



Financial Affairs



Board Of Trustees Orientation
April 28, 2005



Financial Affairs

Mission Statement

- ▶ **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 resources of the University.

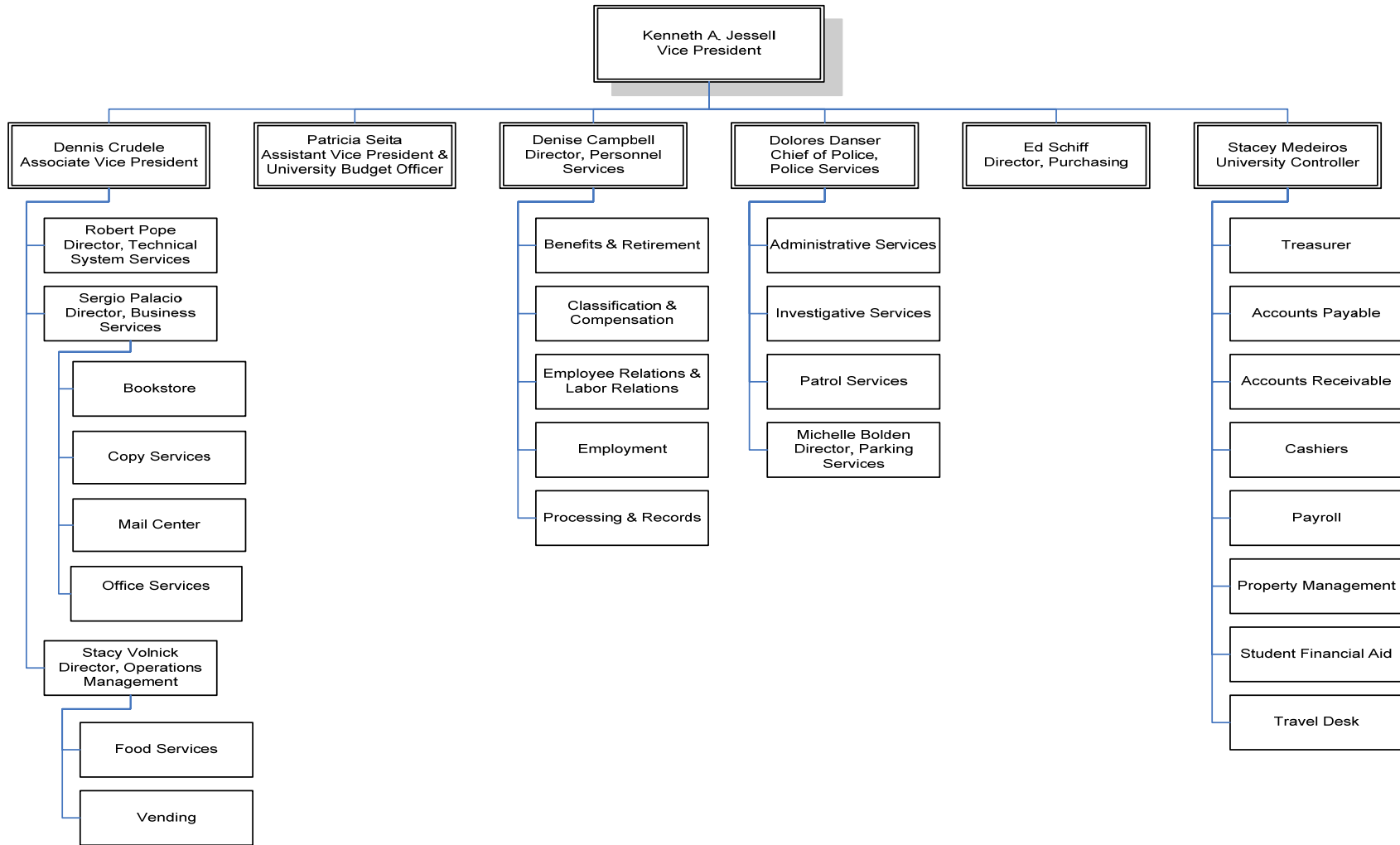
Financial Affairs Divisions

- ▶ Office of the Vice President
- ▶ University Budget Office
- ▶ Controller's Office
- ▶ Personnel Services
- ▶ Purchasing Department
- ▶ Police Services
- ▶ Business Services
- ▶ Operations Management
- ▶ Administrative and Financial Technical Support Services





Financial Affairs



FAU Office of the Vice President for Financial Affairs

- ▶ **Kenneth A. Jessell, Ph.D.**, is the Vice President for Financial Affairs at Florida Atlantic University. As Chief Fiscal Officer, he is responsible for the overall management of financial operations of the University.
- ▶ **Dennis Crudele** is the Associate Vice President for Financial Affairs and is responsible for the administrative functions of the University.
- ▶ **Pat Seita** is the Assistant Vice President for Financial Affairs and University Budget Director.





University Budget Office

Pat Seita, Assistant Vice President for Financial Affairs and University Budget Director, is responsible for managing and guiding the day-to-day functions of the University Budget Office. Pat oversees the preparation, implementation, monitoring and reporting of the University's Operating Budgets for Educational & 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 – Legislative Budget Request**

2006-07 Legislative Budget Request will be approved by the FAU Board of Trustees in May 2005 and submitted to the Board of Governors for submission to the Governor's Budget Office and Legislative Appropriation Committees.

- ▶ **Operating Budget Submission**

Will be approved by the FAU Board of Trustees June 2005

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**

Revenues and Expenditures

Cash Flow Analysis

- ▶ **Monitoring**

Monthly, Quarterly and Annual 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) collections, 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.

▶ **ATHLETICS LOCAL FUND** - Funding from student athletic fees as well as ticket sales to athletic events, corporate sales, game guarantees, and conference distributions.



Sources of Funding for Operations

- ▶ **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 2004-05 Operating Budget by Category and Fund

2004-05 Budget Entity	Amount
▶ Educational and General	\$203,328,609
▶ Auxiliary Enterprises	44,858,145
▶ Grants and Contracts	67,382,448
▶ Student Activities	4,917,258
▶ Concessions	325,575
▶ Intercollegiate Athletics	10,123,000
▶ Student Financial Aid	<u>101,691,528</u>
Total	\$432,626,563



Controller's Office

Stacey Medeiros, University Controller, organizes, directs and oversees the financial 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.



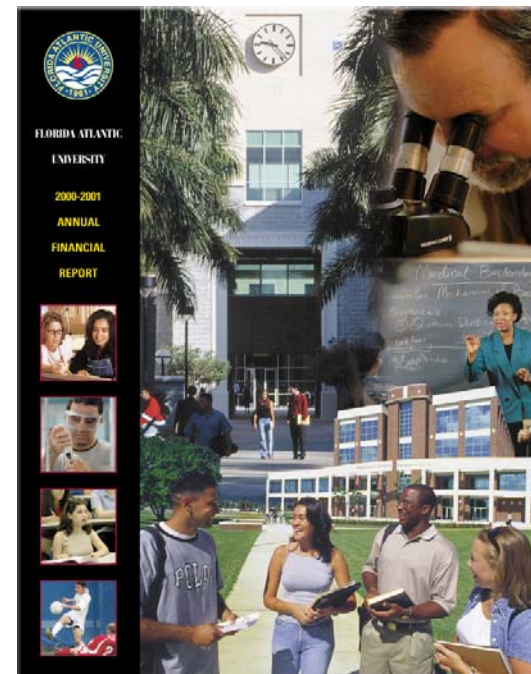
Controller's Office Functions

- ▶ **Accounts Payable**
- ▶ **Accounts Receivable**
- ▶ **Cashiering**
- ▶ **Cash Management**
- ▶ **Student Financial Aid**
- ▶ **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 Governmental Accounting Standards Board (GASB). 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 Undergraduate/Graduate Student Tuition 2004-05

Registration and Tuition Fees (per credit)	Undergraduate	Graduate
Matriculation Fee	\$68.16	\$191.04
Student Financial Aid Fee	\$3.40	\$9.55
Building Fee	\$2.32	\$2.32
Capital Improvement Trust Fund Fee	\$2.44	\$2.44
SubTotal	\$76.32	\$205.35
Local Fees		
Activity & Service Fee	10.00	10.00
Athletic Fee	11.75	11.75
Health Fee	5.00	5.00
Subtotal	26.75	26.75
Total in-State Tuition & Fees	\$103.07	\$232.10



Out-of-State Tuition

Out-of-State Undergraduate/Graduate Student Tuition 2004-05

Registration and Tuition Fees (per credit)	Undergraduate	Graduate
Matriculation Fee	\$68.16	\$191.04
Out-of-State Fee	\$397.03	\$607.03
Student Financial Aid Fee	\$23.25	\$39.90
Building Fee	\$2.32	\$2.32
Capital Improvement Trust Fund Fee	\$2.44	\$2.44
SubTotal	\$493.20	\$842.73
Local Fees		
Activity & Service Fee	10.00	10.00
Athletic Fee	11.75	11.75
Health Fee	5.00	5.00
Subtotal	26.75	26.75
Total Out-of-State Tuition & Fees	\$519.95	\$869.48



Personnel Services

Denise Campbell, 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 Services

FALL 2004

	<u>Full Time</u>	<u>Part Time</u>	<u>Total</u>
Executive Service	7	0	7
Faculty	997	16	1013
A&P	662	24	686
Support Staff	745	28	773
Adjuncts	16	659	675
OPS (Hourly)	63	413	476
Grad Assistants	11	731	742
Total Personnel	2,501	1,871	4,372



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 Programs

- ▶ Procurement Levels
- ▶ Bid Threshold \$50,000
- ▶ Contract Authority
 - University President
- ▶ p-Card Program
- ▶ Minority Business Enterprise Procurement Program
- ▶ Cost savings from the bid threshold level and the p-Card program are in excess of \$1 million. Average cost of preparing a purchase order at \$90 versus the cost of preparing a p-Card transaction at \$18.





Purchasing Showroom





Police Services

Dolores Danser, Chief of Police, is responsible for the day-to-day operations of Florida Atlantic University Police Services. Chief Danser oversees all aspects of law enforcement on all campuses of Florida Atlantic University. Florida Atlantic University Police Services is a full-service law enforcement agency and all officers are state certified sworn law enforcement officers.

Mission Statement

The mission of Florida Atlantic University Police Services is to provide professional service while reducing criminal opportunity and community anxiety. The Department is committed to treating all people fairly while supporting an environment where diverse social, cultural, and academic values are allowed to develop. Through fostering partnerships with the community, University Police Services is dedicated to promoting an atmosphere which is conducive to the academic mission of the University.





Police Services Functions

▶ **ADMINISTRATIVE SERVICES**

- ▶ Budget and Fiscal Operations for Administrative Services, Investigative Services, and Patrol Services
- ▶ Develop and maintain department's Information Technologies
- ▶ Maintain and archive all department records
- ▶ Coordinate department's accreditation goals

▶ **INVESTIGATIVE SERVICES**

- ▶ All criminal investigations
- ▶ Continued development and oversight of Homeland Security procedures
- ▶ Community relations through crime prevention and public information services
- ▶ Active recruitment and retention of department employees
- ▶ Coordinate all special events requiring department assistance for the University



Police Services Functions

▶ **PATROL SERVICES**

- ▶ Proactive Police Patrols for all University Property

- ▶ Patrol Function is divided into three geographic areas:

- ▶ **Boca Raton Campus Operations**

- ▶ Police service on Boca Raton Campus, Gumbo Limbo Marine Lab, and Pine Jog Environmental Education Center as needed

- ▶ **Broward Campus Operations**

- ▶ Police service on SeaTech, Commercial Boulevard, Downtown, and Davie
- ▶ Also coordinates assistance with area law enforcement agencies in their service areas

- ▶ **Northern Campus Operations**

- ▶ Police service on Jupiter Campus, Treasure Coast Campus, and Harbor Branch Center as needed
- ▶ Manage departmental training and equipment needs
- ▶ Dispatch center operation
- ▶ Property and Evidence
- ▶ Traffic and parking enforcement and coordination



Police Services Functions

▶ **PARKING SERVICES**

- ▶ Customer Service Relations
- ▶ Process traffic and parking functions including decal sales
- ▶ Parking facility management and development
- ▶ All budget, audit, and fiscal operations for the Parking Services Division

▶ **External Operations**

- ▶ Ticket writing
- ▶ Battery boosts
- ▶ Lock-outs
- ▶ Late Night Safety Escorts
- ▶ FAU Information Center

▶ **Internal Operations**

- ▶ Decal distribution
- ▶ Request special parking

▶ **Web On-line Services**

(www.fau.edu/parking)

- ▶ Student request for decals
- ▶ Faculty/Staff payroll deduction
- ▶ Appeal process



Michelle Bolden,

Director of Parking Services, is responsible for the day-to-day operations of the Division of Parking Services. Michelle oversees the monitoring, reporting and financial operations of the division, including parking facilities and decal sales.

FAU Administrative and Financial Technical Support Services

Robert Pope, Director, provides leadership, support and service with highly integrated solutions to the University community by enhancing technology management services. These services are tailored to meet the specific needs of the students, faculty, staff and university community organizations. The highest standard of integrity and professionalism provides the framework to the organization.

Mission Statement

The goals are to integrate data administration routines with business process solutions. AFTSS works to identify, redesign and improve productivity, efficiency and quality of the experience for those who use their services. By implementing new technologies and delivery systems, AFTSS also trains the university community to learn the newest Financial and Human Resource applications and departments in the use of the latest systems software.





Business Services

Sergio Palacio, Director of Office Services is responsible for the OWL CARD Center, Copy Services (Campus Copy, coin/card operated copiers, departmental and convenience copiers) with Milner/Lanier, banking services with BankAtlantic, office supplies for departmental and student/employee purchases with Office Depot Business Services Division and Corporate Express, sale of Palm Tran bus passes through the OWL CARD Program, Mail Services, Pack -N- Post and a printer cartridge recycling program.

Mission Statement

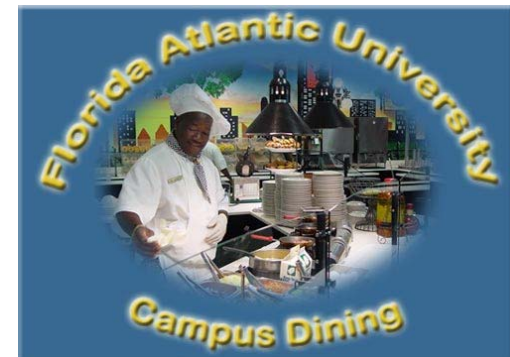
The Office of Business Services consists of several diversified areas that are committed to enhancing the business and professional services experiences of Florida Atlantic University students, faculty, staff and visitors by providing a variety of support services.





Business Services

- ▶ Bookstore
- ▶ Photo ID (Owl Card)
- ▶ Office Services
- ▶ Mail Center
- ▶ Copy Services





Operations Management

Stacy Volnick, Director, is responsible for the management of residential dining, catering, food services contracting and on-line card systems as well as, the vending program on seven campuses that include the soft drink pouring rights and the snack food contracts and the revenues they generate.

Mission Statement

Operations Management is committed to providing essential services necessary to meet the needs, wants and expectations of FAU students, faculty, staff and visitors. These services are provided with a dedication to exceptional customer service, optimal efficiency and responsive services. Finally, Operations Management strives to research additional services which may bring added value to the FAU experience.





Operations Management Functions

Boca Raton Food Services

The Breezeway Food Court has several food concepts mall-style venue.

Branded concepts consist of Burger King, Jersey Mike's Subs, Pizza Hut, Colombo Frozen Yogurt and Tsunami Sushi

Outtakes Convenience Store

Cyber Café: Proudly serving Starbucks coffee

Wackadoos

Retail Kiosks including Ritazza coffee and Hot Dog Carts

Centre Marketplace our all-you-can-eat dining hall open to the resident students, faculty, staff and visitors.

Jupiter Food Services

Centre Marketplace North: This resident dining hall mirrors the marketplace program on the Boca Raton Campus.

The Nest: Jupiter's campus convenience store.

Vending

FAU and Pepsi – Partners in Education.