



TO: Finance Committee

FROM: Office of the Chief Financial Officer (UDC) *DR*

DATE: August 20, 2013

SUBJECT: Financial Review Process (FRP) – Third Quarter of Fiscal Year 2013

Local Funds

The University is projecting a surplus of \$170k.

Federal Grant Funds

The University is projecting that all federal grant funds will be expended.

Private Grant Funds

The University is projecting that all federal grant funds will be expended.

Intra-District Funds

The University is projecting that all federal grant funds will be expended.

O-Type Funds

The University is projecting a surplus of \$285k.

Supporting schedules for each of the above funds are attached. Should you have any questions, please contact Donald Rickford at (202) 274-5415, or via email at Donald.Rickford@udc.edu

FY 2013 FRP

Agency Name: University of the District of Columbia
 Agency Code: GF0

1. Summary Table and Signatures

A. Comparison Of Projected Expenditures To Budget (Sources are Tables 1 and 5):

(See instructions below signatures)

(\$ 000s)

Fund Name	Approp. Fund Code	Table 1 Revised Budget	Table 1 Surplus (Deficit)	Spending Pressure	Policy Initiative	Gap-Closing Planned	Gap Not Resolved	Gap Closed to Date
Local Funds	0100	\$65,529.3	\$170.4					
Dedicated Taxes	0110	\$0.0	\$0.0					
O-type Funds	0600	\$50,220.6	\$285.0					
Subtotal, General Fund		\$115,749.9	\$455.4	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Federal Payments	0150	\$0.0	\$0.0					
Federal Grants	0200	\$51,048.1	(\$0.0)				\$0.0	
Medicaid	0250	\$0.0	\$0.0					
Private Grants	0400	\$3,046.9	\$0.0					
Private Donations	0450	\$0.0	\$0.0					
Intra-District Funds	0700	\$0.0	\$0.0					
Total Agency, All Funds		\$169,845.0	\$455.4	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0
Confirm Total Agency (Gross Funds)		\$169,845.0	\$455.4					

B. Comparison Of Projected Expenditures To Revenue:

Source: Table 4

(\$ 000s)

Fund Name	Approp. Fund Code	FY 2009 Certified Fund Balance For Use	Fund Balance Applied To Forecast Deficit	Remaining Forecasted Deficit
Dedicated Taxes	0110	\$0.0	\$0.0	\$0.0
O-type Funds	0600	\$0.0	\$0.0	\$0.0
Total Agency, Both Funds		\$0.0	\$0.0	\$0.0
Federal Grants	0200	\$0.0	\$0.0	\$0.0
Medicaid	0250	\$0.0	\$0.0	\$0.0
Intra-District Funds	0700	\$0.0	\$0.0	\$0.0
Other Fund		\$0.0	\$0.0	\$0.0

The undersigned certifies that the attached Executive Summary and the above tables are complete and accurate and have been discussed with the Agency Director.

Signature of Agency Fiscal Officer or Budget Officer:

Donald L. Beland

Date: 7/29/13

Signature of Associate CFO:

Shepherd

Date: 7/31/13

Signature of Agency Director (Optional):

[Signature]

Date: 8/20/13

TABLE 1

mbia (GFO)

Wednesday, July 03, 2013

X				X						
Object Class (CSG)	Revised Budget	Year-End Forecast	(Over)/Under Variance	YTD Exp.	YTD Intra-District Oblig.	YTD Encumbrances	YTD Exp., Intra-District & Encumb.	Uncommitted Current Year Balance	YTD Exp., ID, & Oblig. As % of Budget	
Personal Services										
Continuing Full Time	11	33,401,923	32,974,818	427,105	21,498,634	-	21,498,634	11,903,289	64.4%	
Regular Pay - Other	12	5,845,302	5,924,457	(79,155)	3,374,468	-	3,374,468	2,470,835	57.7%	
Additional Gross Pay	13	2,741,421	3,000,504	(259,083)	2,156,538	-	2,156,538	584,883	78.7%	
Fringe Benefits	14	11,656,534	10,394,722	1,261,813	6,644,388	-	6,644,388	5,012,146	63.4%	
Overtime	15	96,430	63,855	32,575	61,094	-	61,094	35,336	57.0%	
Default Payroll	99	-	-	-	-	-	-	-	0.0%	
Subtotal, PS		53,741,611	52,358,356	1,383,255	33,735,123	-	33,735,123	20,006,488	62.8%	
Nonpersonal Services										
Supplies & Materials	20	372,589	373,372	(784)	198,958	-	83,689	282,647	75.9%	
Energy, Water, Sewer	30	809,168	809,167	1	484,965	-	-	484,965	59.9%	
Telecommunications	31	380,063	380,063	-	340,084	-	28,268	368,352	96.9%	
Rental - Land & Buildings	32	4,693,317	4,693,185	132	2,878,606	-	33,378	2,911,984	82.9%	
Custodial Services	33	300,000	310,000	(10,000)	174,716	-	91,921	266,637	88.9%	
Protective Services	34	46,673	46,673	(0)	46,673	-	-	46,673	100.0%	
Occupancy Fixed Costs	35	-	-	-	-	-	-	-	0.0%	
Other Services & Charges	40	1,962,305	3,117,594	(1,155,289)	1,010,413	-	415,156	1,425,569	72.6%	
Contractual Services	41	1,960,843	1,952,430	8,413	1,413,977	-	549,402	1,963,379	100.1%	
Subsidies & Transfers	50	1,028,051	1,028,050	1	85,568	-	-	85,568	8.3%	
Equipment, Rentals	70	234,714	290,032	(55,318)	124,049	-	44,916	168,965	72.0%	
Debt Service (Master Lease)	80	-	-	-	-	-	-	-	0.0%	
Grants Disallowance/Misc. Non	91	-	-	-	-	-	-	-	0.0%	
Subtotal, NPS		11,787,722	13,000,566	(1,212,843)	6,758,009	-	1,246,730	8,004,739	67.9%	
Total Fund		65,529,333	65,358,921	170,412	40,493,132	-	1,246,730	41,739,862	23,789,471	63.7%

[illegible]

TABLE 2
FY 2013 PERSONAL SERVICES EXPENDITURE FORECAST
June 30, 2013

[illegible]

TABLE 1
FY 2013 YEAR-TO-DATE and FORECASTED YEAR-END EXPENDITURES COMPARED TO BUDGET
June 30, 2013

University of the District of Columbia (GF0)

Fund Type: O-type Funds (0600)

	Object Class (CSG)	Revised Budget	Year-End Forecast	(Over)/Under Variance	YTD Exp.	YTD Intra-District Oblig.	YTD Encumbrances	YTD Exp., Intra-District & Encumb.	Uncommitted Current Year Balance	YTD Exp., ID, & Oblig. As % of Budget
Personal Services										
Continuing Full-Time	11	10,486,859	10,531,225	(44,365)	7,385,268	-	-	7,385,268	3,101,592	70.4%
Regular Pay - Other	12	8,425,974	8,256,825	169,149	6,274,508	-	-	6,274,508	2,151,466	74.5%
Additional Gross Pay	13	1,376,552	1,617,530	(240,978)	1,166,673	-	-	1,166,673	209,879	84.8%
Fringe Benefits	14	4,544,023	3,891,325	652,698	2,694,723	-	-	2,694,723	1,849,301	59.3%
Overtime	15	262,659	265,841	(3,182)	218,694	-	-	218,694	43,965	83.3%
Default Payroll	99	-	1,200	(1,200)	1,200	-	-	1,200	(1,200)	0.0%
Subtotal, PS		25,096,068	24,563,946	532,122	17,741,066	-	-	17,741,066	7,355,002	70.7%

FTEs by Month

[illegible]

TABLE 2
FY 2013 PERSONAL SERVICES EXPENDITURE FORECAST
June 30, 2013

University of the District of Columbia (GFO)

Fund Type: Other (0600)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) PS Forecast for Remaining Pay Periods							(13)	(14)	(15)
Pay Period End Dates: Pay Group 1: Pay Group 2: Pay Group 6:	Budgeted FTEs	PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (2-6)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight-Line)	Straight-Line YE Forecast (4+8)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (10 + 11)	Add'l Year End On-Board FTEs	FTE Variation (Over) Under Ceiling (2-6-13)	Variance, Year End (Over) Under PS Budget (3-12)			
CSG 11, 12, 13, 14 Permanent, Temp, Fringe)																	
Pay Group 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Pay Group 2	321.1	25,096,068	17,741,066	248.3	72.8	907,806	8.0	6,036,172	23,777,238	786,708	24,563,946	3.0	69.8	532,122			
Subtotal, CSG 11, 12, 13, 14	321.1	25,096,068	17,741,066	248.3	72.8	907,806		6,036,172	23,777,238	786,708	24,563,946	3.0	69.8	532,122			
CSG 15 (Overtime)		-	-			-	-	-	-	-	-			-			
CSG 99 (Payroll Default)																	
Total Fund	321.1	25,096,068	17,741,066	248.3	72.8	907,806	-	6,036,172	23,777,238	786,708	24,563,946	3.0	69.8	532,122			

Adjustment to Remaining Pay Period Worksheet

Item Amount Explanation (Organize your items by CSG to better refelct them in Table 1)

Total (This total should = the Total Fund amount of column 11 in the above table)

TABLE 1
FY 2013 YEAR-TO-DATE and FORECASTED YEAR-END EXPENDITURES COMPARED TO BUDGET
June 30, 2013

University of the District of Columbia (GFO)

Fund Type: Federal Grant Funds (0200)

	Object Class (CSG)	Revised Budget	Year-End Forecast	(Over)/Under Variance	YTD Exp.	YTD Intra-District Oblig.	YTD Encumbrances	YTD Exp., Intra-District & Encumb.	Uncommitted Current Year Balance	YTD Exp., ID, & Oblig. As % of Budget
Personal Services										
Continuing Full-Time	11	2,500	2,500	-	149,120	-	-	149,120	(146,620)	5964.8%
Regular Pay - Other	12	8,725,432	8,725,433	(1)	3,551,915	-	-	3,551,915	5,173,518	40.7%
Additional Gross Pay	13	12,031	12,031	0	117,914	-	-	117,914	(105,883)	980.0%
Fringe Benefits	14	1,766,657	1,766,657	(0)	717,232	-	-	717,232	1,049,425	40.6%
Overtime	15	-	-	-	1,149	-	-	1,149	(1,149)	0.0%
Default Payroll	99	-	-	-	-	-	-	-	-	0.0%
Subtotal, PS		10,506,620	10,506,621	(1)	4,537,329	-	-	4,537,329	5,969,291	43.2%

FTEs by Month

Months	FTEs, Set A:				FTEs, Set B:			
	Beginning	Additions	Separations	End	Beginning	Additions	Separations	End
October								
November								
December								
January								
February								
March								
April								
May								
June								
July								
August								
September								

Total FTEs, End								
	167							
	164							
	168							
	157							
	158							
	161							
	162							
	164							
	108							
	0							
	0							
	0							

TABLE 2
FY 2013 PERSONAL SERVICES EXPENDITURE FORECAST
June 30, 2013

Fund Type: Federal Grant Funds (0200)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
								PS Forecast for Remaining Pay Periods						Variances, Year End	
Pay Period End Dates:															
Pay Group 1:	Budgeted FTEs	PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (2-5)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight-Line)	Straight-Line YE Forecast (4+9)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (10 + 11)	Add'l Year End On-Board FTEs	FTE Variation (Over) Under Ceiling (2-5-13)	Variation (Over) Under PS Budget (3-12)	
Pay Group 2:															
Pay Group 6:															
CSG 11, 12, 13, 14 Permanent, Temp, Fringe)															
Pay Group 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pay Group 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Pay Group 6	108.1	10,506,620	4,537,329	86.5	78.2	746,161	8.0	5,969,292	10,506,621	-	10,506,621	-	21.7	(0)	
Subtotal CSG 11, 12, 13, 14	108.1	10,506,620	4,537,329	86.5	78.2	746,161		5,969,292	10,506,621	-	10,506,621	-	21.7	(0)	
CSG 15 (Overtime)		-	-			-	-	-	-	-	-		-	-	
CSG 99 (Payroll Default)															
Total Fund	108.1	10,506,620	4,537,329	86.5	78.2	746,161	-	5,969,292	10,506,621	-	10,506,621	-	21.7	(0)	

Adjustment to Remaining Pay Period Worksheet

[illegible]

TABLE 1
ED YEAR-END
June 30, 2013

[illegible]

TABLE 2
FY 2013 PERSONAL SERVICES EXPENDITURE FORECAST
 June 30, 2013

University of the District of Columbia (GFO)

Fund Type: Private Grants (0400)

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8) PS Forecast for Remaining Pay Periods				(9)	(10)	(11)	(12)	(13)	(14) Variance, Year End	(15)
Pay Period End Dates:		Budgeted FTEs	PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (2-6)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight-Line)	Straight-Line YE Forecast (4+8)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (10 + 11)	Advt Year End On-Board FTEs	FTE Variation (Over) Under Ceiling (2-5-19)	Variance (Over) Under PS Budget (3-12)			
Pay Group 1:																		
Pay Group 2:																		
Pay Group 6:																		
CSG 11, 12, 13, 14																		
Permanent, Temp, Fringe)																		
Pay Group 1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Pay Group 2		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Pay Group 6		20.6	1,324,409	516,553	9.8	13.7	100,982	8.0	807,856	1,324,410	-	1,324,410	-	10.8	-	(9)		
Subtotal, CSG 11, 12, 13, 14		20.6	1,324,409	516,553	9.8	13.7	100,982	-	807,856	1,324,410	-	1,324,410	-	10.8	-	(9)		
CSG 15 (Overtime)																		
CSG 99 (Payroll Default)																		
Total Fund		20.6	1,324,409	516,553	9.8	13.7	100,982	-	807,856	1,324,410	-	1,324,410	-	10.8		(9)		

Adjustment to Remaining Pay Period Worksheet

Item Amount Explanation (Organize your items by CSG to better refelct them in Table 1)

Total (This total should = the Total Fund amount of column 11 in the above table)

TABLE 1
FY 2013 YEAR-TO-DATE and FORECASTED YEAR-END EXPENDITURES COMPARED TO BUDGET
June 30, 2013

University of the District of Columbia (GF0)

TOTAL AGENCY (GROSS FUNDS):

	Object Class (CSG)	Revised Budget	Year-End Forecast	(Over)/Under Variance	YTD Exp.	YTD Intra-District Oblig.	YTD Encumbrances	YTD Exp., Intra-District & Encumb.	Uncommitted Current Year Balance	YTD Exp., ID, & Oblig. As % of Budget
Personal Services										
Continuing Full-Time	11	43,891,282	43,508,543	382,740	29,033,022	-	-	29,033,022	14,858,260	66.1%
Regular Pay - Other	12	24,118,495	24,028,501	89,994	13,621,737	-	-	13,621,737	10,496,758	56.5%
Additional Gross Pay	13	4,136,929	4,636,989	(500,060)	3,454,534	-	-	3,454,534	682,394	83.5%
Fringe Benefits	14	18,162,913	16,248,402	1,914,511	10,138,640	-	-	10,138,640	8,024,273	55.8%
Overtime	15	359,089	329,696	29,393	280,937	-	-	280,937	78,153	78.2%
Default Payroll	99		1,200	(1,200)	1,200	-	-	1,200	(1,200)	0.0%
Subtotal, PS		90,668,709	88,753,331	1,915,378	56,530,070	-	-	56,530,070	34,138,639	62.3%

FTEs by Month

[illegible]

TABLE 2
FY 2013 PERSONAL SERVICES EXPENDITURE FORECAST
 June 30, 2013

Total Agency (Gross Funds)														
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
							PS Forecast for Remaining Pay Periods					Variance, Year End		
Pay Period End Dates:	Budgeted FTEs	PS Budget	YTD PS Expenditures Actuals	Current No. On-Board FTEs	Vacant Positions (2-5)	Current Pay Period PS Expenditures	No. Pay Periods Remaining	Expenditures for Remaining Pay Periods (Straight-Line)	Straight-Line YE Forecast (4+9)	Adjustment To Remaining Pay Periods	Adjusted YE PS Forecast (10 + 11)	Add'l Year End On-Board FTEs	FTE Variation (Over) Under Ceiling (2-6-13)	Variation (Over) Under PS Budget (3-12)
Pay Group 1:														
Pay Group 2:														
Pay Group 6:														
CSG 11, 12, 13, 14														
Permanent, Temp, Fringe)														
Pay Group 1	-	-	-	-	-	-	0	-	-	-	-	-	-	-
Pay Group 2	993.9	90,668,708.9	56,530,070.3	792.7	201.2	3,705,168.9	0	24,050,777.0	80,580,848.3	8,172,482.5	88,753,330.8	-	-	-
Subtotal, CSG 11, 12, 13, 14	993.9	90,668,708.9	56,530,070.3	792.7	201.2	3,705,169	8	24,050,777	80,580,848	8,172,482.5	88,753,331	3.0	198.2	1,915,378
CSG 15 (Overtime)		-	-			-	0	-	-	-	-			
CSG 99 (Payroll Default)						-	0.0	-	-	-	-			
Total Agency (Gross Funds)	993.9	90,668,709	56,530,070	792.7	201.2	3,705,169	-	24,050,777	80,580,848	8,172,482	88,753,331	3.0	198.2	1,915,378