

Memorandum

DATE: January 23, 2018
TO: Steve Madaus, Chair, Finance and Facilities Subcommittee
FROM: Kathleen Eichelroth, Vice President for Administration and Finance
RE: **FY 2018 TRUST FUND REPORTS– QUARTER 2**

Attached are the Trust Fund Reports for the second quarter of Fiscal Year 2018, ended December 31, 2017.

The reports include the “All Trust Funds” revenue and expenditure reports in the same format as presented for quarter one. There is also a set of “Operating Budget” reports that present the year to date revenue and expenditure results for the combined state appropriated funds and the General Purpose Trust Fund.

As indicated on the “All Trust Funds” report for Revenue, many accounts reflect earnings of 90% or higher. The revenue from those funds are directly attributable to class registrations. As of the end of the calendar year returning students have been billed for spring semester classes. Students will make adjustments to their course schedules and new students will register through the end of January. During this period there will be additional fluctuations in earned revenue for these funds. Those changes will be reflected in the next quarter report. The general purpose trust fund stands at 86.5% earned instead of 90% or greater because of other revenue streams in that fund that are earned in a more incremental fashion throughout the year; the same holds true for the Parking Fines Scholarship Fund.

The “All Trust Funds” Expenditure report reflects anticipated incremental monthly spending within the trust fund accounts. Many of the funds reflect spending anywhere from one quarter to a third expended as of the end of the calendar year. The General Fund and Residence Hall Trust Fund are closer to the 50% mark as both funds support the major operations of the campus. The current trends appear normal.

The “Operating Budget” Revenue report includes all sources that directly support the operating budget. As expected, academic fees are at over 90% earned in keeping with the fact that the majority of spring registration has already taken place. “Tuition” and “Other Student Charges” are closer to two-thirds earned as each category has significant activity that will post to the accounts later in the year. During the third quarter day tuition for the spring semester will be reconciled. At that time we will remit tuition earned on state supported classes and posting the remaining tuition to the General Trust Fund. As the spring semester winds down other student charges will be assessed and posted to accounts. The majority of “Activity Income” is generated from application and orientation fees. These fees are earned during the second half of the year. Also of note, “Fee Waivers” have exceeded budget. We will research the cause and evaluate the need to increase the budget estimate for waivers in FY 2019.

Expenditures to date are generally in line with expectations at an average of 49.87%.

FY 2018 – Quarter 2
Six Months Ended December 31, 2017
All Trust Funds

- Revenue to –date
- Expenditures to-date

Worcester State University
 All Trust Fund Report - Quarter 2
 FY18 Budget vs Actuals
 Revenue 12/31/2017

Account Description	Original Budget - BOT	Revenue Budget excluding Transfers	Revenue Earned		Percent of	
			Actual	Unearned	Budget Earned	Unearned
General Trust Fund (400)	45,250,975	45,250,975	39,162,296	6,088,679	86.5%	6,088,679
Capital Improvement Trust Fund (405)	3,232,677	3,232,677	3,008,207	224,470	93.1%	224,470
Parking Garage Operating Fund (408)	860,000	-	-	-	0.0%	-
Federal Grants/Program Overhead (433)	46,701	-	-	-	0.0%	-
Parking Fines Scholarship Fund (439)	103,374	91,834	53,995	37,839	58.8%	37,839
Health Services Trust Fund (442)	559,394	446,966	434,138	12,828	97.1%	12,828
Resident Hall Trust Fund (445)	12,657,698	12,657,698	12,434,464	223,234	98.2%	223,234
Student Activities Trust Fund (446)	405,000	284,545	281,558	2,987	99.0%	2,987
Residence Hall Technology and Equipment Trust Fund (448)	346,940	346,940	321,530	25,410	92.7%	25,410
	63,462,759	62,311,635	55,696,188	6,615,447	89.4%	6,615,447

Approved Budget	63,462,759.00
Amount is not earned revenue but transfers to fund current activity	(869,010.00)
Amount is not earned revenue but reserve balances budgeted to fund current activity	(282,114.00)
	<u>62,311,635.00</u>

Variance -

Worcester State University
 All Trust Fund Report - Quarter 2
 FY18 Budget vs Actuals
 Expenses 12/31/2017

Account Description	Original Budget - BOT	Expenditure		Percent of	
		Budget	Actual	Budget Spent	Available
General Trust Fund (400)	45,250,975	45,250,975	19,984,012	44.16%	25,266,963
Capital Improvement Trust Fund (405)	3,232,677	788,850	215,025	27.26%	573,825
Parking Garage Operating Fund (408)	860,000	860,000	202,445	23.54%	657,555
Federal Grants/Program Overhead (433)	46,701	46,701	24,067	51.53%	22,634
Parking Fines Scholarship Fund (439)	103,374	103,374	19,906	19.26%	83,468
Health Services Trust Fund (442)	559,394	559,394	175,112	31.30%	384,282
Resident Hall Trust Fund (445)	12,657,698	12,657,698	5,928,947	46.84%	6,728,751
Student Activities Trust Fund (446)	405,000	405,000	125,451	30.98%	279,549
Residence Hall Technology and Equipment Trust Fund (448)	346,940	346,940	117,449	33.85%	229,491
	63,462,759	61,018,932	26,792,416	43.91%	34,226,516

Approved Budget 63,462,759.00

Amount reflects a budgeted transfer from fund 405 to fund 408 (860,000.00)

Amount reflects a transfer to fund balance to increase reserves in fund 405 (1,583,827.00)

61,018,932.00

Variance -

FY 2018 – Quarter 2
Six Months Ended December 31, 2017

Operating Budget

(State Appropriations and General Purpose Trust Fund only)

- Revenue to –date
- Expenditures to-date

Worcester State University
FY18 Budget vs Actuals - Quarter 2
Operating Budget Revenue (source 400 & 111)
12/31/2017

Description	Original Budget - Upload	Revenue Earned		Percent of Budget Earned	Unearned
		Actual			
Academic Fees	(36,307,048.00)	(34,560,608.26)		95.19%	(1,746,439.74)
Fee Waivers	796,083.00	927,775.68		116.54%	(131,692.68)
Tuition	(9,257,070.00)	(6,458,943.45)		69.77%	(2,798,126.55)
Tuition Waivers	391,560.00	404,297.39		103.25%	(12,737.39)
Activity Income	(215,000.00)	(7,213.21)		3.35%	(207,786.79)
Other Student Charges	(659,500.00)	(434,107.37)		65.82%	(225,392.63)
State Maintenance	(35,921,743.00)	(18,630,798.26)		51.86%	(17,290,944.74)
	(81,172,718.00)	(58,759,597.48)		72.39%	(22,413,120.52)

Worcester State University
 FY18 Budget vs Actuals - Quarter 2
 Operating Budget Expenses (source 400 & 111)
 12/31/2017

Account Description	Object	Original Budget - BOT	Current Budget	Actual	Percent of Budget Spent	Available
Regular Employees	AAA	39,603,454.00	39,603,454.00	19,291,693.85	48.71%	20,311,760.15
Employee Related Expenses	BBB	763,103.00	819,147.54	416,559.71	50.85%	402,587.83
Temporary Part-Time Employees	CCC	8,653,906.00	8,296,239.55	4,481,346.75	54.02%	3,814,892.80
Staff Benefit Expenses	DDD	13,156,915.00	13,612,704.67	6,986,192.97	51.32%	6,626,511.70
Administrative Expenses	EEE	2,586,107.00	2,365,186.94	1,464,465.12	61.92%	900,721.82
Facility Operation Supplies	FFF	1,615,714.00	1,523,973.04	577,343.36	37.88%	946,629.68
Energy/Space Rental	GGG	2,389,498.00	2,334,761.04	1,054,705.69	45.17%	1,280,055.35
Professional Services	HHH	1,089,533.00	1,501,975.27	837,003.93	55.73%	664,971.34
Operational Services	JJJ	772,564.00	819,007.17	413,230.98	50.46%	405,776.19
Equipment Purchase	KKK	94,748.00	95,642.18	95,452.24	99.80%	189.94
Equipment Lease, Maintenance, Repair	LLL	1,262,104.00	1,325,127.93	765,514.90	57.77%	559,613.03
Infrastructure & Building Improvements	NNN	4,348,744.00	4,000,433.08	1,464,955.62	36.62%	2,535,477.46
Educational Assistance	RRR	2,517,439.00	2,482,312.45	1,255,642.58	50.58%	1,226,669.87
Debt Service	SSS	307,013.00	307,013.00	172,412.62	56.16%	134,600.38
Technology Expenses	UUU	2,011,876.00	2,085,740.14	1,205,257.19	57.79%	880,482.95
		81,172,718.00	81,172,718.00	40,481,777.51	49.87%	40,690,940.49