



Financial Affairs

Presentation to the FAU Board of Trustees
September 4, 2001



Financial Affairs

- **Financial Affairs** consists of diversified departments whose primary purposes are to enhance the academic effectiveness of Florida Atlantic University students, faculty and staff by providing a complement of administrative fiscal support services. The areas within Financial Affairs are dedicated to providing and maintaining a work and educational environment that promotes health, safety and creativity; encourages excellence; and enhances productivity through the utilization of the latest information and management technologies and their application within the human, fiscal and physical resources of the University.

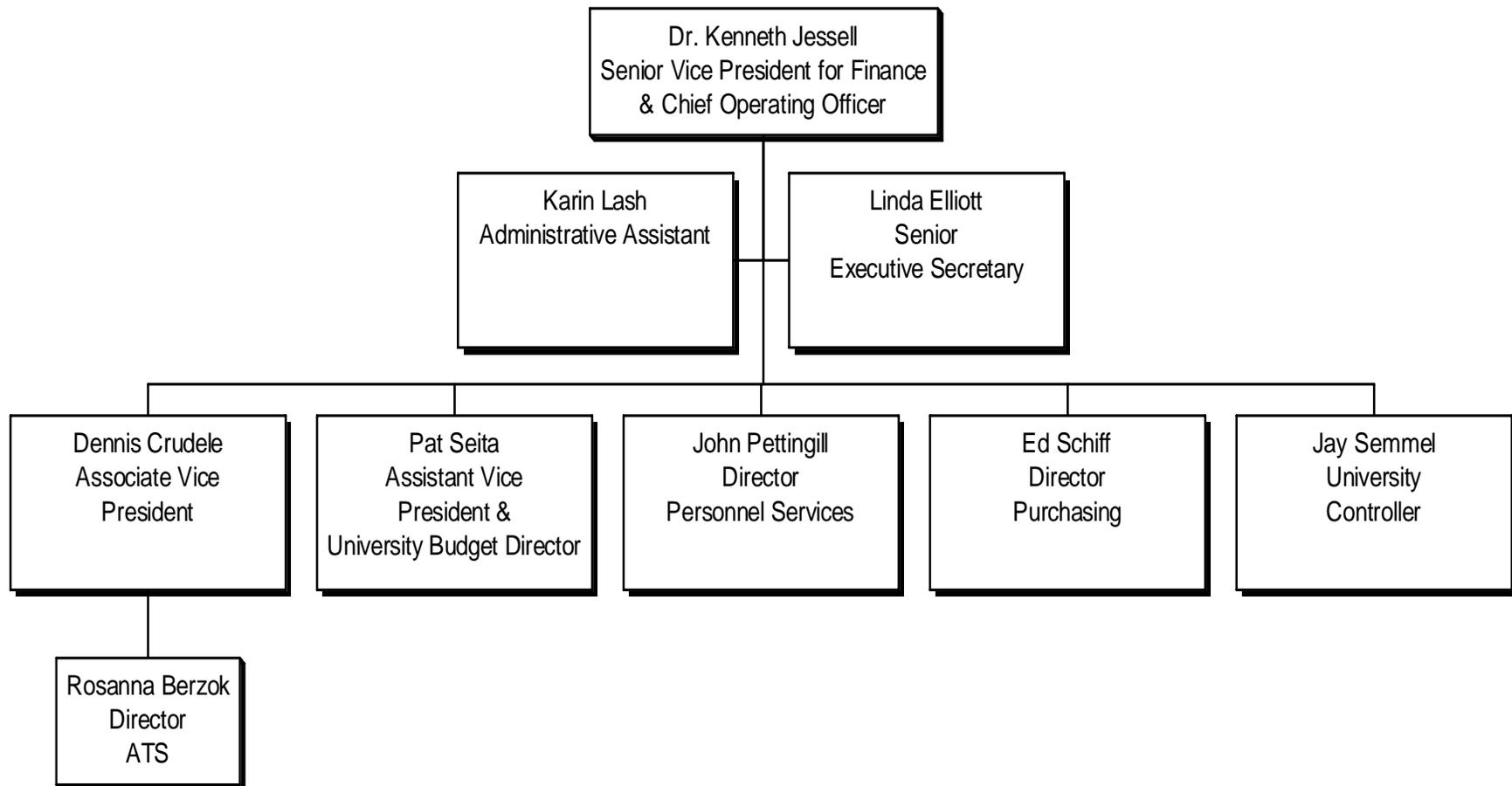
Financial Affairs

- Office of the Senior Vice President
- University Budget Office
- Controller's Office
- Personnel Services
- Purchasing Department
- Administrative Technology Systems





Organizational Chart for Financial Affairs





Office of the Senior Vice President for Finance & Chief Operating Officer

- **Kenneth A. Jessell, Ph.D.**, is the Senior Vice President for Finance and Chief Operating Officer at Florida Atlantic University. As Chief Operating Officer, he is responsible for the overall management of financial operations of the University.
- **Dennis J. Crudele** is the Associate Vice President for Financial Affairs and is responsible for the Administrative Technology Systems unit.
- **Pat Seita** is the Assistant Vice President for Financial Affairs and University Budget Director.



University Budget Office

Pat Seita, Assistant Vice President for Finance and University Budget Director, is responsible for managing and guiding the day-to-day functions of the University Budget Office. Pat oversees the preparation, monitoring, implementing and submission of the University's Operating Budgets for Education & General, Auxiliaries, Grants & Contracts, Athletics, Concessions and Student Government.



Mission Statement

The mission of the University Budget Office is to assist the President and his Executive Committee in developing a strategic financial management plan to enable Florida Atlantic University to meet its strategic goals and objectives. This is accomplished by coordinating the distribution of appropriated funds to all functional areas within the University. This distribution is based on State of Florida guidelines and priorities established by the University President.



Budget Office Functions

- **Budget Preparation and Construction**

2002-03 Legislative Budget Request submitted to the Governor's Budget Office and Legislature August 31, 2001.

- **Operating Budget Submission**

Submitted to Board of Education August 14, 2001

Educational & General Budget

General Revenue (Sales Tax Revenue)

Incidental Revenue (Tuition)

Enhancement Trust (Lottery)

Auxiliary Budget

Grants & Contracts Budget

Athletics Budget

Concession Budget

Student Government Budget

- **Budget Forecasting**

Cash Flow Analysis

- **Monitoring**

Monthly Financial Comparison Reports



Sources of Funding for Operations

- **Educational & General**

General Revenue, consisting primarily of sales tax (73 percent) and corporate income tax (8 percent), as well as license fees and other taxes and operating receipts.

Education Enhancement Trust Fund, consisting of collections from the sale of state lottery tickets. At least 38 percent of total lottery collections is dedicated to the trust fund.

Student Fee Trust Fund, consisting primarily of matriculation fees and tuition (out-of-state fees) paid by students, as well as other fees such as application and late registration fees.



Sources of Funding for Operations

- **Auxiliary Enterprises** - University business operations that are self-supporting through user fees, payments and charges. These include food service, bookstore, parking, residence halls and student health services.
- **Grants & Contracts** - Funding from Federal agencies, State agencies, Foundations and private sources that enables the University to conduct specific research projects or to provide specific services.



Sources of Funding for Operations

- **Athletics** - Funding from student athletic fees as well as ticket sales to athletic events.
- **Student Government** - Funds from student activities and service fees to support student government operations and student activities such as clubs and organizations.
- **Concession** - Funds from concession operations such as vending machines and pay telephones.
- **Student Financial Aid** - Funding from student financial aid fees as well as financial aid support from all sources, such as federal financial aid awards.



FAU 2001-02 Operating Budget by Category and Fund

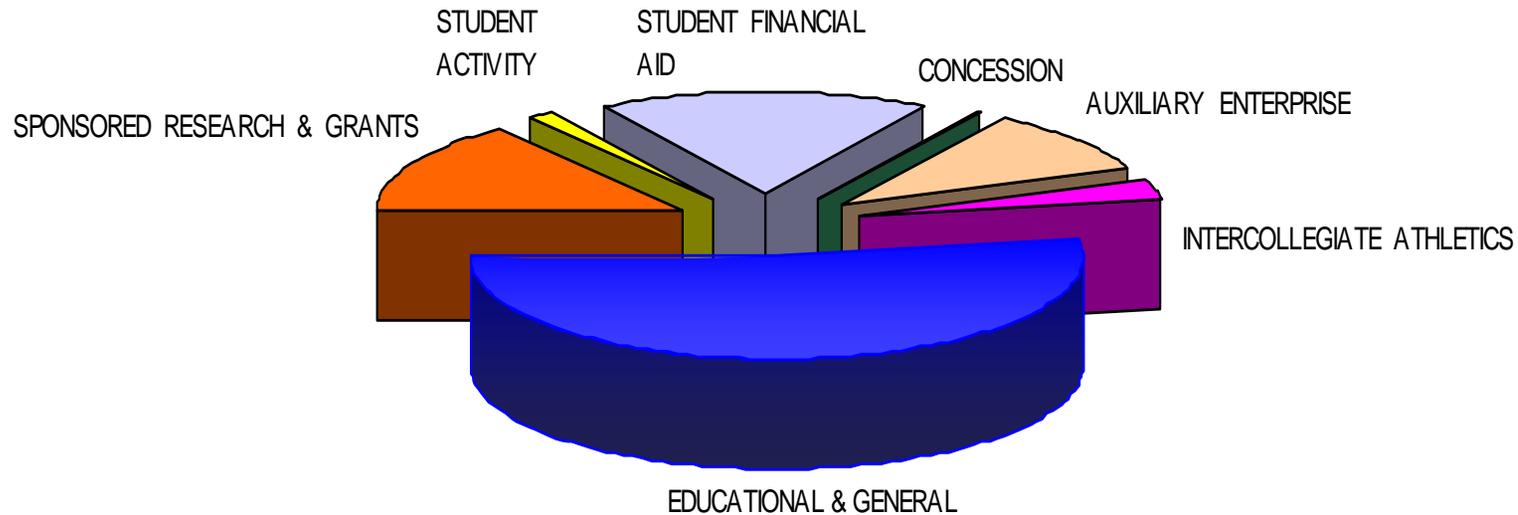
2001-02 Budget Entity

Operating Budget

• Educational and General	\$163,591,247
• Auxiliary Enterprises	32,251,019
• Grants and Contracts	44,141,525
• Student Activities	4,354,185
• Concessions	325,575
• Intercollegiate Athletics	9,076,727
• Student Financial Aid	<u>54,037,245</u>
Total	\$307,777,523



FAU 2001-02 Operating Budget Comparison by Fund

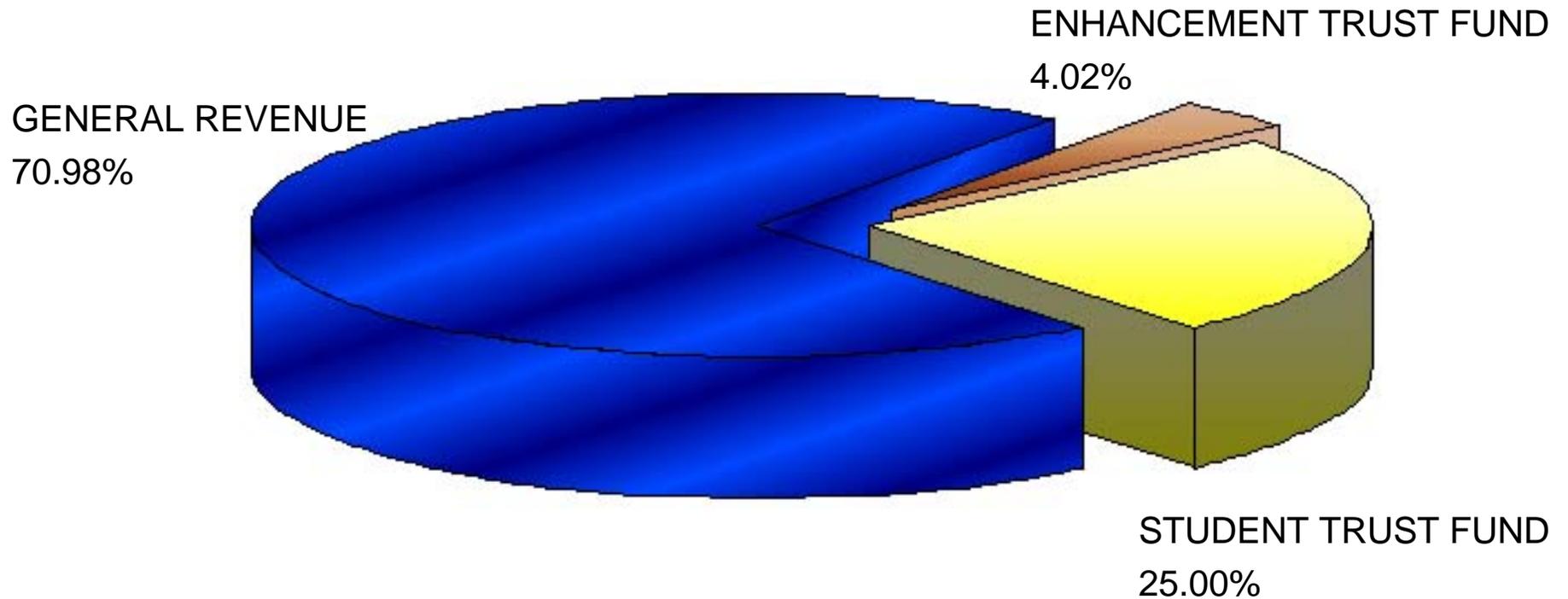


■ EDUCATIONAL & GENERAL	53.15%
■ SPONSORED RESEARCH & GRANTS	14.34%
■ STUDENT ACTIVITY	1.41%
■ STUDENT FINANCIAL AID	17.56%
■ CONCESSION FUND	.11%
■ AUXILIARY ENTERPRISES	10.48%
■ INTERCOLLEGIATE ATHLETICS	2.95%

University Budget Office



Educational & General Appropriations 2001-02 Budget by Source



General Revenue	\$116,115,040
Enhancement Trust Fund	6,572,017
Student Trust Fund	<u>40,904,090</u>
Total	\$163,591,247

University Budget Office



Florida Atlantic University

- A State Assisted - Not State Supported - University.
- General Revenue of \$116,115,040 accounts for only 37.7 percent of FAU's \$307,777,523 operating budget.



Florida Atlantic University

2001-02 Budget By Category and Fund

FUND	CATEGORY					TOTAL	FUND %
	SALARIES	OPS	EXPENSE	OCO	SPECIAL		
EDUCATIONAL & GENERAL	112,794,142	14,139,778	24,923,402	1,509,321	10,224,604	163,591,247	53.15%
SPONSORED RESEARCH & GRANTS	19,183,941	10,488,251	12,347,886	2,121,447	-	44,141,525	14.34%
STUDENT ACTIVITY	159,281	1,037,229	3,027,600	130,075	-	4,354,185	1.41%
CONCESSION FUND	-	-	325,575	-	-	325,575	0.11%
STUDENT FINANCIAL AID	-	-	54,037,245	-	-	54,037,245	17.56%
AUXILIARY ENTERPRISES/ INTERCOLLEGIATE ATHLETICS	12,063,465	4,400,230	20,090,990	923,449	3,849,612	41,327,746	13.43%
GRAND TOTAL FAU	144,200,829	30,065,488	114,752,698	4,684,292	14,074,216	307,777,523	100.00%
CATEGORY PERCENTAGE	46.86%	9.77%	37.28%	1.52%	4.57%	100.00%	



FAU 2001-02 E&G

Operating Budget by Component

<u>Educational & General Component</u>	2001-02 Budget
Instruction and Research	\$104,360,556
Instruction and Research Center	553,409
Physical Plant (PO& M)	14,083,399
University Support Services	19,156,787
Student Services	14,048,095
Library/Learning Resources	<u>11,389,001</u>
Total Educational & General	\$163,591,247



FBOE 2002-03 Legislative Budget Proposal

• Current Year (2001-02) Base Budget	\$2,375,849,040
Plus Cost to Continue	32,884,321
Plus Enrollment Growth/Access	81,743,421
Plus Library Resources	15,000,000
Plus University Priorities	15,955,220
Plus University Enhancement Initiatives	23,137,113
• Equals Proposed 2002-03 Base Budget	\$2,544,569,115
Increase over 2001-02 Appropriation	168,720,075
Percent Increase	7.10 Percent

State University System of Florida
2002-03 Legislative Budget Request
Educational & General
Draft Plan

		General Revenue	Student Fees	Other Trust Funds	Total
2001-2002 Appropriation		\$1,720,916,671	\$533,989,142	\$155,661,568	\$2,410,567,381
	Deduct 2001-2002 General Revenue Non-recurring Issues	(\$17,400,000)	(\$13,326,331)	(\$3,992,010)	(\$34,718,341)
2002-2003 Estimated Expenditures		\$1,703,516,671	\$520,662,811	\$151,669,558	\$2,375,849,040
A. Continue costs of current programs					
	1 Annualization of salary increases	\$14,075,951		\$113,693	\$14,189,644
	2 State Health Insurance Increase	\$10,465,210		\$29,560	\$10,494,770
	3 Annualization of State Health Insurance Increases	\$5,212,410		\$34,977	\$5,247,387
	4 Retirement Contribution Reduction	(\$14,193,287)		(\$42,513)	(\$14,235,800)
	5 Plant Operations and Maintenance for continued space	\$2,447,070			\$2,447,070
	6 Plant Operations and Maintenance for new space	\$3,241,250			\$3,241,250
	7 Florida Center for Library Automation	\$1,000,000			\$1,000,000
	8 Insurance Premium Adjustments	\$3,500,000			\$3,500,000
	9 Fee Assessment for Fire Safety Inspections	\$1,000,000			\$1,000,000
	10 Americans with Disabilities Act	\$1,500,000			\$1,500,000
	11 Office of Civil Rights	\$2,500,000			\$2,500,000
	12 Land Grant Matching	\$1,000,000			\$1,000,000
	13 IFAS Site Investigation and Cleanup	\$1,000,000			\$1,000,000
	14 Annualization of 2000-01 student fees	(\$8,459,463)	\$8,459,463		\$0
	Subtotal Cost to Continue	\$24,289,141	\$8,459,463	\$135,717	\$32,884,321
B. Access					
	15 Medical Education	\$5,290,463	\$437,230		\$5,727,693
	16 Legal Education	\$13,000,000			\$13,000,000
	17 Enrollment Growth	\$36,465,176	\$26,550,552		\$63,015,728
	Subtotal Access	\$54,755,639	\$26,987,782	\$0	\$81,743,421
	Subtotal Cost to Continue and Access	\$79,044,780	\$35,447,245	\$135,717	\$114,627,742
C. Local Initiatives					
	18 University Priorities	\$15,955,220			\$15,955,220
	19 Library Resources - (Recurring/Non-recurring)	\$15,000,000			\$15,000,000
	20 5% Fee Increase		\$23,137,113		\$23,137,113
D. System Issues					
	21 Teacher Preparation				
	22 Technology/Instruction				
	23 Financial Aid				
	24 Utilities				
	Total	\$1,813,516,671	\$579,247,169	\$151,805,275	\$2,544,569,115
	Increase over 2001-2002 Appropriation (less non-recurring)	\$110,000,000	\$58,584,358	\$135,717	\$168,720,075



Sources of Capital Funding

- **Public Education Capital Outlay (PECO)** – Funded by the Gross Receipts Tax, which is a 2.5 percent levy on the gross receipts of electric, gas and telecommunications. This tax is devoted entirely to the Public Education Capital Outlay and Debt Service trust fund (PECO) and is the major state source of revenue dedicated to repair, renovation and expansion of public schools (K-12), community colleges and state universities.





Construction Funding

3 Year Capital Improvement Plan

PECO - Public Education Capital Outlay

<u>Project</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Capital Renewal and Enhancements	\$1,500,000	\$2,100,000	\$1,800,000
FAU Boulevard Expansion	2,900,000		
Student Support Services	1,250,000		
MacArthur Campus Library Expansion	5,000,000	500,000	
College of Business Addition	8,900,000	5,800,000	4,000,000
Administration Building Remodel	550,000	5,534,500	750,000
Expand/Remodel Computing Center	641,850	7,072,800	1,000,000
Satellite Utility Plant	207,100	3,304,400	200,000
FAU/UF Joint Use Facility	1,060,200		19,464,100
Campus Support Services Building			515,000
MacArthur Campus Classroom Building			617,400
	<u>\$22,009,150</u>	<u>\$24,311,700</u>	<u>\$28,346,500</u>



Sources of Capital Funding

- **Building and Capital Improvement Trust Fund Fee (CITF)** – Funded by student fees that are remitted to appropriate funds for distribution as required for debt service or used to fund student related projects approved by the Florida Legislature.





Capital Improvement Trust Fund Projects

	<u>Total Project Cost</u>
Boca Campus	
Parking Structure	\$2,158,980
University Center Renovations	985,000
All Night Study Area, Library	1,010,166
Career Development Center	38,000
Recreational Facilities	160,000
Slattery Child Care Center Addition	804,200
Broward Campuses	
Student Activity Center, Davie	210,000
Renovate Student Activities Center	210,000
Northern Campuses	
Student Services, MacArthur Campus	20,263
Enhance Recreational Areas, MacArthur & Treasure Coast	344,636
Site Improvements, MacArthur Campus	30,000
Student Services Remodel, MacArthur Campus	<u>90,000</u>
Total	\$6,061,245



Controller's Office

Jay Semmel, University Controller, organizes, directs and oversees the finance and accounting operations of the University and insures compliance with the Federal, State, Board of Education and University rules and regulations on collections, disbursements and accounts for all funds under the jurisdiction of the University.



Mission Statement

The University Controller's Office functions primarily to provide financial and bursar services to Florida Atlantic University. These services include the receipt, classification and recording of revenues, revenue collection activities, payment for all purchases from vendors, payroll disbursements, loan and scholarship distribution, investment and cash management services, provision of periodic financial records for user departments and external constituencies, and maintenance of necessary management controls.



Controller's Office



The Controller's Office strives to provide:

- prompt and accurate processing of all financial transactions;
- courteous and helpful interaction with students, staff, faculty, constituent groups, sponsoring agencies and the general public;
- cost analyses and other reports of financial activity for management use throughout the organization.



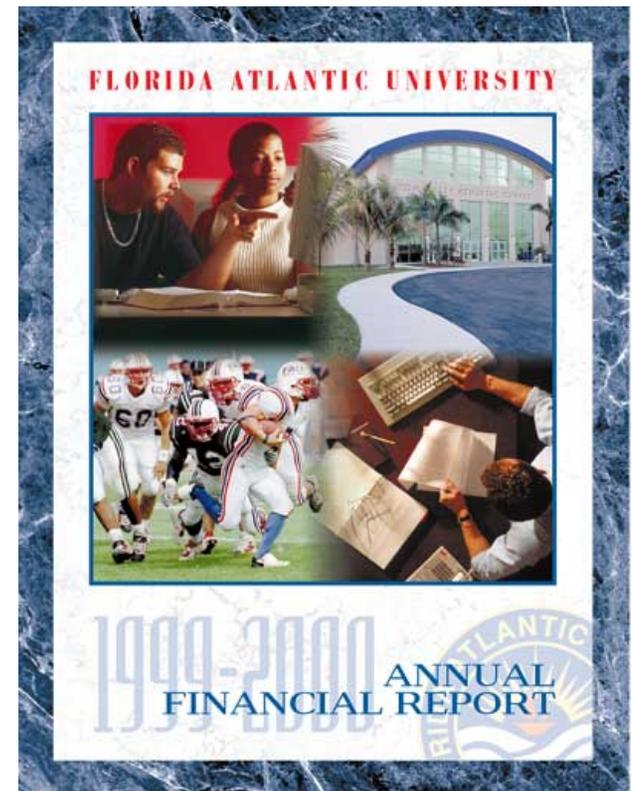
Controller's Office Functions

- Accounts Payable
- Accounts Receivable
- Cashiering
- Cash Management
- Financial Reporting and Analysis
- Payroll
- Property Management
- Travel



Annual Financial Reporting

- ***Financial Statements*** are prepared annually to present the financial condition of the University. The financial statements are prepared in accordance with generally accepted accounting principles as recommended by the National Association of College and University Business Officers. These financial statements present the University's financial position, changes in fund balances and current fund revenues, expenditures and other changes. The information contained in the statements provides an overview of the health of the institution and an assessment of the University's ability to meet the financial obligations associated with its mission.





In-State Tuition

In-State Student Tuition 2001-02

Registration and Tuition Fees (per credit hour)	Undergraduate	Graduate
Matriculation Fee	\$55.67	\$133.95
Student Financial Aid Fee	2.78	6.68
Building Fee	2.32	2.32
Capital Improvement Trust Fund Fee	<u>2.44</u>	<u>2.44</u>
Sub-Total	\$63.21	\$145.39
Local Fees		
Activity & Service Fee	\$10.00	10.00
Athletic Fee	11.75	11.75
Health Fee	<u>5.00</u>	<u>5.00</u>
Sub-Total	\$26.75	\$ 26.75
Total In-State Tuition & Fees (per credit hour)	\$89.96	\$172.14



Out-of-State Registration Fees

Out-of-State Student Tuition 2001-02

Registration and Tuition Fees (per credit hour)	Undergraduate	Graduate
Matriculation Fee	\$ 55.67	\$133.95
Student Financial Aid Fee	2.78	6.68
Building Fee	2.32	2.32
Capital Improvement Trust Fund Fee	2.44	2.44
Tuition	250.41	387.78
Supplemental Student Financial Aid Fee	<u>12.51</u>	<u>19.38</u>
Sub-Total	\$326.13	\$552.55
Local Fees		
Activity & Service Fee	\$ 10.00	\$ 10.00
Athletic Fee	11.75	11.75
Health Fee	<u>5.00</u>	<u>5.00</u>
Sub-Total	\$ 26.75	\$ 26.75
Total Out-of-State Tuition & Fees (per credit hour)	\$352.88	\$579.30



Personnel Services

John Pettingill, Director of Personnel Services, is responsible for administering a comprehensive program of personnel services to the University.

Mission Statement

The mission of the Department of Personnel Services is to develop, implement and maintain a comprehensive program of Personnel Services management that meets the needs of the University community.

Our commitment to you and Florida Atlantic University is to support the University's academic objectives and to provide a service-oriented, proactive approach to Personnel Service functions.





Personnel Services Functions

- Classification and Compensation
- Employee Relations/Labor Relations
- Processing and Records
- Employment Services
- Benefits and Retirement
- Unemployment/Workers' Compensation
- Employee and Supervisory Development
- Leave Administration



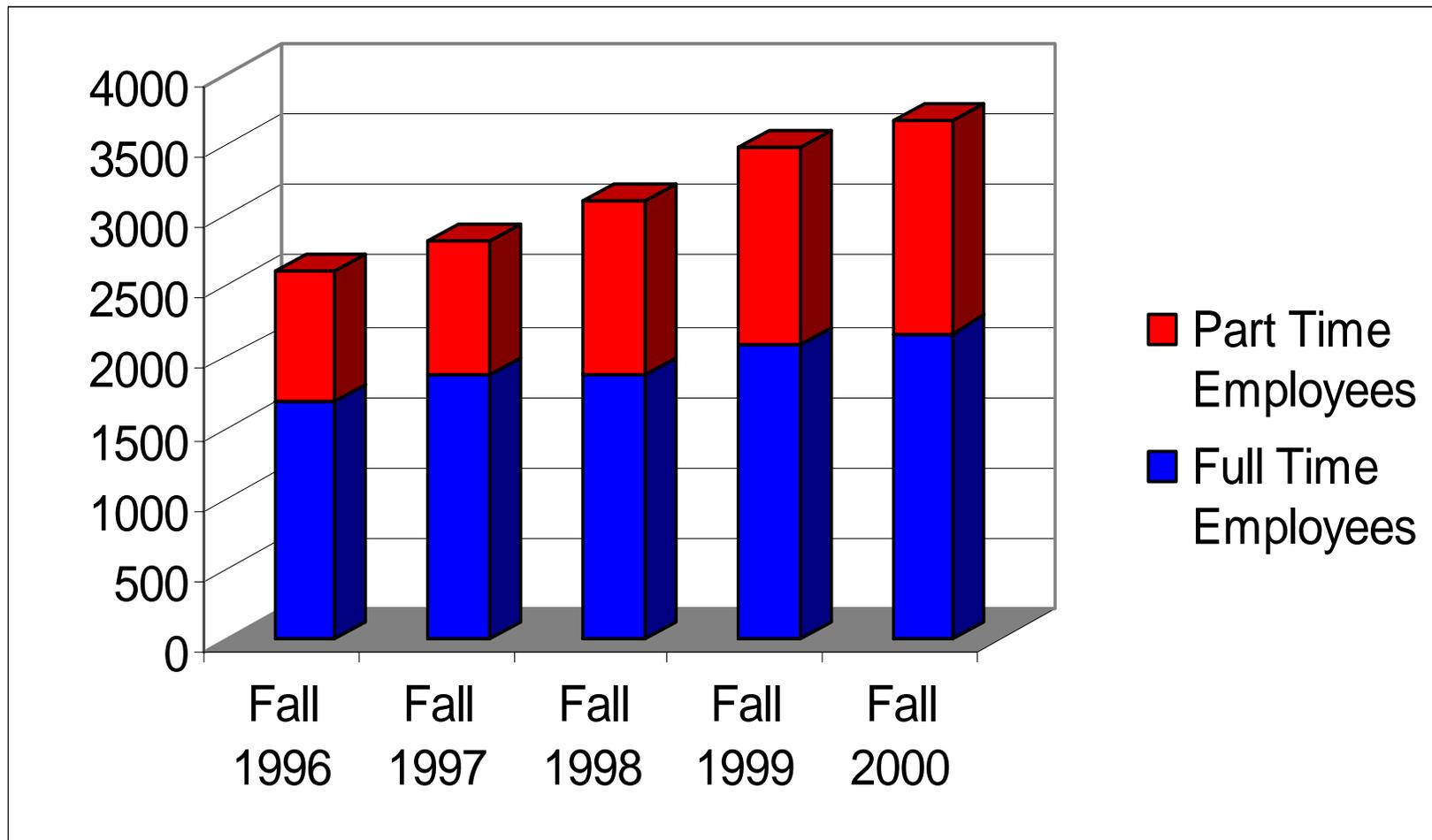
Personnel

Fall 2000

	<u>Full Time</u>	<u>Part Time</u>	<u>Total</u>
Faculty	850	11	861
Administrative & Professional	492	11	503
Support Staff (USPS)	675	33	708
Adjuncts	39	500	539
OPS	<u>109</u>	<u>798</u>	<u>907</u>
Total Personnel	2,165	1,353	3,518



Growth of Personnel





Purchasing

Ed Schiff, Director of Purchasing, is responsible for administering a comprehensive program for the purchase of goods and services. The department is responsible for all procedures involving contract bidding, vendor selection, acquisition of equipment, furnishings, supplies, minor construction, preventive maintenance services, contractual services and lease of space for the University within pre-established budgetary constraints. Purchasing also includes: preparing budget estimates, preparing bid specifications, initiating formal quotations, processing proposals and bids, conducting public bid openings, evaluating and awarding bids and administering contracts until final completion or termination.

Mission Statement

In support of the instructional, educational and research goals of Florida Atlantic University, the Purchasing Department will provide the campus community with quality, cost-effective and expedient procurement services. These services are rendered with professional, ethical and courteous principles in accordance with State and University regulations and guidelines.





Purchasing Functions

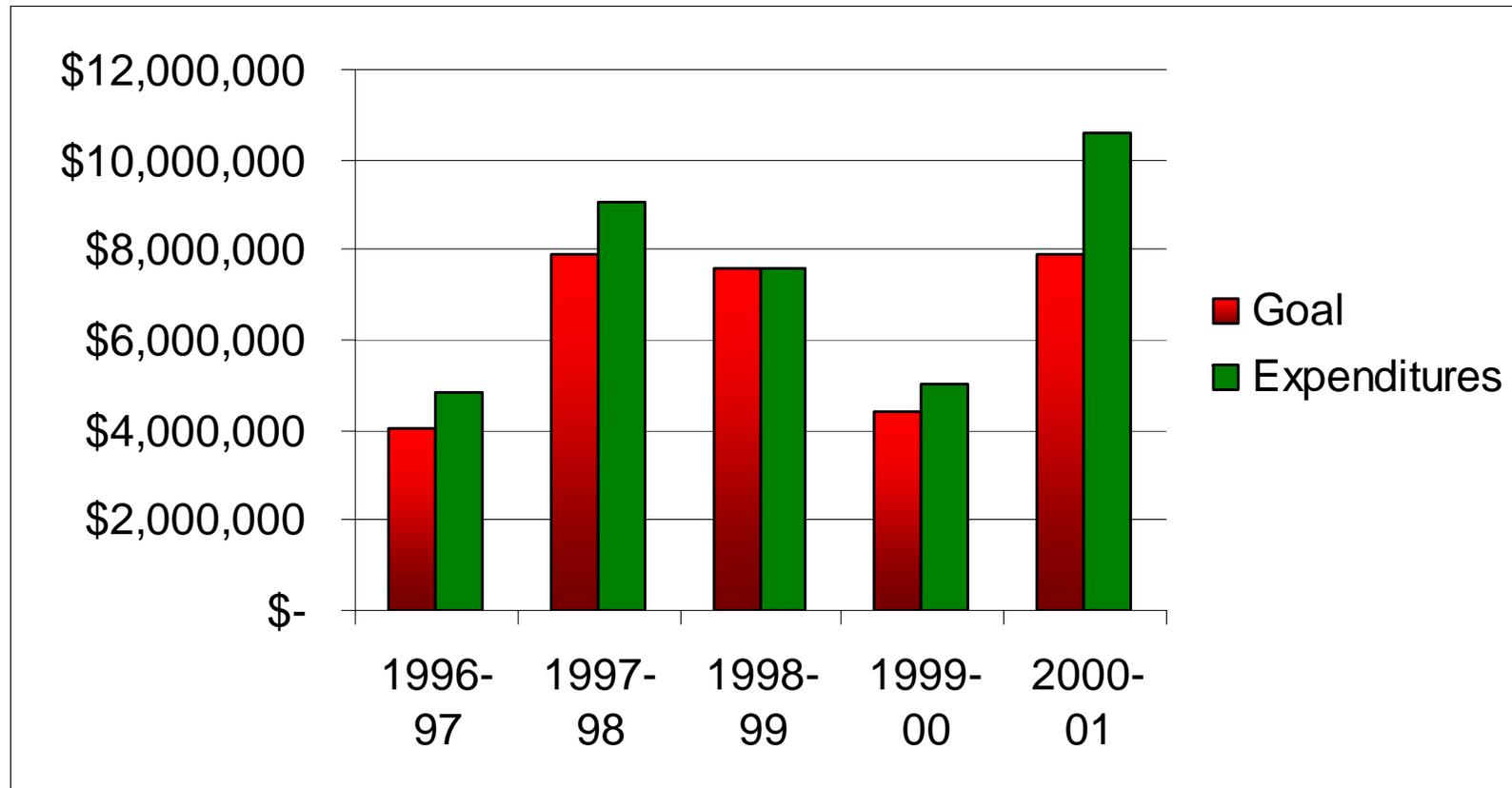
- Procurement Levels
 - Bid Threshold \$25,000
- Contract Authority
 - University President
- P-Card Program
- Minority Business Enterprise Procurement Program





Purchasing

Minority Business Enterprise Program Statistics



Fiscal Year	1996-97	1997-98	1998-99	1999-00	2000-01
MBE Goals	\$ 4,068,939	\$ 7,925,363	\$ 7,567,550	\$ 4,379,561	\$ 7,911,968
MBE Expenditures	\$ 4,809,111	\$ 9,040,857	\$ 7,592,028	\$ 5,024,234	\$ 10,614,887
Percent of Goal	118.19%	114.07%	100.32%	114.72%	134.16%

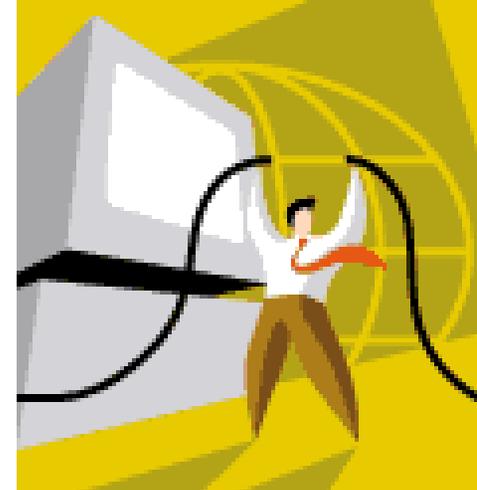


Administrative Technology Systems

Rosanna Star Berzok, Ed.D., Director, is responsible for the design, development and implementation of integrated technological and e-business delivery systems to Financial Affairs. Systems architecture design with relational database interfaces are key components to the product definition.

Mission Statement

In response to a rapidly changing global society, information and technology must be incorporated into the University's infrastructure. Integrated access to existing systems can ensure business process effectiveness and transform routine transactions into sophisticated analyses and solutions. Professional development, training and hardware and software support can position Florida Atlantic University well into this new millennium.





Administrative Technology Systems

The goals of Administrative Technology Systems are to:

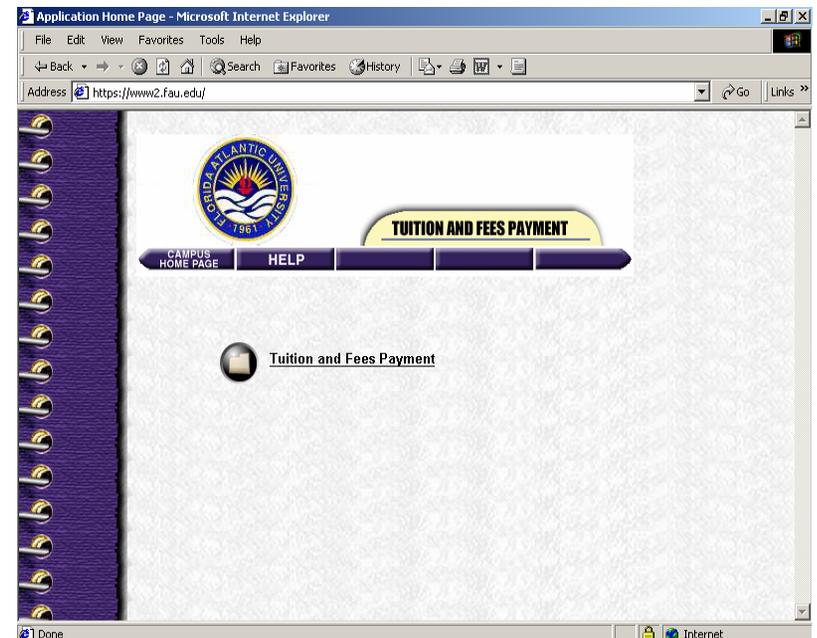
- Integrate data administration routines with business process solutions
- Identify redesign opportunities to improve productivity, efficiency and quality
- Design and implement delivery systems to train and educate internal support departments
- Coordinate new technologies and application development to construct multi-departmental collaboration
- Provide high-end strategic information resource management and technical leadership



Administrative Technology Systems Functions

Re-Engineering of Business Practices:

- Single Paycheck from Multiple Sources
- On-Line Travel Authorization Requests
- Automated Property Forms
- On-Line Payment of Tuition & Fees
- On-Line Budget Transfers
- Travel Reimbursement System
- Web Based E-Business





PURCHASING DEPARTMENT

VIRTUAL SHOWROOM

Click on photo, picture or pennant for additional information.



A [text menu](#) is also available.

The items featured are products which have received favorable reviews from the FAU community. Most items are deemed "quick-ship" and are readily available.

The items featured are only a small sampling of what is available; this page is intended to provide the information that you need to complete a requisition for many basic commodities. As always, please call us if you require information on items that are not featured. We will be updating this site on a regular basis.

[State Term Contracts](#)

✉ Send comments to Ed Schiff, schiff@fau.edu .

Return to the [Purchasing Page](#) or the [Financial Affairs Page](#) .



[FAU Home Page](#) .

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PURCHASING DEPARTMENT

VIRTUAL SHOWROOM- HON COMPANY

Also See [Pride Enterprises](#)



The display at the left is from the Hon Company. Hon carries a variety of desks, returns, credenzas, hutches, tables, bookcases and cabinets. Click below for specifications of their 10700 Series or visit their website at <http://www.honcompany.com> for photos and additional choices. Current prices are 55% less than those shown. General requisitions should be addressed to J.C. White, 7479 Central Industrial Drive, Riviera Beach, Fl. 33404. Contact Judy Stanwyck, stanwyck@fau.edu, Purchasing Agent, (561) 297-2608 for other specifications.

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Return to the [Virtual Showroom Page](#) or the [Purchasing Page](#).



[FAU Home Page](#).

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FLORIDA ATLANTIC UNIVERSITY



Controller's

TARRS

[Click to Enter the TARRS System](#)

[TARRS Manual](#)

[TARRS Help Menu & Help Document](#)

What is TARRS?

TARRS is an acronym for travel, authorization, request, reimbursement system.

What are some of the benefits?

TARRS provides the end-user on-line access via the WEB with on-line approval capability. The process reduces the paper flow and improves accuracy. Additionally, travel information is stored and can be used again.

What are some of the features of on-line TARRS computing?

Security is based on FAU's already effective signature system. Authorization and submission of the TARR is done electronically with SAMAS interface. The system automatically purges canceled encumbrances while providing critical year end processing.

How simple is it to create a travel itinerary?

After logging in, pull-down menus provide the end-user with unique information connected with their specific log-in account. No one may access an account without previous security clearance. Contact [Dr. Rosanna Star Berzok](#) at 297-2932 for access.

How can I learn more?

The [TARRS Manual](#) is on line.

PowerPoint Presentation

There is a TARRS presentation on the web. Visit the [ATS Showtime Site](#) for viewing instructions.

Please contact University Controller [Jay Semmel](#) or [Dr. Rosanna Star Berzok](#) if you have any questions.

Return to the [Controller's Office Home Page](#) or the [Travel Page](#) .



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Financial Affairs

