



**OPERATING BUDGET RESOLUTION
FISCAL YEAR 2019-2020**

The California State University San Marcos Corporation (CSUSM Corporation) operates on a fiscal year beginning July 1 and ending June 30, and the Board of Directors approves the operating budget for each fiscal year; therefore

The Board of Directors of the CSUSM Corporation approved the attached Operating Budget for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, and

University President, Ellen Neufeldt, signifies her approval of said budget and authorizes CSUSM Corporation management to proceed with implementation effective July 1, 2019.

A handwritten signature in black ink that reads "Ellen J. Neufeldt".

Ellen J. Neufeldt, EdD
University President

A handwritten date in black ink that reads "7/26/19".

Date

I hereby certify the attached operating budget for 2019-2020 was adopted by the Board of Directors of the California State University San Marcos Corporation at a regular meeting held on May 23, 2019, at San Marcos, California.

A handwritten signature in blue ink that reads "Cynthia Chavez Metoyer".

Cynthia Chavez Metoyer
Secretary

A handwritten date in blue ink that reads "7/24/19".

Date

FY2019-2020 Budget
CSUSM CORPORATION - ADMINISTRATION

| Administration - High-Level Summary | FY19-20 Budget | FY18-19 Budget | Variance |
|---|---------------------------|---------------------------|--------------------|
| Total Revenues | \$ 2,976,323 | \$ 2,742,808 | \$ 233,515 |
| Total Expenses | 2,665,833 | 2,641,538 | (24,296) |
| Net Income/(Net Loss) Before Post Retirement Expense | \$ 310,490 | \$ 101,271 | \$ 209,219 |
| Post Retirement Expense | 2,500 | 20,307 | 17,807 |
| Net Income/(Net Loss) After Post Retirement Expense | \$ 307,990 | \$ 80,964 | \$ 227,026 |
| Administration - Detailed Summary | | | |
| Account Category | FY19-20 Budget | FY18-19 Budget | Variance |
| Revenues | | | |
| Space Rental | \$ 3,250 | \$ - | \$ 3,250 |
| Summer Residents | 59,000 | 58,918 | 82 |
| Housing Fee (for Corporation Incurred Costs) ^(a) | 498,000 | 558,000 | (60,000) |
| Summer Conferences | 93,500 | 89,233 | 4,267 |
| Revenue from Investments ^(b) | 80,000 | 30,000 | 50,000 |
| Commercial Services ^(c) | 897,950 | 691,685 | 206,265 |
| Overhead Admin Fee | 120,000 | 120,000 | - |
| OSP Activities ^(d) | 916,400 | 880,000 | 36,400 |
| EOV | 293,223 | 300,972 | (7,749) |
| Other | 15,000 | 14,000 | 1,000 |
| Total Revenues | \$ 2,976,323 | \$ 2,742,808 | \$ 233,515 |
| Operating Expenses | | | |
| Salaries & Benefits ^(e) | \$ 1,529,801 | \$ 1,358,857 | \$ (170,944) |
| Communications | 10,000 | 9,979 | (21) |
| Utilities Group | 15,160 | 16,979 | 1,819 |
| Travel | 47,468 | 34,115 | (13,353) |
| Capital Outlay Projects ^(f) | 100,000 | 150,000 | 50,000 |
| State Pro Rata Charges Group | 6,105 | 5,927 | (178) |
| Contractual Services Group ^(g) | 136,710 | 168,400 | 31,690 |
| Information Technology Costs ^(h) | 53,855 | 16,834 | (37,021) |
| Services from Other Funds/Agencies Group ⁽ⁱ⁾ | - | 32,657 | 32,657 |
| Misc. Operating Expenses ⁽ⁱ⁾ | 691,734 | 572,790 | (118,944) |
| Campus Support | 75,000 | 275,000 | 200,000 |
| Total Operating Expenses | \$ 2,665,833 | \$ 2,641,538 | \$ (24,296) |
| Net Income/(Net Loss) Before Post Retirement Expenses | \$ 310,490 | \$ 101,271 | \$ 209,219 |
| Benefits Post Retirement Health | 2,500 | 20,307 | 17,807 |
| Net Income/(Net Loss) After Post Retirement Expenses | \$ 307,990 | \$ 80,964 | \$ 227,026 |
| NOTES: | | | |
| (a) Prior year included Housing reimbursement for legal fees related to Affiliation Agreement | | | |
| (b) Adjusted to reflect more in line with actuals being experienced | | | |
| (c) Renegotiation of CCF Agreement | | | |
| (d) Planned increase plus additional \$10,000 to cover expected costs of F&A consultant (partial FY19-20 & FY20-21) | | | |
| (e) Three replacement positions at higher salaries; employee equity increases; 1.0 staff for dining and one card program (start Jan 2020) | | | |
| (f) Majority of FY1819 budgeted EL Building furniture and move costs to be incurred in FY19-20 | | | |
| (g) Reduction in legal fees from prior year (prior year included projected costs of Affiliation Agreement legal work) | | | |
| (h) FY19-20 includes projected cost of new Sponsored Projects software | | | |
| (i) Campus ICR Housing allocation moved to Housing budget | | | |
| (j) Increased commercial operation expenses related to renegotiation of CCF agreement | | | |

FY2019-2020 Budget
CSUSM CORPORATION - ADMINISTRATION

| Corporation Administration Reserves | FY19-20 Budget | FY18-19 Budget |
|---|---------------------------|---------------------------|
| Beginning Balance (from previous Fiscal Year) | \$ 2,669,163 | \$ 2,588,199 |
| Add: Net Income | 307,990 | 80,964 |
| Less: Capital Expenditures & Projects | 800,000 | - |
| Ending Balance | \$ 2,177,153 | \$ 2,669,163 |
| <hr/> | | |
| Summary of FY19-20 Capital Expenditures & Projects | Amount | |
| Innovation Hub | \$ 450,000 | |
| Retail/Dining - Container Project | 350,000 | |
| Total | \$ 800,000 | |
| <hr/> | | |

FY2019-2020 Budget
CSUSM CORPORATION - ADMINISTRATION (Detail)

| Account Category | FY19-20 Budget | FY18-19 Final Budget | Variance |
|---|---------------------------|---------------------------------|---------------------|
| 504 - Sales and Services of Auxiliary Enterprises | \$ 3,250 | \$ - | \$ 3,250 |
| 504009 - Space Rental | 3,250 | - | 3,250 |
| 505 - Reimbursements | \$ 59,000 | \$ 58,918 | \$ 82 |
| 505201 - Reimb External - SUMMER RENTAL QUAD | 59,000 | 58,918 | 82 |
| 506 - Transfers In From Other Funds/Appropriations | \$ 591,500 | \$ 647,233 | \$ (55,733) |
| 570531 - Tfr In - Housing Fee(for Corporation Incurred Costs) | 498,000 | 558,000 | (60,000) |
| 570800 - Tfr In - 531 - Summer Conf-Aux | 93,500 | 89,233 | 4,267 |
| 508 - Revenue from Investments | \$ 80,000 | \$ 30,000 | \$ 50,000 |
| 508812 - Rev from Other Invest Income | 80,000 | 30,000 | 50,000 |
| 580 - Other Financial Sources | \$ 2,242,573 | \$ 2,006,657 | \$ 235,916 |
| 580005 - Project Revenue | 15,000 | 14,000 | 1,000 |
| 580090 - Rev Other Miscellaneous | 5,000 | 7,500 | (2,500) |
| 580861 - Rev Other Catering Fees | 20,600 | 20,000 | 600 |
| 580865 - RevOtherCommissionsCoffeeCart | 36,050 | 35,000 | 1,050 |
| 580866 - Rev Other Commissions ATM | 13,800 | 14,160 | (360) |
| 580869 - Rev Other Commissions Follet | 333,000 | 333,000 | - |
| 580870 - Rev Other Pepsi | 65,000 | 65,000 | - |
| 580871 - Rev Other First Class Vending | 25,000 | 18,025 | 6,975 |
| 580873 - Rev Other Overhead Admin Fee | 120,000 | 120,000 | - |
| 580874 - Rev Other Indirect Cost | 916,400 | 880,000 | 36,400 |
| 580879 - Rev Other EOV Aux | 293,223 | 300,972 | (7,749) |
| 580886 - Rev Other Commissions Sodexo | 143,000 | 130,000 | 13,000 |
| 580888 - Rev Other - CCF | 256,500 | 69,000 | 187,500 |
| TOTAL REVENUE | \$ 2,976,323 | \$ 2,742,808 | \$ 233,515 |
| 601 - Regular Salaries and Wages | \$ 1,100,445 | \$ 973,538 | \$ (126,907) |
| 601824 - Salaries Auxiliary Staff | 892,041 | 791,483 | (100,558) |
| 601825 - Salaries Aux Temp w/leave | 42,432 | 42,434 | 2 |
| 601826 - Salaries Aux Temp w/o leave | 20,467 | 8,976 | (11,491) |
| 601827 - Salaries Aux Students | 28,697 | 18,070 | (10,627) |
| 601828 - Salaries Aux Reimb to CSUSM | 116,808 | 112,575 | (4,233) |
| 603 - Benefits Group | \$ 431,856 | \$ 405,626 | \$ (26,230) |
| 603805 - Benefits Aux Reimb to CSUSM | 60,450 | 58,241 | (2,209) |
| 603806 - Benefits Alloc Auxiliary Staff | 356,816 | 316,594 | (40,222) |
| 603808 - Benefits Alloc Temp w/o Leave | 10,942 | 9,565 | (1,377) |
| 603809 - BenefitsAlloc Students | 1,148 | 920 | (229) |
| 603813 - Benefits Post Retire Health | 2,500 | 20,307 | 17,807 |
| 604 - Communications | \$ 10,000 | \$ 9,979 | \$ (21) |
| 604001 - Telephone Usage | 10,000 | 9,979 | (21) |
| 605 - Utilities Group | \$ 15,160 | \$ 16,979 | \$ 1,819 |
| 605802 - Utilities Auxiliary | 15,160 | 16,979 | 1,819 |
| 606 - Travel | \$ 47,468 | \$ 34,115 | \$ (13,353) |
| 606001 - Travel-In State | 36,068 | 32,065 | (4,003) |
| 606002 - Travel-Out of State | 11,400 | 2,050 | (9,350) |
| 607 - Capital Outlay Projects | \$ 100,000 | \$ 150,000 | \$ 50,000 |

FY2019-2020 Budget
CSUSM CORPORATION - ADMINISTRATION (Detail)

| Account Category | FY19-20 Budget | FY18-19 Final Budget | Variance |
|---|---------------------------|---------------------------------|---------------------|
| 607033 - Cap Outlay Construction Other | 100,000 | 150,000 | 50,000 |
| 607806 - Cap Outlay Equip \$2500 - \$4999 | - | - | - |
| 612 - State Pro Rata Charges Group | \$ 6,105 | \$ 5,927 | \$ (178) |
| 612001 - State Pro Rata Charges - Housing | 6,105 | 5,927 | (178) |
| 613 - Contractual Services Group | \$ 136,710 | \$ 168,400 | \$ 31,690 |
| 613001 - Contractual Services | 38,500 | 16,900 | (21,600) |
| 613806 - Contractual Services-Temp Agen | 8,210 | - | (8,210) |
| 613807 - Cont Serv Legal | 15,000 | 63,000 | 48,000 |
| 613810 - Cont Serv Auditing | 71,000 | 83,000 | 12,000 |
| 613823 - Cont Serv IndependentContractr | 4,000 | 5,500 | 1,500 |
| 616 - Information Technology Costs | \$ 53,855 | \$ 16,834 | \$ (37,021) |
| 616002 - Info Tech Hrdwre \$2500 - \$4999 | 8,855 | 12,000 | 3,145 |
| 616005 - Info Tech Misc < \$2500 | - | 4,834 | 4,834 |
| 616803 - Info Tech Software >\$5000 | 45,000 | - | (45,000) |
| 617 - Services from Other Funds/Agencies Group | \$ - | \$ 32,657 | \$ 32,657 |
| 617001 - Serv from Other Funds/Agencies | - | 32,657 | 32,657 |
| 660 - Misc. Operating Expenses | \$ 691,734 | \$ 572,790 | \$ (118,944) |
| 660001 - Postage & Freight | 3,000 | 1,785 | (1,215) |
| 660002 - Printing | 300 | 300 | - |
| 660003 - SupSrv Other | 17,100 | 14,935 | (2,165) |
| 660008 - Interest Charges | 4,144 | 4,895 | 751 |
| 660009 - Professional Development | 2,150 | - | (2,150) |
| 660010 - Insurance Premiums | 48,481 | 41,500 | (6,981) |
| 660025 - Overhead Chancellor's Office | 12,546 | 12,181 | (365) |
| 660041 - Space Rental | 40,191 | 40,057 | (134) |
| 660805 - SupSrv Member/Subscrip/Sponsor | 7,829 | 6,992 | (837) |
| 660818 - RecruitmentEmployee(NonFacult) | 5,425 | 2,265 | (3,160) |
| 660820 - Other Hospitality | 1,200 | 1,030 | (170) |
| 660835 - Other Rental/Lease Equipment | 8,000 | 8,000 | - |
| 660851 - Other Bank Charges | 2,000 | 9,270 | 7,270 |
| 660858 - Other Professional Development | 800 | 1,000 | 200 |
| 660859 - Other Events | 7,000 | 3,500 | (3,500) |
| 660920 - SupSrv Facilities Services | 5,000 | 1,500 | (3,500) |
| 660923 - SupSrv Business Service Fees | 318,861 | 311,565 | (7,296) |
| 660930 - SupSrv Payroll Fees | 66,100 | 67,620 | 1,520 |
| 660942 - Other Maint & Lease | 11,107 | - | (11,107) |
| 660948 - SupSrv - Supplies Aux | 9,000 | 9,396 | 396 |
| 660956 - Commercial Ops Expenses | 121,500 | 35,000 | (86,500) |
| 680 - Operating Transfers Out | 75,000 | 275,000 | 200,000 |
| 670801 - Transfer Out | 75,000 | 275,000 | 200,000 |
| TOTAL EXPENSE | 2,668,333 | 2,661,845 | (6,489) |
| Net Income/(Net Loss) | \$ 307,990 | \$ 80,964 | \$ 227,026 |

FY2019-2020 Budget
CSUSM CORPORATION - STUDENT HOUSING

| Student Housing - Detailed Summary based on 90% occupancy | | | |
|---|-----------------------|-----------------------|------------------|
| Account Category | FY19-20 Budget | FY18-19 Budget | Variance |
| Revenues | | | |
| Rental income | \$ 5,399,140 | \$ 5,510,520 | \$ (111,380) |
| Operating Income | 306,200 | 160,710 | 145,490 |
| Total Revenues ^(a) | \$ 5,705,340 | \$ 5,671,230 | \$ 34,110 |
| Operating Expenses | | | |
| Salaries & Benefits ^(b) | 692,801 | 659,811 | (32,990) |
| Rental | 33,150 | 46,200 | 13,050 |
| Administrative | 82,079 | 76,694 | (5,385) |
| Common Area ^(c) | 211,606 | 171,992 | (39,614) |
| Grounds | 30,270 | 30,000 | (270) |
| Utilities | 602,284 | 616,860 | 14,576 |
| Interior Unit | 61,350 | 81,290 | 19,940 |
| Maintenance | 131,214 | 136,027 | 4,813 |
| Taxes & Insurance | 65,492 | 60,583 | (4,909) |
| Bad Debt Expense | 12,000 | 12,000 | - |
| Total Operating Expenses | 1,922,246 | 1,891,457 | (30,789) |
| Fees | | | |
| Management Fee | 178,660 | 179,220 | 560 |
| Res Ed Allocation (UVA) ^(d) | 367,154 | 320,400 | (46,754) |
| Corporation Covered Expenses ^(e) | 498,000 | 633,000 | 135,000 |
| Total Fees | 1,043,814 | 1,132,620 | 88,806 |
| Total Operating Expense & Fees | 2,966,060 | 3,024,077 | 58,017 |
| Net Operating Income before Depreciation, Amortization & Interest | 2,739,280 | 2,647,153 | 92,127 |
| Depreciation, Amortization & Interest | | | |
| Depreciation & Amortization | 871,617 | 833,176 | (38,441) |
| Interest Expense ^(f) | 674,997 | 851,750 | 176,753 |
| Total Depreciation, Amortization & Interest | 1,546,614 | 1,684,926 | 138,312 |
| Net Operating Income | 1,192,666 | 962,227 | 230,439 |
| Less: Campus Contribution | (500,000) | (500,000) | - |
| Net Income After Campus Contribution | 692,666 | 462,227 | 230,439 |
| Debt Service Summary | | | |
| Bond Payable -Principal | \$ 999,628 | \$ 820,000 | |
| Bond Payable -Interest | 674,997 | 851,750 | |
| Total Debt Service | \$ 1,674,625 | \$ 1,671,750 | |
| NOTES: | | | |
| (a) Occupancy at 90% vs. 95% prior year along with slight increase in rate structure. Increase in lease processing/admin fee income | | | |
| (b) Add of Associate Director position | | | |
| (c) Increase in common area cleaning and Campus FAS Services costs (a portion previously carried on Corporation Admin budget) | | | |
| (d) Per ResEd budget | | | |
| (e) Prior year included additional reimbursement to Corporation for legal and housing demand study costs | | | |
| (f) Prior year budget overstated (principal/interest allocation incorrect) | | | |

FY2019-2020 Budget
CSUSM CORPORATION - STUDENT HOUSING

| Student Housing Reserves | | FY19-20 Budget | FY18-19 Budget |
|---|------------|-----------------------|-----------------------|
| Beginning Balance (from previous Fiscal Year) | | \$ 3,187,853 | \$ 3,377,834 |
| Add: Net Income after Campus Contribution | | 692,666 | 462,227 |
| Less: Capital Expenditures & Projects | | (1,581,000) | (652,208) |
| Ending Balance | | \$ 2,299,519 | \$ 3,187,853 |
| Summary of FY19-20 Capital Expenditures & Projects | | Amount | |
| Capital Expenditures | | \$ 806,000 | |
| ADA -Courtyard/Room Conversion | \$ 35,000 | | |
| Painting-Exterior | \$ 93,000 | | |
| Pool resurface (per Risk) | \$ 30,000 | | |
| HVAC (roof & apt units) | \$ 316,000 | | |
| Security (cameras) | \$ 43,500 | | |
| Lighting-Common Areas | \$ 78,000 | | |
| Elevator | \$ 40,000 | | |
| Standard Replacements | \$ 22,500 | | |
| Signage/Signage Plan | \$ 40,000 | | |
| Bldg A Architect Design | \$ 60,000 | | |
| Contingency | \$ 48,000 | | |
| Master Plan | | 125,000 | |
| Satellite Dining & Equipment | | 200,000 | |
| Residential Dining | | 450,000 | |
| Total | | 1,581,000 | |

FY 2019-2020 Budget
CSUSM CORPORATION
Student Housing - Residential Education

| Account Category | FY19-20 Budget | FY18-19 Budget | Variance |
|---|-------------------|-------------------|---------------------|
| Revenues | | | |
| Contribution from UVA | \$ 367,154 | \$ 320,400 | \$ 46,754 |
| Contribution from QUAD | 570,996 | 472,160 | 98,836 |
| Total Revenues | \$ 938,150 | \$ 792,560 | \$ 145,590 |
| Operating Expenses | | | |
| Salaries & Benefits - ResEd ^(a) | \$ 580,562 | \$ 548,927 | \$ (31,635) |
| Student Affairs Allocation ^(b) | \$ 103,181 | \$ - | \$ (103,181) |
| Communications | 7,294 | 7,294 | - |
| Information Technology Costs | 12,680 | 12,123 | (557) |
| Supplies | 4,000 | 4,000 | - |
| Recruitment | 5,642 | 7,000 | 1,358 |
| Program - Housing | 45,639 | 47,000 | 1,361 |
| Programs-Student Activities | 14,697 | 14,500 | (197) |
| Forums-Campus Wide Programming ^(c) | 29,000 | 20,000 | (9,000) |
| Professional Development | 11,454 | 11,300 | (154) |
| Other Events | 10,947 | 10,800 | (147) |
| Leadership Development & Training | 23,718 | 23,400 | (318) |
| Parking CB Reimb | 6,240 | 3,120 | (3,120) |
| Title IX Solutions | 22,000 | 22,000 | - |
| Other Expense (Meal Plans) | 61,096 | 61,096 | - |
| Total Expenses | \$ 938,150 | \$ 792,560 | \$ (145,590) |
| Net Income/(Net Loss) | \$ - | \$ 0 | \$ (0) |
| NOTES: | | | |
| (a) Increase due to minimum wage adjustments | | | |
| (b) Student Affairs allocation previously billed direct from Campus to UVA and Quad - now allocated through ResEd | | | |
| (c) Increased costs for Discover CSUSM | | | |

FY2019-2020 Budget
CSUSM CORPORATION
Student Housing - Summer Conference

| Account Category | FY19-20 Budget | FY18-19 Budget | Variance |
|--|-------------------|-------------------|---------------------|
| Revenues | | | |
| Conference Income ^(a) | \$ 250,000 | \$ 104,856 | \$ 145,144 |
| Total Revenues | \$ 250,000 | \$ 104,856 | \$ 145,144 |
| Expenses | | | |
| Operating Expenses ^(a) | 156,500 | 45,000 | (111,500) |
| Total Expenses | \$ 156,500 | \$ 45,000 | \$ (111,500) |
| Net Income/(Net Loss) | \$ 93,500 | \$ 59,856 | \$ 33,644 |
| NOTES: | | | |
| (a) Summer conference activity now combined (UVA and Quad). Previously only UVA activity represented in this budget. | | | |

**FY 2019-2020 Budget
 CSUSM CORPORATION
 Extended Learning Building Operations**

| Account Category | FY19-20 Budget |
|---|---------------------------|
| Revenues | |
| Income | \$ 1,425,581 |
| Total Revenues | \$ 1,425,581 |
| Expenses | |
| Salaries & Benefits (Property Manager) | 116,292 |
| Facilities and Custodial Services (FDM) | 400,485 |
| IITS Support | 135,296 |
| Risk Management and Safety | 22,753 |
| Custodial 3rd Shift | 274,208 |
| Utilities | 420,252 |
| Insurance | 56,295 |
| Reserves | - |
| Total Expenses | \$ 1,425,581 |
| Net Income/(Net Loss) | \$ - |

**FY 2019-2020 Budget
 CSUSM CORPORATION
 Extended Learning Parking Operations**

| Account Category | FY19-20 Budget |
|---|---------------------------|
| Revenues | |
| Allocation to NCUO (56%) | \$ 199,545 |
| Allocation to CSUSM Parking (44%) | 156,786 |
| Total Revenues | \$ 356,331 |
| Operating Expenses | |
| Salaries & Benefits | \$ 100,959 |
| Facilities and Custodial Services (FDM) | \$ 81,730 |
| Contracted Services | 61,593 |
| IITS Support | 18,277 |
| Other Administrative | 24,064 |
| Utilities | 29,450 |
| Insurance | 40,258 |
| Total Expenses | \$ 356,331 |
| Net Income/(Net Loss) | \$ - |