

UNIVERSITY
AUXILIARY AND RESEARCH SERVICES
CORPORATION
at California State University San Marcos

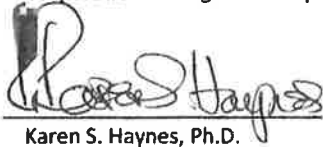
OPERATING BUDGET
FISCAL YEAR 2013-2014

The University Auxiliary and Research Services Corporation operates on a fiscal year beginning July 1 and ending June 30, and

The University Auxiliary and Research Services Corporation Board of Directors approves the operating budget for each fiscal year,


The Board of Directors of the University Auxiliary and Research Services Corporation approved the attached operating budget for the 2013-2014 fiscal year, effective July 1, 2013 and ending June 30, 2014, and

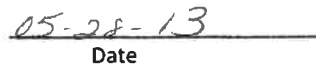
Through her signature below, University President, Karen S. Haynes, signifies her approval of said budget and authorizes University Auxiliary and Research Services Corporation management to proceed with implementation effective July 1, 2013.


Karen S. Haynes, Ph.D.
University President


Date

I hereby certify the attached operating budget for 2013-2014 was adopted by the Board of Directors of the University Auxiliary and Research Services Corporation at a regular meeting held on May 23, 2013, at San Marcos, California.


Dora Knoblock
Secretary


Date

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University Auxiliary and Research Services Corporation
FY 12/13 Projected and FY 13/14 Draft Budget (version 5/9/13)

	Budget 12/13	Actual Jul 2012 to Mar 2013	Projected Apr 2013 to Jun 2013	Projected Total FY 12/13	FY 12/13 Variance	Draft Budget 13/14	
NET REVENUES							
Admin Fees - Grants/Contracts - Gross	1,257	856	300	1,156	(101)	1,160	A
Less: University Sharing	(396)	(450)	-	(450)	(54)	(402)	B
Less: Unallowable Costs Reserve			-	-	-	-	
Net Admin Fees - Grants/Contracts	861	406	300	706	(155)	758	
Admin Fees - Campus Programs	175	213	54	267	92	190	C
Admin Fees - Endowments	80	59	22	81	1	80	D
Bookstore Net Revenue	344	350	32	382	38	409	E
Food Service - Net Oper Revenue/Commissions	12	(110)	(14)	(124)	(136)	(39)	F
Food Service - Contract Revenue	80	68	13	81	1	80	G
Investment Income - Unrestricted	45	32	12	44	(1)	41	H
Space Lease Income - Carmel St.	47	39	11	50	3	48	I
Total Net Revenues	\$ 1,644	\$ 1,057	\$ 430	\$ 1,487	\$ (157)	\$ 1,567	
EXPENDITURES							
UARSC Administrative Expenses	1,636	1,324	355	1,679	(43)	1,546	
Net Revenue Avail for Appropriation	\$ 8	\$ (266)	\$ 75	\$ (192)	\$ (200)	\$ 21	

Assumptions - Budget FY 13/14

- A Equivalent to FY12/13 total projected indirect revenue
- B Univ sharing calculated at excess indirect revenues collected over sponsored project admin costs of \$758k
- C Avg rate of 5% of Campus Program expenditures of \$3.3 million
- D Endowment average balance of \$16 million at 0.5%
- E Out-sourced bookstore commission of 12.5% on \$3,270,000 gross sales
- F Outsourced foodservice commission at 0% for FY 13/14. Portion of operating costs covered by UARSC
- G Foodservice contract commissions (Pepsi, Coffee Cart, ATM, AT&T)
- H Total investible cash balances of \$3.3 million at 1.25%
- I Univ to continue Carmel St 1st floor storage area sublease with UARSC through FY 13/14

5/10/2013

**UARSC
Operating Budget FY 13/14 (version 5/8/12)**

	Draft	Draft	FY 12/13	FY 12/13	Budget	Budget	Actual	Actual	Projected	Projected	FY 12/13
	FY 13/14	FY 13/14	FY 12/13	FY 12/13	FY 13/14	FY 13/14	FY 13/14	Jul 12-Mar 13	Apr 13-Jun 13	FY 12/13	Variance
	FTE	Budget	FTE	Budget	\$ Increase	% Increase	% Increase				
Salaries & Benefits											
<i>Administration</i>											
Executive Director	1.00		1.00								
Executive Assistant	0.75		0.85								
Marketing	1.00		1.00								
<i>Finance</i>											
CFO	0.50		1.00								
Director	0.80		1.00								
Accountant	1.00		1.00								
Accountant	1.00		1.00								
Accounting Specialist A/P	0.75		1.00								
<i>Human Resources</i>											
Human Resources Director	1.00		1.00								
Payroll Specialist	1.00		1.00								
HR Specialist	1.00		1.00								
<i>Grants</i>											
Director, Grants & Contracts	1.00		1.00								
Sponsored Projects Administrator	1.00		1.00								
Sponsored Projects Specialist	1.00		1.00								
Sponsored Projects Analyst (75%)	0.75		0.75								
Benefits (39.5% Composite Rate)											
Total Salaries & Benefits	13.55	\$ 1,186,963	14.80	\$ 1,266,832	\$ (79,868)	-6.3%	-6.4%	\$ 986,598	\$ 282,080	\$ 1,268,678	\$ 1,846

Operating Expenses											
ADP Payroll/Bank Fees	\$ 48,500	\$ 45,540	\$ 2,960	6.5%	-8.1%	\$ 46,584	\$ 6,180	\$ 52,764	\$ 7,224		
Audit Fees	66,000	66,000	-	0.0%	-27.1%	74,000	16,500	90,500	24,500		
Maint. agreements (HITS, copiers, Deltek)	62,500	68,482	(5,982)	-8.7%	-1.7%	48,890	14,674	63,564	(4,918)		
Consulting-Special Projects	10,000	10,000	-	0.0%	61.9%	6,175	-	6,175	(3,825)		
Univ Procurement Buyer Reimb	33,000	33,000	-	n/a	n/a	19,892	8,287	28,179	(4,821)		
Meetings and Events	7,500	7,500	-	0.0%	-31.2%	10,404	500	10,904	3,404		
Insurance - Prop, Liab, D & O	27,563	26,250	1,313	5.0%	-43.9%	45,615	3,558	49,173	22,923		
Legal	5,000	5,000	-	0.0%	117.4%	300	2,000	2,300	(2,700)		
Mail/Postage	4,500	5,929	(1,429)	-24.1%	-2.3%	3,406	1,200	4,606	(1,323)		
Memberships & Subscriptions	500	2,000	(1,500)	-75.0%	-14.9%	488	100	588	(1,413)		
Phone	8,500	12,732	(4,232)	-33.2%	-0.7%	6,562	2,000	8,562	(4,170)		
Space Rent/Utilities	55,000	55,300	(300)	-0.5%	1.0%	39,859	14,600	54,459	(841)		
Supplies and Services	25,000	25,000	-	0.0%	-24.2%	29,974	3,000	32,974	7,974		
Travel and Professional Dev.	1,000	1,000	-	0.0%	-53.9%	2,167	-	2,167	1,167		
Recruitment	1,500	2,000	(500)	-25.0%	-12.3%	1,510	200	1,710	(290)		
Other Operating/Contingency	3,000	3,000	-	0.0%	35.0%	1,722	500	2,222	(778)		
Total Operating Expenses	\$ 359,063	\$ 368,733	\$ (9,671)	-2.6%	-12.6%	\$ 337,548	\$ 73,299	\$ 410,847	\$ 42,114		
TOTAL EXPENSES	\$ 1,546,026	\$ 1,635,565	\$ (89,539)	-5.5%	-7.9%	\$ 1,324,146	\$ 355,379	\$ 1,679,525	\$ 43,960		

**UARSC Reserve Level
FY 13/14 -June 2014**

	as of 6/30/14	Project Name	Project #
	(300,000)	RESERVE-AUDIT DISALLOW	89100
	(170,000)	RESERVE-COMMERCIAL OPS	89200
	(119,574)	RESERVE-WORKING CAPITAL	89500
	(150,000)	RESERVE-CAPITAL DEVELOP	89600
Total Reserve	(739,573)		

University Auxiliary and Research Services Corporation
Reserve Rebalance Proposal May 22, 2014

Reserve Description	November, 2012 Rebalanced Amount	Qtr 4 FY 12/13 Post-Retiree Health Allocation	FY 12/13 Food Service Transition	FY 12/13 Food Service Equip Maint	FY 12/13 Net Operating Loss	FY 13/14 Post-Retiree Health Allocation	FY 13/14 President CCR Alloc's	FY 12/13 President's Pepsi Support	Balance 3/31/14	Proposed Reserve Allocation	Proposed Reserve Allocation	Adjusted Balance 3/31/14
Audit Disallowance	350,000								350,000	(50,000)	(50,000)	300,000
Commercial Operations	200,000								200,000			200,000
Working Capital	500,000	(69,495)			(172,953)	(1,09,487)	(75,000)	(20,000)	13,065	182,417	50,000	245,482
Capital/Campus Development	415,859		(59,930)	(23,511)		1,49,487			332,417	(182,417)		150,000
Post-Retiree Health Accrual (Liability)	1,413,753	69,495	(59,930)	(23,511)	(172,953)	1,49,487	(75,000)	(20,000)	1,632,735	-	-	1,632,735
Total Reserves & Post Retiree Health Accrual	2,879,612	-	(59,930)	(23,511)	(172,953)	-	(75,000)	(20,000)	2,528,217	-	-	2,528,217

Reserve Description

Audit Disallowance
Commercial Operations & Capital Equip Replace
Working Capital
Capital/Campus Development

Reserve Goal

Goal is determined upon annual risk assessment on types of grants and contracts (goal 5% of annual expenses)
Goal is determined annually based on commercial operation needs for upcoming year(s)
Goal determined by 1 month of sponsored projects reimbursements plus 3 months UARSC admin
Goal determined as a benchmark amount to meet potential critical needs of UARSC and/or campus

Post-Retiree Health Accrual (Liability)

Goal is to modify plan to exclude new employees from eligibility in order to decrease liability