

BOD Resolution: Adoption of The University Corporation, San Francisco State operating budget for the fiscal year commencing July 1, 2024 through June 30, 2025

WHEREAS, The University Corporation (UCorp) Finance Committee has reviewed and recommended for approval the attached operating budget for the fiscal year 2024-2025; and

WHEREAS, UCorp Board of Directors has also satisfactorily reviewed the proposed budget for the fiscal year 2024-2025 as well as UCorp's insurance carrier and associated liability insurance coverage and insurance coverage of all assets; and

WHEREAS, the reserve requirements for the 2024-2025 fiscal year were also reviewed and deemed to be adequate;

THEREFORE, BE IT RESOLVED, the proposed operating budget for UCorp's 2024-2025 fiscal year in the form attached, is hereby adopted.

Passed and adopted on this 20th day of May 2024, by the following vote:

Aye: **14**

No: **0**

Abstain: **0**

Absent: **0**

Secretary Certification

The undersigned state that he is the authorized Secretary of the Corporation and certifies that on May 20, 2024, 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.

Wherefore, the undersigned has executed this Certification this 05/22/2024 | 12:33 PM PDT, at San Francisco, California.

Action Item No: 20240520-01

DocuSigned by:

C. Jason Bell

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Jason C. Bell, Secretary



University Corporation, SF State

Proposed Budget for FY 2024 – 2025

The University Corporation San Francisco State
Proposed Budget for FY 2024 - 2025
All Funds

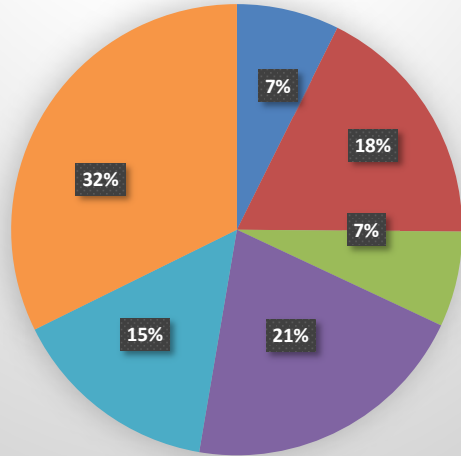
FY 2024-2025 Proposed Budget All Funds

Operating Revenue:	
Grants and Contract revenue	6,487,652
Program Revenue	5,088,158
Retail Revenue	939,145
Rental Income	1,325,553
Other Revenue	20,000
Total Revenue	13,860,507
Expenses:	
Grant and Contracts	5,097,191
Campus Programs	6,995,119
Rental Expenses	1,310,092
Retail Expenses	766,478
Student Scholarships	2,194,812
Student Org Banking	1,201,411
Management and General	2,726,343
Depreciation	598,199
Total Expenses	20,889,644
Operating Gain/(Loss)	(7,029,137)
Nonoperating Revenues(Expense)	
Contributions	4,642,885
Investment Income	1,765,586
Net Nonoperating revenues (expenses)	6,408,471
Net Income	(620,665)
Required Reserve Balance	1,822,585

	FY 2023 - 2024 Approved Budget	FY 2023 - 2024 Actuals thru March 2024 Revenue /	Percentage of Budget	July 1, 2023 - June 30, 2024 Projected Total	% of Budget	General Business FY 2024 - 2025 Proposed Budget	Operations/ Vending FY 2024 - 2025 Proposed Budget	FY 2024 - 2025 Proposed Budget
Source of Funds (Revenue)								
Grants and Contract revenue - Indirect Cost	83,000	104,333	125.70%	125,083	150.70%	146,807.00		146,807
Program Revenue - Campus Programs/Admin Fee	320,704	238,256	74.29%	318,432	99.29%	355,257.55		355,258
<i>Business Service Income:</i>								
Food Vendors/Other Rental	388,124	313,437		410,468	105.76%		413,472	413,472
Administration Revenue - Vendors Student Center	151,305	113,479		151,305			136,812	136,812
Follett Commission	300,000	399,720		300,000	100.00%		300,000	300,000
Copy Center	194,000	144,745		196,745	101.42%		245,250	245,250
Lobby Shops/Shop 24	913,200	730,308		931,808	102.04%		964,150	964,150
Cost of Goods Sold	(500,144)	(435,024)		(545,404)	109.05%		(563,984)	(563,984)
Other Revenue	-	2,825		2,825		-	-	-
Total Funds Available For Operations:	1,850,190	1,612,078	87.13%	1,891,262	102.22%	502,065	1,495,701	1,997,766
Uses of Funds (Expenses) / Management and General								
Personnel Expenses								
Salaries and Wages	366,250	260,385		339,085	92.58%	-	328,120	328,120
Benefits	173,329	81,927		118,127	68.15%	-	123,000	123,000
Support Services - Salary and benefits(campus)	2,097,930	1,586,675	75.63%	2,111,158	100.63%	2,275,456	-	2,275,456
Operating Expense	308,207	343,591	111.48%	420,643	136.48%	105,534	302,682	408,216
Travel/Staff Development	8,075	7,441		8,787	108.82%	11,850		11,850
Depreciation Expense	12,676	-		3,169	25.00%	-	12,676	12,676
Contractor Expenses:								
Auditor	67,241	46,000	68.41%	67,241	100.00%	67,788	-	67,788
Legal	4,000	8,193	204.83%	9,193	229.83%	4,000	-	4,000
ADP	35,000	20,205	57.73%	28,955	82.73%	30,000		30,000
Insurance	40,921	51,250		51,250	125.24%	90,758	-	90,758
Consultants	41,033	57,054	139.04%	67,312	164.04%	45,633	-	45,633
Other - Support Campus	38,996	16,027	41.10%	25,776	66.10%	50,213	-	50,213
Rent - Campus	42,111	31,581	74.99%	42,109	99.99%	42,111	-	42,111
Board Appropriation	3,000	-	77.51%	3,000	100.00%	3,000		3,000
Total Management and General/Operating Expenses	3,238,769	2,510,328	77.51%	3,295,803	101.76%	2,726,343	766,478	3,492,821
Business Service Expenses	406,400	266,667	65.62%	368,267	90.62%	\$0	\$406,400	\$406,400
Total Funds Available from Operations (Loss)	\$ (1,794,980)	\$ (1,164,916)		\$ (1,772,808)		\$ (2,224,279)	\$ 322,823	\$ (1,901,456)
Plant Fund Allocation								
Plant Fund Allocation	-	-		-				-
University Support - Board Appropriations	(75,000)	(84,593)	112.79%	(84,314)	112.42%	(75,000)		(75,000)
Student Center (Projected loss)								
Cost Allocation Expense - Campus	(140,000)	(154,517)		(154,517)	110.37%	(150,000)		(150,000)
Transfer - Holloway Project reimbursable expenes	-	(11,543)		(11,543)		-		-
Plant Fund -Shop 24 Refresh	-	-		-		-		-
Transfer - Fund Operating Reserve for FY 21-22	-	-		-		-		-
Net Investment Income: Interest,Dividends, Realized/Unrealized	1,655,762	2,601,014	157%	3,014,954	182.09%	1,995,693		1,995,693
Investment Fees	(209,596)	(132,971)	63.44%	(185,370)	88.44%	(230,107)		(230,107)
Loan fees	(8,250)	-		-		-		-
Total Non-Operating Revenue (expense)	\$ 1,222,915	\$ 2,217,390		\$ 2,579,211		1,540,586	-	1,540,586
Transfer from Net Assets								-
Net Income(Loss)	\$ (572,064)	\$ 1,052,474		\$ 806,403		\$ (683,693)	\$ 322,823	\$ (360,869)

Note(s):

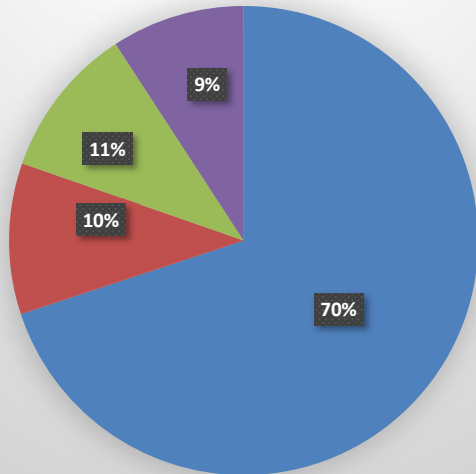
Source of Funds (Revenue)



■ 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	146,807.00
Program - Campus Programs/Admin Fee	355,257.55
Administration - Vendors Student Center	136,812.08
Food Vendors/Other Rental	413,472.46
Follett Commission	300,000.00
Self-Ops	645,416.50
Total Revenue	1,997,765.59

Use of Funds (Expenses) Management and General

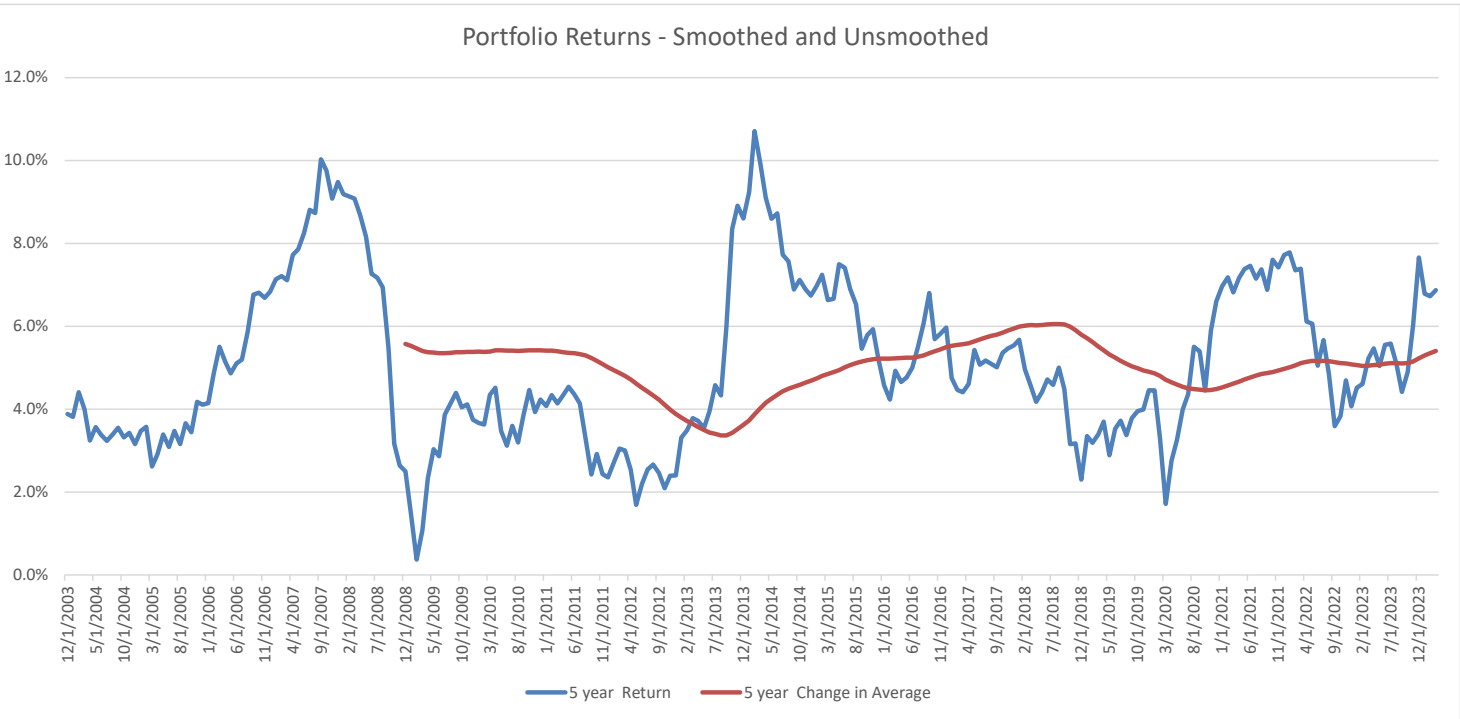
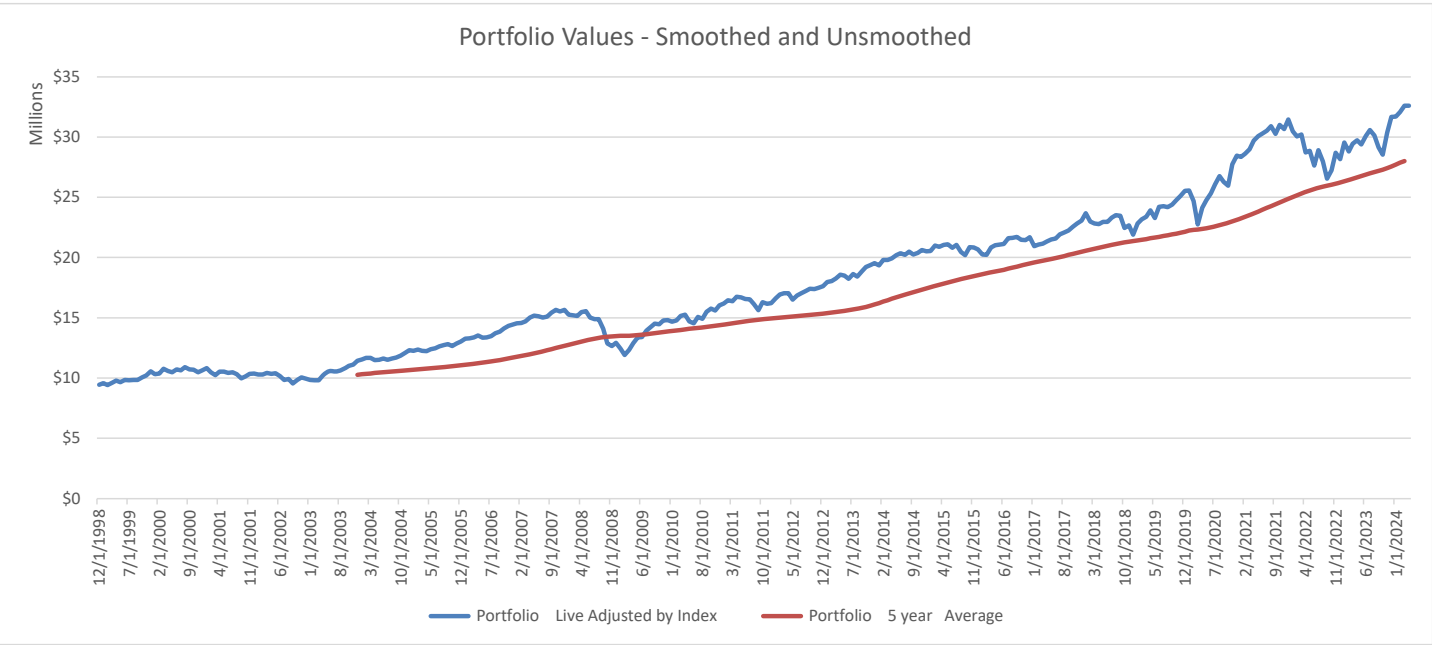


■ Salary and Benefits ■ Business Service Expenses - Rental Expense ■ Operating Expense ■ All other

Uses of Funds (Expenses) / Management and General	Amount
Salary and Benefits	2,726,576.00
Business Service Expenses - Rental Expense	406,400.00
Operating Expense	408,216.14
Auditor	67,788.25
Depreciation Expense	12,676.00
Rent - Campus	42,111.00
Consultants	45,632.90
Insurance	90,758.00
ADP	30,000.00
Other - Support Campus	50,213.00
Travel/Staff Development	11,850.00
Legal	4,000.00
Board Appropriation	3,000.00
Total Expenses	3,899,221.29

All Store Budget FY 2024

		Actual/Budget Monthly Sales Distribution												
U-Corp Acct		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Total Sales	580931	17,700	99,500	139,250	169,450	104,100	41,300	43,300	151,100	116,100	152,500	131,500	43,600	1,209,400
Cost of Sales	660050	7,007	43,510	74,205	81,932	54,037	19,885	18,032	76,874	55,876	71,560	53,570	7,496	563,984
Gross Profit		10,693	55,990	65,045	87,518	50,063	21,415	25,268	74,227	60,224	80,940	77,930	36,104	645,417
Adminis - Salaried_Aux Only	601901	13,100	14,900	20,600	19,100	20,700	17,500	17,000	20,000	18,000	18,600	17,600	16,600	213,700
MANAGER	601931	9,360	9,660	9,360	9,360	9,660	9,360	9,660	9,660	9,660	9,660	9,660	9,360	114,420
Benefits	603935	9,500	9,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	9,500	123,000
Armored Services	660920	330	330	330	330	330	330	330	330	330	330	330	330	3,960
Postage & Freight	660001	30	30	30	30	30	30	30	30	30	30	30	30	360
Printing	660002	15	15	15	15	15	15	15	15	15	15	15	15	180
Depreciation	619906	-	-	3,169	-	-	3,169	-	-	3,169	-	-	3,169	12,676
telephone	604001	515	515	515	515	515	515	515	515	515	515	515	515	6,180
Visa/Mastercard Fees	660962	125	200	314	353	211	114	125	319	262	200	257	91	2,571
American Express Fees	660963	722	4,459	6,627	7,812	4,939	1,901	1,890	7,100	5,355	7,107	5,746	1,578	55,236
Contractual Services	613001	-	-	-	-	-	-	-	-	-	-	-	5,445	5,445
Supplies And Service	660003	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
Rent	660041	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	6,100	73,200
Utilities	605900	570	570	570	570	570	570	570	570	570	570	570	570	6,840
Trash & Recycling	660939	115	115	115	115	115	115	115	115	115	115	115	115	1,380
Fingerprinting Fees	660912	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Cost	660817	-	-	-	-	-	-	-	-	-	-	-	-	-
Custodial Service	660945	81	81	81	81	81	81	81	81	81	81	81	81	972
Hospitality	660950	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	660927	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
Taxes/Assessments	660825	-	-	-	-	-	-	-	-	1,705	-	-	-	1,705
Loss/Damaged Goods	660902	-	-	-	-	-	-	-	-	-	-	-	4,853	4,853
Operating Profit		(41,520)	(2,135)	(4,930)	20,986	(15,353)	(40,535)	(33,314)	7,241	(7,833)	15,468	14,762	(33,898)	(121,061)





University Corporation, SF State

Reserve Analysis FY 2024 – 2025

**University Corporation Reserve Analysis
Fiscal Year 24-25**

UCORP Reserves	Fiscal Year 23 -24			Fiscal Year 24 -25 Ending	Reserve Requirement Per Policy	Recommended Adjustment FY 24 - 25	Restriction
	Beginning	Additions	Release				
Ucorp Operations	1,799,521.50			1,799,521.50	1,949,611	150,089.15	Per policy should have six-month of operations on reserve. Based on six-months from budget. 1. Based on projected deficit for FY 24-25 Management recommends not adjusting the Operation reserves in FY 24-25.
Plant Fund Reserve	18,987.61		-	18,987.61			1. Per policy should have \$500k for capital reserve to be used for capital projects, property and equipment 2. Mgmt plans to fund the plant reserve and restore to the level of \$500k over time as Mgmt explores options to return the University Club to AS and recoup investment for the space.
Total Reserves	1,818,509.11	-	-	1,818,509.11	1,949,610.65	150,089.15	

**Operational Budget Analysis
FY 24 -25**

	<u>Budget FY 23-24</u>
UCorp Operations	3,899,221
Six-month Operations	<u><u>1,949,610.65</u></u>

Current Reserve Levels:

Operating Reserve	1,799,521.50
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Recommended Adjustment

Operating Reserve increase for FY24-25	150,089.15	1
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The University Corporation
San Francisco State

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

Estimated Insurance costs for FY2024/2025: \$88,900

Liability Insurance: \$67,000

... 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

- coverage includes, but is not limited to, errors & omissions, and director & officers liability, with \$50M limit
- \$0 deductible for all causes of loss except \$25,000 for employers practice liability

Crime Insurance: \$6,900
(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

- limit is \$5M per occurrence with \$5,000 deductible

Property Insurance: \$15,000

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

- pays for actual replacement cost with no co-insurance & underinsured penalties
- deductible range is \$5,000 to \$50,000 depending upon value

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).