



Administration and Finance
University Budget Office

DATE: July 9, 2018
TO: Vice President Freer
President Morales
In Turn
FROM: Dena Chester
University Budget Director
RE: **FY 18-19 Auxiliary and Enterprise Fund Budgets**



Enclosed are the 18-19 Auxiliary and Enterprise Fund budgets for your review and approval.

Each Auxiliary/Enterprise area has included their year-end projections for FY 17-18 along with projected revenue and expenses for the upcoming year. Reserve designations for 17-18 balances have also been included to provide information for long-term financial plans.

The final sheet in this packet provides a combined summary of each of the Auxiliary/Enterprise funds' reserve designations.

Please let me know once these budgets have been approved and I will communicate back to the appropriate departments.

Enclosures

Approved:		8/6/18
	Dr. Douglas R. Freer Vice President, Administration & Finance	Date
		8/14/18
	Dr. Tomás D. Morales President	Date

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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area Associated Students, Inc.

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues			
Student Fees	1,743,318	1,828,228	1,653,121
Interest Earnings	8,000	15,485	10,000
Total	1,751,318	1,843,713	1,663,121
Operating Expenses			
Management	84,000	89,500	89,000
Staff	218,000	222,350	235,175
Student Assistants	298,505	177,438	285,420
Overtime	100	0	100
Benefits	177,791	108,674	144,681
Supplies & Services (Includes Utilities, etc)	180,611	166,644	104,569
Travel	24,250	28,996	36,424
Scholarships/Campus Support	541,000	525,320	565,573
Equipment, IT Hardware & IT Software	19,500	2,991	11,500
Hospitality/Special Events	149,525	441,098	113,148
Scholarships/Campus Support			0
PDC activities	27,900	28,000	59,031
Insurance	22,000	17,401	18,500
Total	1,743,182	1,808,412	1,663,121
Net Operating Income	8,136	35,301	(0)
Debt Service			
Annual Debt Service Payments (if applicable)			
Debt Coverage Ratio	N/A	N/A	N/A
Reserves			
Prior-Year Retained Earnings	2,316,185	2,316,185	2,351,486
Current Year Reserve	8,136	35,301	(0)
Total Net Reserve	2,324,321	2,351,486	2,351,486
Return of Surplus for Operations			
	1,743,318		

Please designate applicable reserves below. For information purposes only.

17/18 Mandatory Reserve Designation	Amount
Capital Improvement/Construction	200,000
Equipment Acquisition	75,000
Administrative Reserve	100,000
Operations Reserve	200,000
ASI-Contingency Reserve	200,000
ASI-Contingency Reserve	200,000
Catastrophic Events	100,000
ASI-PDC Reserves	120,079
Unrstrcd Net Assets	1,156,407
Total Reserve Designation	2,351,486

(Should equal 17/18 Actual Total Net Reserve)

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area College of Extended Learning

	2017/2018 Approved Budget*	2017/2018 Projected Actuals*	2018/2019 Projected Budget*
Operating Revenues			
Student Fees	9,578,589	10,374,231	10,057,519
Summer Session	8,076,900	7,394,264	8,480,745
Early Start/CFS	823,783	584,891	400,843
Interest Earnings	120,000	166,052	160,000
Other	20,000	55,650	1,500
Total	18,619,272	18,575,088	19,100,607
Operating Expenses			
CEL Salaries and Benefits	3,166,718	2,656,154	2,842,085
CEL Instructors Salaries and Benefits	1,633,547	1,544,112	1,652,200
Other Operating Expenses	1,093,379	1,974,452	1,922,562
Equipment (Instructional, Furniture, IT, etc.)	25,000	39,732	40,924
Summer Session Expenses	6,068,051	6,738,768	7,276,328
Early Start/Coyote First Step Expenses	761,387	620,979	444,858
Cost Recovery-University	236,913	236,913	248,759
State Pro-Rata	318,310	318,310	334,226
Chancellor Office Charges	50,997	38,758	40,696
Maint/Repair	150,000	30,573	31,490
Capital Improvement	0	0	0
Other- Academic Affairs Reimb	0	0	0
Total	13,504,302	14,198,751	14,834,127
Net Operating Income	5,114,971	4,376,336	4,266,480
Debt Service			
Annual Debt Service Payments (if applicable)	0	0	0
Debt Coverage Ratio	N/A	N/A	N/A
Transfers In/Out			
To Construction	3,000,000	2,155,496	2,209,702
To Maintenance & Repair	150,000	150,000	150,000
To Campus Partners	1,678,316	1,163,684	1,404,726
Operating Reserves			
Prior-Year Retained Earnings	2,534,676	2,821,331	3,728,487
Current Year Reserve	286,655	907,156	502,052
Total Net Reserve-Operating	2,821,331	3,728,487	4,230,539
Other Fund Reserves			
Construction	7,535,690	8,342,325	5,552,027
Maintenance & Repair	745,838	781,664	656,664
Campus Partners	2,889,950	1,850,406	1,655,133
Total Other Fund Reserves	11,171,478	10,974,395	7,863,823

* Includes Early Start Program

Please complete applicable reserve data below per ICSUAM Policy 2001.00

CEL-Operating	
17/18 Mandatory Reserve Designation	Amount**
Capital Improvement/Construction	1,500,000
Equipment Acquisition	125,000
Program Development	641,808
Future Debt Service	
Facilities Maintenance and Repairs	150,000
Outstanding Commitments	
Catastrophic Events	
Encumbrances	517,388
CEL Campus Partners	
Economic Uncertainty	794,291
	<i>(May not exceed \$8,616,508)</i>
Total Reserve Designation	3,728,487
	<i>(Must equal 17/18 Actual Net Reserve for Oper.)</i>

**These figures may be adjusted, as needed, to equal actual balances at 6/30/18

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019**

Area Health & Counseling Center

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues- <i>Includes Palm Desert HC Revenue</i>			
Academic Year	5,049,449	4,868,339	5,038,731
Waiver/Contra-Revenue	(120,551)	(127,224)	(131,677)
Summer Session	244,531	247,995	243,767
Revenue from Investments	4,550	8,227	8,515
Total	5,177,979	4,997,337	5,159,336
Operating Expenses			
Management	240,000	133,923	404,619
Faculty	887,878	882,570	909,047
Staff	1,419,594	1,336,648	1,538,747
Temporary Help	254,367	231,446	238,390
Student Assistants	8,000	4,954	5,053
Benefits	1,549,457	1,473,423	1,644,295
Financial Aid Fee	94,414	91,465	93,660
Palm Desert Campus Operating Expenses	316,518	300,477	351,491
Supplies, Contract Services, Chargebacks, and Accreditation	306,352	415,074	477,451
Travel	16,170	13,782	14,127
Communications	6,059	7,102	7,280
Postage & Duplicating	7,294	6,035	6,186
Equipment, IT Hardware & IT Software	37,275	27,066	27,742
Professional Development	12,225	11,078	11,355
Cost Recovery - State	581,879	581,879	397,178
16-17 Cost Recovery True Up		(2,086)	0
Total	5,774,924	5,514,836	6,126,621
Net Operating Income			
	(596,944)	(517,499)	(967,285)
Operating Reserves <i>SBHCC</i>			
Prior-Year Retained Earnings	(1,220,498)	(1,059,195)	(1,576,694)
Current Year Reserve	(596,944)	(517,499)	(967,285)
Total Net Reserve (Operating)			
	(1,817,443)	(1,576,694)	(2,543,979)
Facility Fee Revenues			
Facility Fees-San Bernardino Campus & Palm Desert	564,154	541,159	560,100
Waiver/Contra-Revenue	(38,992)	(12,247)	(12,614)
Fed Non-Op Grants	73,320	85,163	89,421
Interest Earnings	34,158	39,712	40,903
Total	632,640	653,787	677,810
Facility Fee Expenses <i>IBD01 and RAU01</i>			
Palm Desert Facility Fee Operating Expenses	0	0	0
San Bernardino Facility Fee Operating Expenses	0	0	0
Operating/State Serv Chgs/Interest Chgs	11,994	0	0
Contract Services	287	278	292
Overhead-Chancellor's Office	0	12,247	12,553
State Pro Rata	4,656	5,581	5,860
Total	16,937	18,106	18,705
Net Facility Fee Income			
	615,703	635,681	659,105
Debt Service			
Annual Debt Service Payments <i>(if applicable)</i>	455,737	455,054	454,562
Debt Coverage Ratio			
	1.35	1.40	1.45
Transfers In/Out			
To Maintenance & Repair (IDD01)	100,000	300,000	100,000
Reserves <i>IBD01 and RUA01</i>			
Prior-Year Retained Earnings	3,486,211	3,530,899	3,411,526
Current Year Reserve	59,966	(119,373)	104,543
Total Net Reserve (Facility Fee)			
	3,546,177	3,411,526	3,516,069
Other Fund Reserves			
Construction	0	0	0
Maintenance & Repair	100,000	300,000	100,000
Total Other Fund Reserves			
	100,000	300,000	100,000

Please complete applicable reserve data below per ICSUAM Policy 2001.00

Health-Operating

17/18 Mandatory Reserve Designation	Amount*
Capital Improvement/Construction	
Equipment Acquisition	
Program Development	
Future Debt Service	
Facilities Maintenance and Repairs	
Outstanding Commitments	
Catastrophic Events	
Encumbrances	
CEL Campus Partners	
Economic Uncertainty	_____
	<i>(May not exceed \$2,588,989)</i>
Total Reserve Designation	0 <i>(Must equal 17/18 Actual Net Reserve for Oper.)</i>

Health-Facilities Fee

16/17 Mandatory Reserve Designation	Amount*
Capital Improvement/Construction	
Equipment Acquisition	250,000
Program Development	
Future Debt Service	900,000
Facilities Maintenance and Repairs	945,206
Outstanding Commitments	
Catastrophic Events	1,000,000
Encumbrances	
CEL Campus Partners	
Economic Uncertainty	_____
	<i>(May not exceed \$316,320)</i>
Total Reserve Designation	3,411,526 <i>(Must equal 17/18 Actual Net Reserve for Facil.)</i>

*These figures may be adjusted, as needed, to equal actual balances at 6/30/18

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
 AUXILIARY/ENTERPRISE BUDGET PLAN
 2018-2019**

Area Housing

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Revenues			
Regular Session	10,403,642	9,690,088	14,206,554
Summer Session	618,000	382,503	293,000
Interest-SMIF	63,608	88,790	65,516
Other	25,550	67,120	786,317
Conferences	300,000	319,842	320,000
Bad Debts	(51,500)	(53,887)	(53,045)
Total	11,359,300	10,494,456	15,618,342
Operating Expenses			
Salaries - Professional	1,985,722	1,839,174	2,569,479
Salaries - Student Assistants	217,118	245,773	251,004
Benefits	1,141,241	1,104,436	1,968,115
Communication	185,400	171,782	301,979
Utilities	667,770	485,100	883,803
Travel	68,728	23,245	55,678
System Wide Costs	186,114	232,687	222,697
Contract Services	267,523	217,207	422,652
Info Tech Costs	94,500	52,440	20,135
Cost Recovery - State	1,425,849	1,397,121	1,470,895
Insurance	34,171	51,424	35,196
Supplies & Service	341,274	251,828	509,890
Postage	11,430	7,878	11,773
Duplicating	23,410	13,344	24,112
Other	420,137	329,417	511,826
Total	7,070,388	6,422,855	9,259,235
Net Operating Income	4,288,912	4,071,602	6,359,107
Debt Service			
Annual Debt Service Payments (if applicable)	3,240,089	3,240,089	5,157,056
Debt Coverage Ratio	1.32	1.26	1.23
Transfers In/Out			
To Maintenance & Repair (FAD01)	583,812	551,258	551,258
To Construction (HAF01)			
Operating Reserves			
Prior-Year Retained Earnings	4,382,799	4,774,312	5,054,567
Current Year Reserve	465,012	280,255	650,793
Total Net Reserve (Operating)	4,847,811	5,054,567	5,705,360
Other Fund Reserves:			
Construction	127,363	3,733,087	0
Maintenance & Repair	482,079	799,491	450,000
Total Other Fund Reserve	609,442	4,532,577	450,000

Please complete applicable reserve data below per ICSUAM Policy 2001.00

17/18 Mandatory Reserve Designation	Amount*	
Capital Improvement/Construction	940,188	
Equipment Acquisition		
Program Development		
Future Debt Service		
Facilities Maintenance and Repairs		
Outstanding Commitments		
Catastrophic Events	3,000,000	
Encumbrances		
CEL Campus Partners		
Economic Uncertainty (working capital)	1,114,379	<i>(May not exceed \$5,679,650)</i>
Total Reserve Designation	5,054,567	<i>(Must equal 17/18 Actual Net Reserve for Oper.)</i>

*These figures may be adjusted, as needed, to equal actual balances at 6/30/18

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area **Parking**

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues			
Permit Sales-Staff	358,552	388,346	392,229
Permit Sales- Student Annuals	509,866	581,062	586,873
Permit Sales-Summer	238,794	230,259	232,562
Permit Sales-Fall	1,298,972	1,309,333	1,322,426
Permit Sales-Winter	1,203,102	1,241,923	1,254,343
Permit Sales-Spring	1,123,983	1,159,515	1,171,110
Permit Sales- University Village	72,629	73,220	73,952
Daily Permit Sales	1,145,424	1,318,301	1,331,484
Misc Revenue	31,164	30,355	31,257
Special Events	65,187	95,287	96,716
Interest Income	20,883	22,498	19,616
Total	6,068,555	6,450,099	6,512,569
Operating Expenses			
Management	90,304	83,143	90,000
Staff	699,046	809,238	841,663
Student Assistants	204,366	197,898	208,022
Overtime	22,974	44,522	39,874
Benefits	501,618	568,952	574,456
Supplies & Services, Repairs & Maintenance	182,742	197,499	203,423
Utilities	76,293	56,176	57,861
Travel	13,670	10,105	10,408
Equipment, IT Hardware & IT Software	147,196	115,683	119,153
Systemwide Cost	59,751	141,549	145,796
Cost Recovery - State	600,874	628,548	538,773
Other	476,783	487,263	489,521
Total	3,075,617	3,340,574	3,318,949
Net Operating Income			
	2,992,938	3,109,525	3,193,620
Debt Service			
Parking Structure Bond Pymt	1,906,187	2,065,206	2,105,555
Parking Lot N Bond Pymt	259,661	259,661	257,564
Total Annual Debt Service Payment	2,165,848	2,324,867	2,363,119
Debt Coverage Ratio			
	1.38	1.34	1.35
Transfers In/Out			
To Construction	1,000,000	563,732	1,000,000
Operating Reserves			
Prior-Year Retained Earnings	1,115,025	1,365,131	1,586,057
Current Year Reserve	(172,910)	220,926	(169,499)
Total Net Reserve (Operating)	942,116	1,586,057	1,416,557
Parking-Fines/Forfeitures			
Revenues	575,193	770,179	754,775
Expenses	459,485	783,805	620,760
Prior-Year Retained Earning	283,965	435,833	422,206
Total Net Reserve (Fines/Forfeitures)	399,673	422,206	556,222
Other Fund Reserves			
Construction	196,729	0	250,000
Maintenance & Repair	44,370	98,408	18,868
Total Other Fund Reserves	241,099	98,408	268,868

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area Philanthropic Foundation

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues			
Interest Earnings	70,000	90,161	90,000
Endowment Mgmt Fee	230,000	270,000	280,000
Community Board Membership	23,000	23,000	23,000
Other	1,000	645	700
Total	324,000	383,806	393,700
Operating Expenses			
Contract Services	31,020	162,718	182,275
Alumni/Fundraising Support	125,000	0	0
Communications and Marketing	75,000	0	0
Insurance	13,800	14,212	14,700
Audit	19,500	19,460	22,000
Supplies & Services	8,000	8,500	12,000
Scholarships - Study Abroad/General/Other	15,000	15,000	70,000
Other	19,000	18,432	0
Total	306,320	238,322	300,975
Net Operating Income	17,680	145,484	92,725
Debt Service			
Annual Debt Service Payments <i>(if applicable)</i>			
Debt Coverage Ratio	N/A	N/A	N/A
Reserves			
Prior-Year Retained Earnings	88,889	88,889	234,373
Current Year Reserve	17,680	145,484	92,725
Other			
Total Net Reserve	106,569	234,373	327,098

Please designate applicable reserves below. For information purposes only.

18/19 Mandatory Reserve Designation	Amount
Capital Improvement/Construction	
Equipment Acquisition	
Program Development	
Future Debt Service	
Facilities Maintenance and Repairs	
Outstanding Commitments	
Financial Aid - Scholarships	171,570
Catastrophic Events	
Encumbrances	
CEL Campus Partners	
Economic Uncertainty*	62,803
Total Reserve Designation	234,373 <i>(Should equal 17/18 Actual Total Net Reserve)</i>

*Reserve should be three months operating expenditures as calculated per CPF Reserve Policy

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area Student Union / Recreation & Wellness

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues			
Return of Surplus	5,155,616	5,155,616	5,464,606
Interest Earnings	33,500	46,398	43,000
Other	1,165,117	801,907	1,128,704
Total	6,354,233	6,003,921	6,636,310
Operating Expenses			
Management	497,778	549,927	531,930
Staff	1,152,617	1,030,638	1,162,790
Temporary Staff	8,000	51,634	48,266
Student Assistants	1,343,329	1,251,425	1,378,436
Overtime	700	10,413	1,765
Benefits	827,135	631,276	899,372
Supplies & Services	280,598	347,905	282,302
Travel	95,388	125,033	104,418
Equipment, IT Hardware & IT Software	23,700	5,631	33,795
Utilities	478,439	425,000	477,738
Other	1,646,549	1,411,000	1,715,498
Total	6,354,233	5,839,882	6,636,310
Net Operating Income	0	164,039	0
Operating Reserves			
Prior-Year Retained Earnings	2,284,073	2,032,397	2,196,436
Current Year Reserve	0	164,039	0
Total Net Reserve (Operating)	2,284,073	2,196,436	2,196,436
Student Fee Revenues			
Student Fees	7,278,459	8,046,314	7,638,801
Interest Earnings	72,000	93,380	85,000
Total	7,350,459	8,139,694	7,723,801
Student Fee Expenses			
Chancellor Charges	21,000	20,798	21,000
Capital Projects Expenditures	0	12,540	15,000
Contra Revenue-Allowance & Fee Waiver	187,000	200,685	215,000
Return of Surplus for Operating	5,155,616	5,155,646	5,464,606
Total	5,363,616	5,389,669	5,715,606
Net Student Fee Income	1,986,843	2,750,025	2,008,195
Debt Service			
Annual Debt Service Payments (if applicable)	1,891,675	1,885,460	1,891,675
Debt Coverage Ratio	1.05	1.46	1.06
Transfers In/Out			
To Maintenance & Repair	418,000	418,000	418,000
Reserves			
Prior-Year Retained Earnings	6,227,907	6,196,692	6,643,257
Current Year Reserve	(322,832)	446,565	(301,480)
Total Net Reserve (Student Fee)	5,905,075	6,643,257	6,341,777
Other Fund Reserves			
Construction	3,000,000	3,129,447	
Maintenance & Repair	3,005,615	1,692,093	
Total Other Fund Reserve	6,005,615	4,821,540	0

Please complete applicable reserve data below per ICSUAM Policy 2001.00

Student Union-Operating (RO001)

17/18 Mandatory Reserve Designation	Amount*
Capital Improvement/Construction	800,000
Equipment Acquisition	50,000
Program Development	350,000
Future Debt Service	
Facilities Maintenance and Repairs	150,000
Outstanding Commitments	350,000
Catastrophic Events	200,000
Encumbrances	
CEL Campus Partners	
Economic Uncertainty	296,436
	<i>(May not exceed \$3,177,116)</i>
Total Reserve Designation	2,196,436
	<i>(Must equal 17/18 Actual Net Reserve for Oper.)</i>

Student Union-Student Fee (HDD01)

17/18 Mandatory Reserve Designation	Amount*
Capital Improvement/Construction	4,000,000
Equipment Acquisition	
Program Development	
Future Debt Service	1,893,257
Facilities Maintenance and Repairs	550,000
Outstanding Commitments	
Catastrophic Events	200,000
Encumbrances	
CEL Campus Partners	
Economic Uncertainty	
	<i>(May not exceed \$3,675,229)</i>
Total Reserve Designation	6,643,257
	<i>(Must equal 17/18 Actual Net Reserve for Student Fee)</i>

*These figures may be adjusted, as needed, to equal actual balances at 6/30/18

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
AUXILIARY/ENTERPRISE BUDGET PLAN
2018-2019

Area University Enterprises Corporation

	2017/2018 Approved Budget	2017/2018 Projected Actuals	2018/2019 Projected Budget
Operating Revenues			
Administrative Fees	58,000	116,000	16,000
Commissions	1,048,000	2,063,000	3,208,000
Sponsored Programs Recovered Indirect	2,640,000	2,950,000	2,975,000
Interest Earnings	35,000	35,000	38,000
Other	272,000	265,000	225,000
Total	4,053,000	5,429,000	6,462,000
Operating Expenses			
Salaries and Benefits	842,000	790,000	856,000
Contract Services	1,971,000	1,895,000	1,890,000
Commercial Operations	377,000	356,000	690,000
Supplies & Services	25,500	20,800	22,500
Professional Development/Travel	28,000	13,000	13,000
Repairs and Maintenance	17,600	49,500	24,500
Insurance	64,000	64,000	72,500
Audit Fees	46,000	42,000	46,000
Other	123,900	152,700	157,500
Total	3,495,000	3,383,000	3,772,000
Other Adjustments			
Allocations to campus	68,000	60,000	365,000
IDC allocation to campus		965,000	981,000
CalPERS Payment/Trust Deposit	195,000	452,000	300,000
Net Operating Income			
	295,000	569,000	1,044,000
Debt Service			
Annual Debt Service Payments (if applicable)			
Debt Coverage Ratio			
	N/A	N/A	N/A
Reserves			
Prior-Year Retained Earnings	1,443,609	1,443,609	2,012,609
Current Year Reserve	295,000	569,000	1,044,000
Total Net Reserve			
	1,738,609	2,012,609	3,056,609

Please complete applicable reserve entries below. For information purposes only.

17/18 Mandatory Reserve Designation	Amount
Capital Improvement/Construction	1,420,000
Equipment Acquisition	
Program Development	
Future Debt Service	
Facilities Maintenance and Repairs	
Outstanding Commitments	350,000
Catastrophic Events	
Encumbrances	
CEL Campus Partners	
Economic Uncertainty	242,609
Total Reserve Designation	2,012,609 <i>(Should equal 17/18 Actual Total Net Reserve)</i>