



**The University Corporation
San Francisco State**

Room ADM 361
1600 Holloway Ave.
San Francisco, CA 94132

ucorp.sfsu.edu

Board of Directors Meeting

Monday, June 22, 2020

3:00 p.m. to 4:30 p.m.

Administration Building, ADM 460

1600 Holloway Avenue, San Francisco, California

Action Item No. 20200622-09

BOD Resolution: Approval of the University Corporation, San Francisco State operating provisional budget for the fiscal year commencing July 1, 2020 through June 30, 2021.

WHEREAS, The University Corporation (UCorp) Finance Committee has reviewed and recommended for approval the attached projections for the fiscal year 2020/2021;

WHEREAS, the reserve requirements for the 2020/2021 fiscal year were also reviewed and deemed to be adequate;

WHEREAS, other fiscal and operational issues were considered and concluded to be reasonable, including, but not limited to the UCorp's continued support of the University;

THEREFORE, BE IT RESOLVED, the proposed provisional operation budget for UCorp's 2020/2021 fiscal year in the form attached. Hereby by adopted.

BE IT FURTHER RESOLVED that the number of members of the Board shall not exceed seventeen (17) for the 2018/19 fiscal year.

Passed and adopted on this 22 day of June 2020, by the following vote:

Aye: 12

No: 0

Abstain: 0

Absent: 4

Secretary Certification

The undersigned state that she is the authorized Secretary of the Corporation and certifies that on June 22, 2020 at a duly called meeting of the Board of Directors' of the University Corporation, San Francisco State at which a quorum was present and acting throughout, the foregoing resolution was adopted by the votes indicated above.

01/27/2021 | 3:39 PM PST

Wherefore, the undersigned has executed this Certification this date _____
in San Francisco, CA.

DocuSigned by:

1EBDE4D8FE4A4E3

Bonnie Li Victorino, Secretary



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The University Corporation, San Francisco State

Proposed Budget for FY 2020 - 2021

**The University Corporation San Francisco State
Proposed Budget for FY 2020- 2021
All Funds**

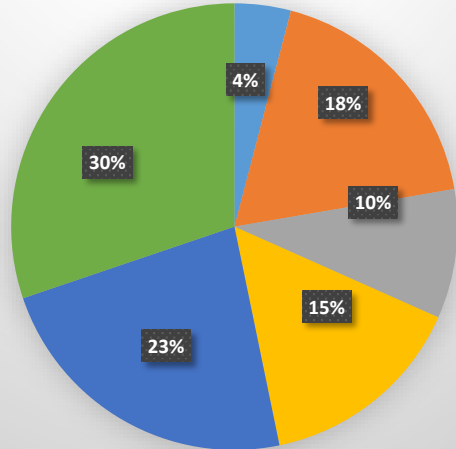
FY 2020-2021 Proposed Budget All Funds

Operating Revenue:	
Grants and Contract revenue	1,760,191
Program Revenue	5,578,019
Retail Revenue	1,026,587
Rental Income	1,502,727
Other Revenue	100,000
Total Revenue	9,967,524
Expenses:	
Grant and Contracts	1,181,528
Campus Programs	7,134,612
Rental Expenses	1,653,095
Retail Expenses	585,433
Student Scholarships	2,076,446
Student Org Banking	210,956
Management and General	2,408,712
Depreciation	243,616
Total Expenses	15,494,397
Operating Gain/(Loss)	(5,526,873)
Nonoperating Revenues(Expense)	
Contributions	3,324,545
Investment Income	1,112,315
Net Nonoperating revenues (expenses)	4,436,861
Net Income	(1,090,011)
Required Reserve Balance	1,799,999

	FY 2018 - 2019 Approved Budget	July 1, 2018 through June 30, 2019 Actual	FY 2019 - 2020 Approved Budget	July 1, 2019 - June 30, 2020 Projected Total	% of Budget	General Business FY 2020-2021 Proposed Budget	Operations/ Vending FY 2020-2021 Proposed Budget	FY 2020 - 2021 Proposed Budget
Source of Funds (Revenue)								
Grants and Contract revenue - Indirect Cost	76,000	89,322	115,519	87,362	75.63%			79,162
Program Revenue - Campus Programs/Admin Fee	409,500	417,632	453,648	326,517	71.98%	79,162.00		353,579
<i>Business Service Income:</i>								
Food Vendors/Other Rental	477,783	645,236	547,358	566,488	103.50%		292,947	292,947
Administration Revenue - Vendors Student Center	251,650	251,650	256,343	189,880	74.07%		181,467	181,467
Follett Commission	688,906	755,079	791,000	442,127	55.89%		447,042	447,042
Copy Center	253,404	298,496	267,396	186,709	69.83%		156,799	156,799
Lobby Shops/Shop 24	1,627,031	1,554,137	1,640,964	1,199,868	73.12%		938,100	938,100
Cost of Goods Sold	(930,885)	(896,846)	(935,760)	(698,664)	74.66%		(509,083)	(509,083)
Other Revenue	-	106,150	-	385		-	-	-
Total Funds Available For Operations:	2,853,389	3,220,854	3,136,467	2,300,672	73.35%	432,741	1,507,273	1,940,014
Uses of Funds (Expenses) / Management and General								
Personnel Expenses								
Salaries and Wages	453,613	465,030	464,137	515,866	111.15%	44,429	247,171	291,600
Benefits	159,023	135,734	166,598	182,514	109.55%	21,970	107,314	129,284
Support Services - Salary and benefits(campus)	1,899,985	1,987,325	2,121,019	2,122,980	100.09%	1,987,806	-	1,987,806
Operating Expense	309,881	333,819	356,539	370,004	103.78%	70,823	216,572	287,395
Travel/Staff Development	16,390	18,100	18,723	7,712	41.19%	9,515		9,515
Depreciation Expense	54,960	49,262	52,244	48,194	92.25%	-	14,376	14,376
Contractor Expenses:								
Auditor	76,190	98,720	77,356	110,605	142.98%	79,960	-	79,960
Legal	5,000	1,645	5,000	4,263	85.27%	5,000	-	5,000
ADP	19,320	22,624	19,320	19,514	101.00%	24,441	-	24,441
Insurance	30,000	20,918	31,000	30,598	98.70%	30,200	-	30,200
Consultants	51,544	88,657	39,600	34,439	86.97%	64,500	-	64,500
Other - Support Campus	11,502	20,074	23,801	21,840	91.76%	24,957	-	24,957
Rent - Campus	42,111	42,108	42,111	42,109	99.99%	42,111	-	42,111
Board Appropriation	3,000	-	3,000	3,000	100.00%	3,000	-	3,000
Total Management and General/Operating Expenses	3,132,519	3,284,015	3,420,448	3,513,639	102.72%	2,408,712	585,433	2,994,145
Business Service Expenses - Rental Expense	650,186	672,617	670,586	804,059	119.90%		\$667,052	\$667,052
Total Funds Available from Operations (Loss)	\$ (929,315)	\$ (735,777)	\$ (954,567)	\$ (2,017,025)		\$ (1,975,971)	\$ 254,788	\$ (1,721,183)
Plant Fund Allocation	-	-	-	-				-
University Support - Board Appropriations	(50,000)	(66,000)	(75,000)	(115,333)	153.78%	(50,000)		(50,000)
UCorp scholarship endowment (Franciscan)Board Appropriations								
Cost Allocation Expense - Campus	(150,000)	(150,000)	(150,000)	(150,000)	100.00%	(150,000)		(150,000)
Transfer - Holloway Project reimbursable expenes		24,593	-	(23,570)		-		-
Plant Fund -Shop 24 Refresh	(50,000)	(88,720)	-	-		-		-
Transfer - Fund Operating Reserve for FY 18-19								
Net Investment Income: Interest,Dividends, Realized/Unrealized	1,416,620	1,546,270	1,483,681	269,960	18.20%	1,270,315		1,270,315
Investment Fees	(178,251)	(93,742)	(178,251)	(154,685)	86.78%	(158,000)		(158,000)
Total Non-Operating Revenue (expense)	\$ 988,369	\$ 1,172,402	\$ 1,080,430	\$ (173,628)		912,315	-	912,315
Transfer from Net Assets						808,868		808,868
Net Income(Loss)	\$ 59,054	\$ 436,624	\$ 125,863	\$ (2,190,653)		\$ (254,787)	\$ 254,788	\$ 0

Note(s):
 1. Does not includes a GSI to be given and salary adjustments for merit and comp adjustments for 3 employees

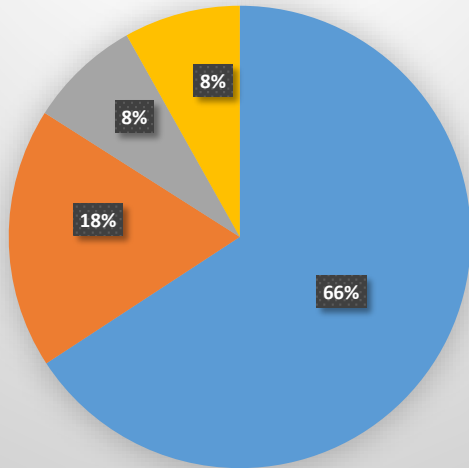
Source of Funds (Revenue)



■ Grants & Contract - Indirect Cost ■ Program - Campus Programs/Admin Fee
■ Administration - Vendors Student Center ■ Food Vendors/Other Rental
■ Follett Commission ■ Self-Ops

Source of Funds (Revenue)	Amount
Grants & Contract - Indirect Cost	79,162.00
Program - Campus Programs/Admin Fee	353,579.00
Administration - Vendors Student Center	181,467.06
Food Vendors/Other Rental	292,946.73
Follett Commission	447,042.36
Self-Ops	585,816.77
Total Revenue	1,940,013.92

Use of Funds (Expenses) Management and General



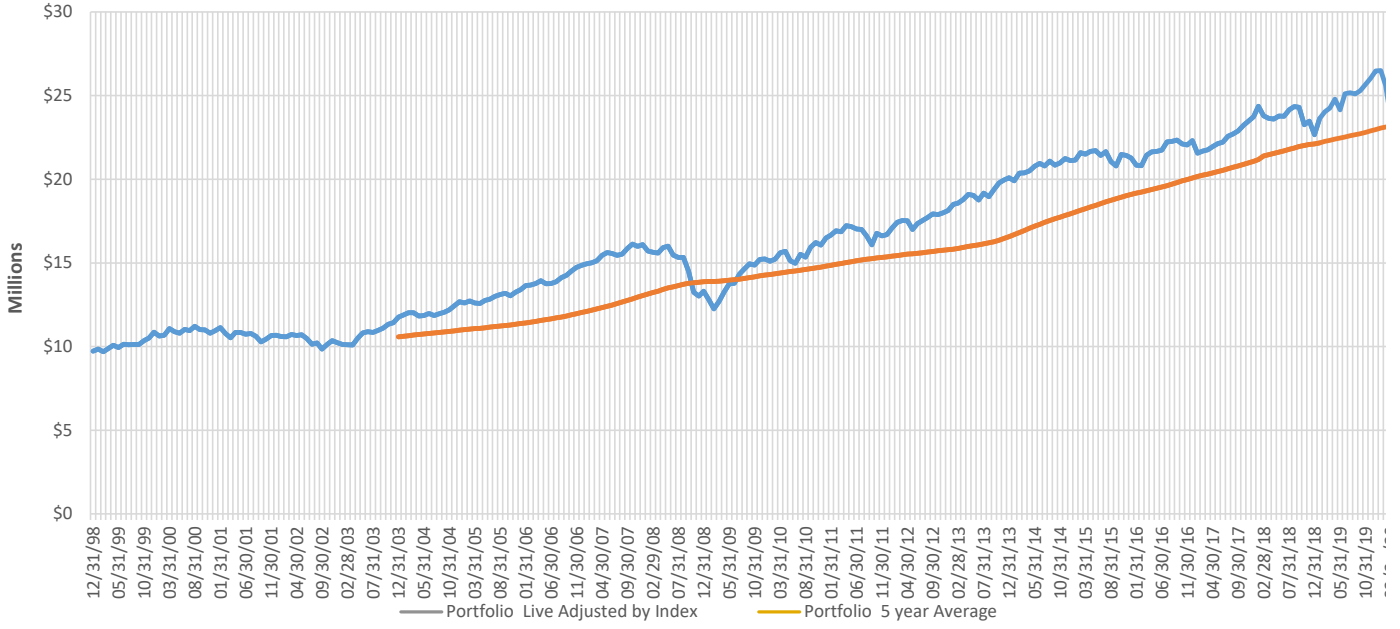
■ Salary and Benefits ■ Business Service Expenses - Rental Expense ■ Operating Expense ■ All other

Uses of Funds (Expenses) / Management and General	Amount
Salary and Benefits	2,408,689.90
Business Service Expenses - Rental Expense	667,051.93
Operating Expense	287,395.44
Auditor	79,960.00
Depreciation Expense	14,376.00
Rent - Campus	42,111.00
Consultants	64,500.00
Insurance	30,200.00
ADP	24,441.00
Other - Support Campus	24,957.00
Travel/Staff Development	9,515.00
Legal	5,000.00
Board Appropriation	3,000.00
Total Expenses	3,661,197.27

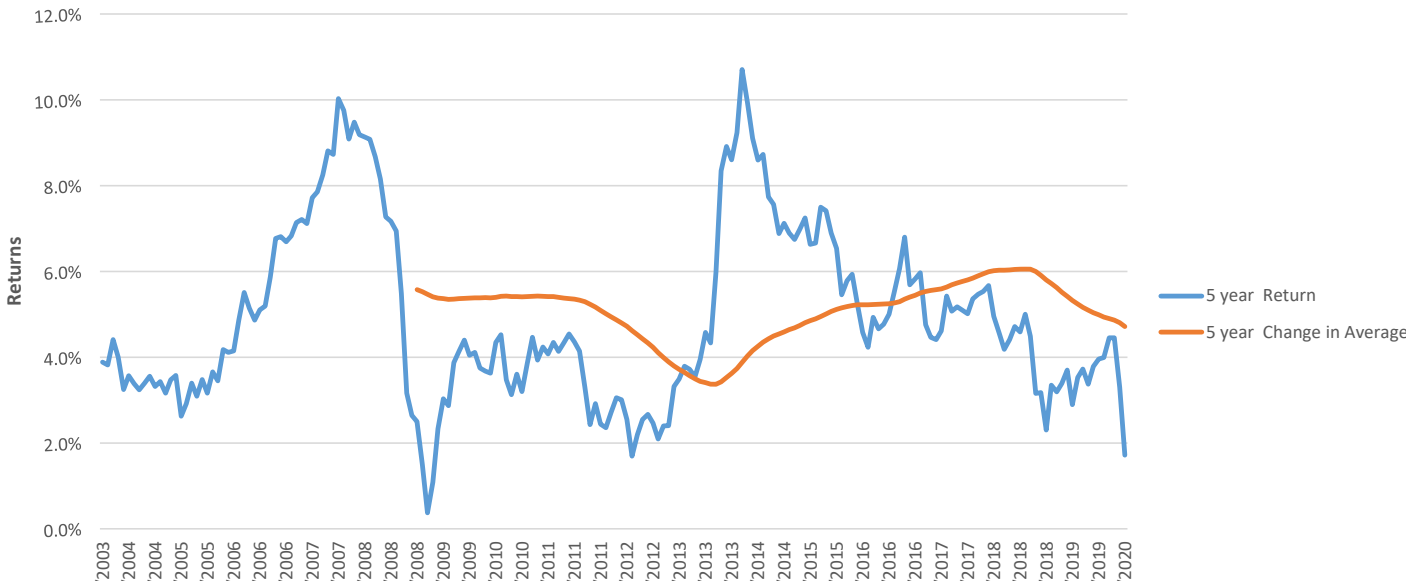
All Store Budget FY 2020-21

		Actual/Budget Monthly Sales Distribution												
U-Corp Acct		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Total Sales	580931	18,589	49,824	125,883	147,493	78,874	71,897	45,554	147,341	114,260	145,840	109,585	39,760	1,094,899
Cost of Sales	660050	8,392	19,985	62,914	71,671	39,717	33,203	20,151	69,288	54,760	69,860	49,100	10,040	509,083
Gross Profit		10,197	29,839	62,969	75,822	39,157	38,693	25,402	78,054	59,500	75,980	60,485	29,720	585,817
Adminis - Salaried_Aux Only	601901	4,124	8,319	14,288	17,680	17,498	13,597	8,880	13,808	15,226	12,100	14,500	9,950	149,971
MANAGER	601931	4,050	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	8,100	12,150	97,200
Benefits	603935	3,524	7,076	9,737	11,202	10,899	9,430	7,405	9,607	10,128	8,750	9,710	9,845	107,314
Armored Services	660920	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Postage & Freight	660001	10	10	10	10	10	10	10	10	10	10	10	10	120
Printing	660002	30	30	30	30	30	30	30	30	30	30	30	30	360
Depreciation	619906	-	-	3,594	-	-	3,594	-	-	3,594	-	-	3,594	14,376
telephone	604001	475	475	475	475	475	475	475	475	475	475	475	475	5,700
Visa/Mastercard Fees	660962	116	119	377	386	220	255	150	278	280	350	350	140	3,022
American Express Fees	660963	620	1,732	4,759	5,549	3,004	2,588	1,618	5,547	4,286	5,475	3,922	1,135	40,236
Contractual Services	613001	-	-	-	-	-	-	-	-	-	-	-	5,445	5,445
Supplies And Service	660003	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Rent	660041	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	63,600
Utilities	605900	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Trash & Recycling	660939	102	102	102	102	102	102	102	102	102	102	102	102	1,224
Fingerprinting Fees	660912	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Cost	660817	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodial Service	660945	75	75	75	75	75	75	75	75	75	75	75	75	900
Hospitality	660950	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	660927	4,175	4,175	4,175	4,175	4,175	4,175	4,175	4,175	4,175	4,175	4,175	4,175	50,100
Taxes/Assessments	660825	-	-	-	-	-	-	-	225	1,350	-	-	-	1,575
Loss/Damaged Goods	660902	-	-	-	-	-	-	-	-	-	-	-	4,691	4,691
Operating Profit		(15,704)	(8,975)	8,647	19,437	(14,032)	(12,338)	(14,218)	27,022	3,069	27,738	10,436	(30,697)	383

Portfolio Values - Smoothed and Unsmoothed



Portfolio Returns - Smoothed and Unsmoothed



Capital Projects	Amount	Funding Source
	-	Working Capital Account
	-	
	-	
Total Anticipated Capital Projects	\$ -	

Working Capital	Fiscal Year 19-20			Fiscal Year 19-20		Purpose
	Beginning	Additions	Release	Ending		
Working Capital	2,246,544.17		-	2,246,544.17		
Total Working Capital	2,246,544.17	-	-	2,246,544.17	-	-

Note _____

University Corporation

Reserve Analysis FY 20-21

**University Corporation Reserve Analysis
Fiscal Year 20-21**

UCORP Reserves	Fiscal Year 19 -20			Fiscal Year 20 -21 Ending	Reserve Requirement Per Policy	Recommended Adjustment FY 20 - 21	Restriction
	Beginning	Additions	Release				
Ucorp Operations	1,764,073.50			1,764,073.50	1,799,999	35,925.72	Per policy should have six-month of operations on reserve. Base six-months from budget. 1. \$35,925.72 should be transferred to bring the reserve to the appropriate level per reserve analysis FY 20-21 but due projecting ending the FY 19-20 with a deficit, Mgmt does not think it would not be prudent to fund the reserve in FY 20-21 at this time. This would also apply to the transfer for FY 19-20 as the recommended transfer exceeds projected surplus.
Plant Fund Reserve	1,210,000.00		(1,186,448.15)	23,551.85			1.Per policy should have \$500k for capital reserve to be used for capital projects, property and equipment 2. University Club completed in FY 19-20 and furniture. 3. During FY 20-21 Mgmt will create a plan to begin funding the plant reserve and restore to the level of \$500k over time.
Total Reserves	2,974,073.50	-	(1,186,448.15)	1,787,625.35	1,799,999.22	35,925.72	

Operational Budget Analysis FY 20 - 21

	<u>Budget FY 20-21</u>
UCorp Operations	3,599,998.43
Six-month Operations	<u><u>1,799,999.22</u></u>

Current Reserve Levels:

Operating Reserve	1,764,073.50	-
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Recommended Adjustment

Operating Reserve increase for FY20-21	35,925.72
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University Corporation

Insurance Review FY 20-21



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Estimated Insurance costs for FY2020/2021: \$30,200

Liability Insurance: \$26,000

... based upon estimated payroll for the upcoming fiscal year, total square footage of the premises owned or operated, & average annual total expenditures for a five-year period

Crime Insurance: \$3,200
(inclusive of Cyber Liability and Identity Fraud Insurance)

... based upon organization's exposure using estimated payroll for the upcoming fiscal year and average annual total expenditures for a five-year period

Property Insurance: \$1,000

... based upon exposure relative to organization's insurable value for real property & business personal property

NOTE: Other similar costs, such as Worker's Compensation, Unemployment, Participant Accident Insurance & Special Events Insurance are passed onto those UCorp programs required to have such coverage(s).