two	Gift Cards, Entertainment, Alcoholic Beverages, Hotels, Restaurants, Split Purchases	●\$250 - \$5K/Monthly up to \$750,000	1,136	\$27,600,000	Yes	University of Central Florida 
Written Reprimand; Reimbursement; Suspension	3 days to PCard Office w/ Statement	Dean, Director or Chair	One	Cash Advances, Gift Cards, Alcoholic Beverages, Leases-Office or Residential Space, Split Purchases, Refunds	●\$2.5K/\$7.5K ●\$4K/\$10K	5,000	\$87,000,000	Yes	University of Florida 
Written Reprimand; Reimbursement; Suspension	3 days	Dean, Director or Chair	Two	Gift Cards, Alcoholic Beverages, Cash Advances, Split Purchases	●\$1K/\$2.5K ●\$2.5/ 2.5K ●\$10/\$10K ●\$35/\$35K	657	\$6,573,237	Yes	University of North Florida 
Written Reprimand; Reimbursement; Suspension	3 business days	Dean, Director or Chair	One	Gift Cards, Alcoholic Beverages, Cash Advances, Split Purchases	●\$2K/\$5K ●\$100K/\$200K ●\$250K/\$400K	1,606	\$42,000,000	Yes	University of South Florida 

ATTACHMENT 4

Florida A&M University

ENTERPRISE INFORMATION TECHNOLOGY



Information Requested at

April 10th, 2013

BOT Budget & Finance Committee Meeting

Florida A&M University
BOT Budget Workshop
May 6, 2013

Overview/Rattler Oracle/PeopleSoft Applications

Peoplesoft Financials Management System v9.0

Accounts Payable - Functions of the Accounts Payable module include processing and managing vouchers, maintaining 1099s and processing payments, including express checks, which are checks that are not initiated through the Purchasing module.

Accounts Receivable - The AR module is currently used for making deposits. This is referred to as directly journalled payments because accounting entries are created without applying them to any item.

Asset Management - The Asset Management module maintains capitalized assets as well as non-capitalized inventory items.

e-Procurement -The e-Procurement module is used to create, budget check, edit, approve and manage requisitions. This module also has a built in workflow feature that allows an approval process for a requisition to be marked approved.

Purchasing - The Purchasing module is used to create, approve, edit, budget check, dispatch, modify, delete, post and reconcile purchase orders for goods and services. The purchasing office is responsible for maintaining and updating vendor information.

Grants - The Grants module supports the key business processes that are associated with the administration of sponsored research activities.

Project Costing - The Project Costing module receives information from Grants and allows for defining the projects scope, start and end dates, activities, and project budgets.

General Ledger - The General Ledger is used to create and maintain specific fields; such as, departments, accounts, classes, programs and projects.

PeopleSoft Financials Management System v9.0

Commitment Control - enables the user to:

- Create and maintain control budgets, actual transactions, imminent future financial obligations and recognized revenue.

Travel and Expense - The Expenses module is used to create, approve, edit, budget check, modify, delete, post and pay Travel Authorizations, Expense Reports and Reimbursements.

Human Capital Management v8.9

(Currently upgrading to v9.1 – expected completion August 2013)

- Human Capital Management v8.9:
 - Workforce Administration
 - Manager Self Service
 - Base Benefits
 - Time and Labor
 - Payroll for North America (including Commitment Accounting)
 - Workforce Development (Faculty Events)
 - Organizational Development (Position Management)
 - Employee Self Service
- Human Capital Management v9.1:
 - Workforce Administration
 - Base Benefits
 - Time and Labor
 - Payroll for North America (including Commitment Accounting)
 - Workforce Development (Faculty Events)
 - Organizational Development (Position Management)
 - Employee Self Service
 - Talent Acquisition and Candidate Gateway (Recruiting Solutions)
 - Electronic W2's (This is not a module but a new enhancement)

Campus Solutions v9.0

Campus Solutions Modules

- **Student Admissions** - is an application within Campus Solutions through which prospective student applications are entered and maintained.
- **Academic Advisement** - is an application in Campus Solutions that is used to track the requirements and policies that students must satisfy in order to graduate.
- **Student Records/Registration** - module enables you to enter, track, process and maintain all of the academic information collected on enrolled students.
- **Financial Aid Module** - is used to automate federal and institutional financial aid processing and to manage financial aid activity for applicants and students.
- **Student Financials** - is a tool for the University to manage student receivables, billing, collections and cashiering. Using the Student Financials module allows both staff and students to quickly find the financial information they need to make decisions about their education
- **Campus Community** - is used to create official records for individuals and organizations that comprise the University. It is also used to update, maintain, and track information about individuals and organizations associated with the University.

Florida SUS Institutions using Oracle/PeopleSoft Applications

- Florida A&M University (Student, Financials, HR, and Portal)
- Florida International University (Student, Financials, HR and Portal)
- University of Florida (Financials, HR)
- Florida State University (Student, Financials, HR, Portal)
- University of Central Florida (Student, Financials, HR, Portal)