Auxiliary Oversight Committee
AGENDA
January 14, 2015

1. Student Affairs – Student Union Administration
   Request for Additional Budget Authority

2. President’s Office -- OneJax
   FY15 Budget Revision
   Request for Additional Budget Authority
To: Dr. Gonzalez, VP Student and International Affairs  
          Everett Malcolm, Associate VP Student Affairs  
From: John Simms, Student Union Admin. Director  
Through: Christine Malek, Student Affairs Divisional Budget Officer  
Date: January 5, 2014  
Subject: Student Union Auxiliary Additional Authority

The Student Union Administration has performed well in building an auxiliary fund balance. The fund balance for this account is approximately $132,000, and maintains a $30,000 reserve for emergency equipment replacements. With the Student Union facility approaching its fifth year of operations there are many components and systems of the facility that need to be replaced/upgraded.

Phase one of upgrades will include the following:

The Student Union would like to gain additional authority of $50,000 from the Student Union Auxiliary Fund Balance in order to provide enhancements to the facility and its operations. These enhancements will include upgrades and additions to the auditorium, a new digital media platform throughout the facility, and the replacement/upgrade of projectors within meeting spaces.

Should this additional authority be supported and approved the Student Union Auxiliary Fund Balance will remain with $80,000, inclusive of the $30,000 reserve. The Student Union anticipates returning by year end to request additional authority within the Auxiliary Fund Balance to complete phase two of replacement and upgrades to the facility.

Approved / Denied
Dr. Gonzalez

Approved / Denied
Everett Malcolm
# Three Year Auxiliary Budget Worksheet

**Activity Title:** Student Union  
**Banner Fund #:** 343300

**Date:** 1/5/14

## A: Beginning Fund Balance including reserves

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>132,043</td>
<td>132,643</td>
<td>132,643</td>
<td>79,266</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>99,966</td>
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</table>

## B: Current Year Revenue:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>552002</td>
<td>Non-Taxable Rentals</td>
<td>41,919</td>
<td>41,919</td>
<td>42,916</td>
<td>43,901</td>
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<tr>
<td>584025</td>
<td>Taxable Rentals</td>
<td>34,694</td>
<td>34,694</td>
<td>35,514</td>
<td>36,334</td>
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<tr>
<td>561001</td>
<td>Interest Income</td>
<td>2,653</td>
<td>2,661</td>
<td>1,585</td>
<td>1,999</td>
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</table>

Total Assessable Revenue  
Non-Assessable Revenue

<table>
<thead>
<tr>
<th>Total Assessable Revenue</th>
<th>Non-Assessable Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>79,266</td>
<td>80,095</td>
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<tr>
<td>82,234</td>
<td>82,234</td>
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## C: Current Year Operating Revenue

<table>
<thead>
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<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>57,651</td>
<td>82,651</td>
<td>132,651</td>
<td>59,105</td>
<td>60,511</td>
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## D: Operating Expenditures:

<table>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Salaries &amp; Benefits - 14-15 Positions (Acct. code 600000)</td>
<td>6,332</td>
<td>8,000</td>
<td>7,000</td>
<td>7,000</td>
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<tr>
<td>2: New Positions Requested</td>
<td>6,332</td>
<td>6,332</td>
<td>6,332</td>
<td>7,000</td>
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## E: Non-Operating Expenditures/Revenues:

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Non-Operating Expenditures/Revenues</td>
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<td>(3,377)</td>
<td>(53,377)</td>
<td>20,706</td>
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<td></td>
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<td>21,723</td>
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## F: Current Year Surplus/Deficit

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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>154,258</td>
<td>129,266</td>
<td>79,266</td>
<td>99,966</td>
<td>121,689</td>
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</tbody>
</table>

## G: Ending "Total" Fund Balance

<table>
<thead>
<tr>
<th>Total Restricted Reserves</th>
<th>Operating Reserves</th>
<th>Major Equipment/Replacement</th>
<th>Other Reserves: (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,000</td>
<td>5,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
</tbody>
</table>

## H: Restricted Reserves

<table>
<thead>
<tr>
<th>Total Restricted Reserves</th>
<th>Operating Reserves</th>
<th>Major Equipment/Replacement</th>
<th>Other Reserves: (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30,000</td>
<td>5,000</td>
<td>25,000</td>
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</tbody>
</table>

## I: Ending "Available" Fund Balance

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>124,258</td>
<td>99,266</td>
<td>49,266</td>
<td>69,966</td>
<td>91,689</td>
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<td>Period</td>
<td>Description</td>
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<tr>
<td>14</td>
<td>Fiscal Year Fund Balance Report</td>
<td></td>
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<tr>
<td>15</td>
<td>Chair of Accounts AS OF Jan 01 2015</td>
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Available Fund Balance

Equipment Reserve

Lease Reserve

Operating Reserve

Total Fund Balance

Surplus (Deficit)

Total Expenditures

Expected Pool

Salary Pool

Expenses

Total Revenues

In/Fun Income

Miscellaneous

Sales

Grants

Fees

Revenues

Beginning Fund Balance

YTD Actual

Prior Year

Percent

Revised

Initial

Prior Year

Actual

5/2/17

5/2/17

4/3/17

5/2/17

2/1/17

2/1/17

5/2/17

2/1/17

5/2/17

2/1/17

5/2/17

2/1/17

5/2/17

2/1/17

Available Fund Balance

Equipment Reserve

Lease Reserve

Operating Reserve

Total Fund Balance

Surplus (Deficit)

Total Expenditures

Expected Pool

Salary Pool

Expenses

Total Revenues

In/Fun Income

Miscellaneous

Sales

Grants

Fees

Revenues

Beginning Fund Balance

YTD Actual

Prior Year

Percent

Revised

Initial

Prior Year

Actual

5/2/17

5/2/17

4/3/17

5/2/17

2/1/17

2/1/17

5/2/17

2/1/17
January 8, 2015

MEMORANDUM

TO: Shari Shuman, Vice President
Administration and Finance

FROM: Nancy Broner, Executive Director
OneJax Institute

VIA: Thomas S. Serwatka, Vice President & Chief of Staff
Office of the President

The OneJax Institute requests to submit a revised auxiliary budget for FY 2014-2015 due to unforeseen circumstances following the regular budget cycle. It was estimated that revenues would be over $100,000 in grants and fees with a reduction in expenses. The revenues will not reach the anticipated amount, and expenses will be higher due to a new OPS employee hired after July 1.

The Humanitarian Awards Foundation account will cover any negative balances at year end at an estimated $53,300 in non-assessable revenue. It is requested to increase the expense budget to $53,670 and reduce the grants and fees revenue to $75,310. In addition, due to changes in FTE for two positions, the salaries and benefits are being reduced to $69,139.

Your consideration of this request is greatly appreciated.

Approved:

Shari Shuman, Vice President
Administration & Finance
### Three Year Auxiliary Budget Worksheet

**Activity Title**: OneAxe  
**Banner Fund #**: 151200  
**Date**: 1/9/15

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Note A)</td>
<td>(Note B)</td>
<td>(Note C)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(310)</td>
<td>(318)</td>
<td>(5,805)</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**A: Beginning Fund Balance including reserves**

- United Way/NE FL
- Jaguar Foundation
- Florida Blue/Community Foundation
- Other (Dividends/Weaver, Program Fees, grants)
- Program Sponsorships
- Interest/Other

**Total Assessable Revenue**

- Non-Assessable Revenue (Foundation Transfers)

**C: Current Year Operating Revenue**

- 94,872
- 88,516
- 75,310
- 107,800
- 107,000
- 90,000
- 53,305
- 10,300
- 11,990

**D: Operating Expenditures**

1. Salaries & Benefits - 14-15 Positions (Acct. code 600000)
2. New Positions Requested
3. Total Salary & Benefits
4. Operating Expense Pool (Account Code 700000) (including 6.5% overhead assessment)
5. Total Operating Expenditures

**E: Non-Operating Expenditures/Revenues**

- Transfers Out (+)
- Transfers In (-)

**Total Non-Operating Expenditures/Revenues**

- 0
- 0
- 0
- 0
- 0

**F: Current Year Surplus/Deficit**

- 0
- (5,805)
- 5,806
- 2
- 2

**G: Ending "Total" Fund Balance**

- (310)
- (5,805)
- 1
- 3
- 5

**H: Restricted Reserves**

- Operating Reserves
- Major Equipment Replacement
- Other Reserves: (Specify)

**Total Restricted Reserves**

- 0
- 0
- 0
- 0
- 0

**I: Ending "Available" Fund Balance**

- (310)
- (5,805)
- 1
- 3
- 5

---

**Notes:**

A: 2013-14 Orig Budget source is Auxiliary Quarterly Report: Initial Budget  
B: 2013-14 Projected Yr End Actuals source is Quarterly Report: Revised Projection  
C: 2014-15 will equal SSBD budget detail for 2014-15
2014-2015
Auxiliary Budget Worksheet
(used ONLY for Funds associated with multiple Orgs)

Activity Title: OneJax
Banner Fund #: 131200

Date: 07/08/14

A: Beginning Fund Balance including reserves

B: Current Year Revenue:

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Title</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
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<tbody>
<tr>
<td>521019 Misc Rev</td>
<td>United Way NB FL</td>
<td>23,810</td>
<td>0</td>
<td>23,810</td>
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<tr>
<td></td>
<td>Janus Foundation</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
</tr>
<tr>
<td></td>
<td>Florida Blue: Community Foundation</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
</tr>
<tr>
<td></td>
<td>Other (Program Fees, Grants)</td>
<td>11,500</td>
<td>0</td>
<td>11,500</td>
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<tr>
<td></td>
<td>Program Sponsorships</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

Total Assessable Revenue: 45,310
Non-Assessable Revenue (Foundation Transfer): 53,305
Total Current Year Operating Revenue: 98,615

C: Current Year Operating Revenue

D: Operating Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Salaries &amp; Benefits (Accr. code 600000)</td>
<td>62,110</td>
<td>0</td>
<td>62,110</td>
</tr>
<tr>
<td>2: New Positions</td>
<td>980</td>
<td>0</td>
<td>980</td>
</tr>
<tr>
<td></td>
<td>63,090</td>
<td>0</td>
<td>63,090</td>
</tr>
</tbody>
</table>

Operating Expense Pool (including 6.5% overhead assessment): 46,140
Total Operating Expenditures: 109,239

E: Non-Operating Expenditures/Revenues

<table>
<thead>
<tr>
<th>Transfers Out (+)</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
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<tr>
<td>Total Transfers Out (+)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

F: Current Year Surplus/Deficit

<table>
<thead>
<tr>
<th>Current Year Surplus/Deficit</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16,430</td>
<td>0</td>
<td>16,430</td>
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</table>

G: Ending "Total" Fund Balance

<table>
<thead>
<tr>
<th>Ending &quot;Total&quot; Fund Balance</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>16,430</td>
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H: Restricted Reserves

<table>
<thead>
<tr>
<th>Description</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Reserves</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Major Equipment Replacement</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Reserves (Specify)</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

Total Restricted Reserves: 0

I: Ending "Available" Fund Balance

<table>
<thead>
<tr>
<th>Ending &quot;Available&quot; Fund Balance</th>
<th>Org 1</th>
<th>Org 2</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>16,430</td>
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<td>16,430</td>
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Notes: Use the salary & benefits calculation provided by the Budget Office

2014-2015 Auxiliary Budget Workbook
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Budgeted/Actual</th>
<th>VBD17.90</th>
<th>VBD20.50</th>
<th>VBD5.10</th>
<th>VBD9.90</th>
<th>VBD34.10</th>
<th>VBD44.90</th>
<th>VBD55.40</th>
<th>VBD59.70</th>
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<tr>
<td>03/01/79</td>
<td>Total Fund Balance</td>
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<td>06/30/79</td>
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</tr>
</tbody>
</table>

**Total Transfers**
- Returns to Depositors
- Transfers Out
- Transfers In

**Total Revenues**
- Sales/Pool
- Expenditures
- Pool

**Total Expenditures**
- Salary/Pool
- Expenditures

**Total Revenue**
- Total Revenues
- Miscellaneous Receipts
- Grants
- Fees

**Total Expenditure**
- Total Expenditures
- Miscellaneous Receipts
- Grants
- Fees

**Budgeted Fund Balance**
- VBD17.90
- VBD20.50
- VBD5.10
- VBD9.90
- VBD34.10
- VBD44.90
- VBD55.40
- VBD59.70
- VBD0.95

**Actual/Projected**
- Initial
- Fiscal Year
- Fiscal Year