

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# Quarterly and Annual Financial Reports

April 5, 2018 10:15 – 11:15 am

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

**UIC**

Lincoln Hall

707 South Morgan Street

**Conference Sponsors:** The Office of the Chancellor, Budget & Financial Administration / Human Resources, the Office of the Provost and Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Research, and the Office of Business and Financial Services

# Workshop Presenter(s)

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# Please ...

- Turn off cell phones.
- Avoid side conversations.
- Feel free to ask questions throughout the presentation *although some may need to be deferred to the end if time does not allow.*
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

- How to read, understand and use the Quarterly and Annual Financial Reports to improve your effectiveness.

# Topics

## *Annual Reports*

- Budget Summary for Operations (BSO)
- College Financials – Attachment A

## *Quarterly Reports*

- Quarterly Report
- All Funds Report
- ICR Analysis Report
- ICR Revenue Projection Report

# **Budget Summary for Operations**

*Link to BSO on OBFS website:*

<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=853507>

- Commonly referred to as “BSO” or Orange Book
- Establishes budget for upcoming fiscal year
- Approved by Board of Trustees (BOT)
- Schedule D generated for each College and includes a breakdown of State and Institutional fund budgets by department
- Carryforward balances for State and Institutional funds not included since these funds were approved by BOT for expenditure in prior years
- Always presents a balanced budget:
  - Revenue = Expense

## ***Budget Summary for Operations (cont'd)***

- State and Institutional fund budgets only include permanent budget and permanent transfers (**No temporary budget**)
- Self-Supporting/Service Plan/Grant/Gift fund budgets are projected by applying a growth factor to prior year actual expenditures
- Growth factors are based on input from colleges, Office of Grants & Contracts, and the University of Illinois Foundation
- **Cost elements affecting growth factor estimate:**
  - a) Salary program
  - b) Bargaining unit agreements
  - c) Patient volume (Hospital)
  - d) Cost increment for pharmaceuticals and medical supplies (Hospital)



# Budget Summary for Operations (cont'd)

Chicago

Budgeted Expenditures by Source  
Urban Planning & Public Affairs  
FY 2018  
(dollars in thousands)

Schedule D

Organization	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
	State & Tuition	Institutional	Self-Supporting			
Great Cities Institute	579	9		588	606	-3.0
Ctr for Urban Economic Devel	15			15	68	-77.9
Survey Research Laboratory	142	120		262	242	8.3
GC Urban Data Vis Prog & Lab	49			49	51	-3.9
Inst Policy & Civic Engagement	1,032	22		1,054	1,769	-40.4
Inst for Res on Race & Pub Pol		15		15	1	1,400.0
Nathalie P. Voorhees Program		14		14	14	0.0
Public Administration	1,192	1		1,193	921	29.5
Urban Planning and Policy	1,995	2		1,997	2,028	-1.5
Urban Planning & Public Affairs	1,292	194		1,486	1,423	4.4
Urban Transportation Center	132	46		178	216	-17.6
Ctr for Public Safety & Justice		61		61	36	69.4
Self-Supporting						
Departmental Activities			780	780	780	0.0
Gifts, Grants & Contracts						
US Gov Grants & Contracts				1,270	1,258	1.0
Other Grants & Contracts				2,265	2,244	0.9
Private Gift/Endowment Income				127	126	0.8
<b>Totals</b>	<b>6,428</b>	<b>484</b>	<b>780</b>	<b>3,662</b>	<b>11,354</b>	<b>-3.6</b>



## **Budget Summary for Operations (cont'd)**

- Unrestricted Fund Budgets
  - 1) State Funds (Permanent Budget)
    - Budget data from Budget Development ties in total to CY appropriation from State of IL
    - Fund types included:
      - 1A “State Appropriations – Educational Assistance, General Revenue and Income Fund”
      - 1E “General Professions Dedicated Fund”
      - 1F “Collegiate License Plate Trust Fund”

# Budget Summary for Operations (cont'd)

Chicago

Budgeted Expenditures by Source  
 Division of Specialized Care for Children  
 FY 2018  
 (dollars in thousands)

Schedule D

Organization	State & Tuition	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
		Institutional	Self-Supporting	Gifts, Grants & Contracts			
Div of Specializ Care for Chil	6,864	2,594			9,458	9,690	-2.4
Self-Supporting							
Departmental Activities			7,726		7,726	7,726	0.0
Gifts, Grants & Contracts							
US Gov Grants & Contracts				202	202	200	1.0
Other Grants & Contracts				6,657	6,657	6,591	1.0
Private Gift/Endowment Income				12	12	12	0.0
<b>Totals</b>	<b>6,864</b>	<b>2,594</b>	<b>7,726</b>	<b>6,871</b>	<b>24,055</b>	<b>24,219</b>	<b>-0.7</b>

## **Budget Summary for Operations (cont'd)**

### 2) Institutional Funds (Permanent Budget)

- Budgets established with input from Colleges
- Data is from Budget Development
- Fund types included:
  - 2A Educational and Administrative Allowances
  - 2C Institutional Costs Recovered (ICR)
  - 2E Patents, Copyrights and Royalties

# Budget Summary for Operations (cont'd)

Chicago

## Budgeted Expenditures by Source

Schedule D

Pharmacy

FY 2018

(dollars in thousands)

Organization	State & Tuition	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
		Institutional	Self-Supporting	Gifts, Grants & Contracts			
Academic Affairs	1,430				1,430	1,310	9.2
Institute for Tuberculosis Research	223	20			243	252	-3.6
Ambulatory Pharmacy Services					0	1	-100.0
Biopharmaceutical Sciences	2,512	129			2,641	2,641	0.0
Student Affairs	501				501	497	0.8
Ofc of Professional Development	190				190	188	1.1
Pharmacy Syst, Outcomes & Policy	1,733	20			1,753	1,732	1.2
Pharmacy Advancement	272				272	255	6.7
Medicinal Chem & Pharmacognosy	3,027	320			3,347	3,370	-0.7
Pharmacy-UHP	247				247	219	12.8
Reg Pharmacy Program: Rockford	3,246				3,246	3,396	-4.4
Ctr Pharm Epi Pharm Econ	10	20			30	23	30.4
Ctr for Biomolecular Sciences	310	115			425	368	15.5
Coll Pharmacy Ofc of the Dean	1,616	1,897			3,513	5,171	-32.1
Pharmacy Practice	3,007	70			3,077	2,598	18.4
Self-Supporting							
Aux Enterprises			1,932		1,932	1,785	8.2
Departmental Activities			56,503		56,503	52,198	8.2
Gifts, Grants & Contracts							
US Gov Grants & Contracts				7,701	7,701	7,625	1.0
Other Grants & Contracts				2,937	2,937	2,908	1.0
Private Gift/Endowment Income				1,421	1,421	1,399	1.6
Totals	18,324	2,591	58,435	12,059	91,409	87,936	3.9

## ***Budget Summary for Operations (cont'd)***

- Restricted Fund Budgets

- 1) Self-Supporting Funds (PY actual expense + growth factor)

- Separate line for each self-supporting fund type on Schedule D

- Fund types **included**:

- 3J Auxiliary Enterprises Not Under Indenture
- 3M Auxiliary Enterprises Under Indenture
- 3Q Departmental Activities

- **Several Exclusions:**

- a) Fund type 3E (Service and Storeroom Activities) – no duplication of internal expenses already included in other fund types
- b) Account type 1C Allowances – revenue source for Administrative Allowance funds
- c) Account type 41 – Non-Mandatory transfers --- considered non-operating expenses
- d) Bad debt expense (account codes beg “1861”) - reduction to revenue rather than operating expense

# Budget Summary for Operations (cont'd)

Chicago

Budgeted Expenditures by Source  
School of Public Health  
FY 2018  
(dollars in thousands)

Schedule D

Organization	State & Tuition	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
		Institutional	Self-Supporting	Gifts, Grants & Contracts			
Community Health Sciences	1,081	55			1,136	1,129	0.6
Cure Violence		111			111	82	35.4
Commty Outreach Intervent Proj		94			94	182	-48.4
Health Policy & Administration	2,425	90			2,515	2,561	-1.8
Public Health Undergrad Prog	969	3			972	762	27.6
School of Public Health Admin	1,954	1,365			3,319	3,459	-4.0
Environmtl & Occupptnl Hlth Sci	804	158			962	904	6.4
Public Health-UHP	189	2			191	190	0.5
Epidemiology and Biostatistics	1,519	181			1,700	1,645	3.3
Inst for Hlth Research&Policy	659	1,144			1,803	1,997	-9.7
Doctor of Pub Health Program	640				640	523	22.4
Self-Supporting							
Aux Enterprises			17		17	17	0.0
Departmental Activities			1,324		1,324	1,324	0.0
Gifts, Grants & Contracts							
US Gov Grants & Contracts				21,623	21,623	21,408	1.0
Other Grants & Contracts				7,900	7,900	7,823	1.0
Private Gift/Endowment Income				1,719	1,719	1,692	1.6
Med, Dental, Nursing & Occup Hlth Serv Plan				1,198	1,198	1,175	2.0
Totals	10,240	3,203	1,341	32,440	47,224	46,873	0.7

## **Budget Summary for Operations (cont'd)**

### 2) Sponsored Program Funds (PY actual direct expense + growth factor)

#### ▪ Fund Types **included:**

- 4A US Government Grants and Contracts
- 4C Other Gov Agency Grants and Contracts
- 4E Private Grants and Contracts
- 4G State of IL Grants and Contracts

#### **Exclusions:**

- a) Account type 1A Indirect Cost pools – revenue source for ICR
- b) Account type 1C Allowances – revenue source for Administrative Allowance funds

#### **Cost elements affecting projection:**

- 1) New grants
- 2) Lost grants (e.g. move to new institution with PI)



# Budget Summary for Operations (cont'd)

Chicago

Budgeted Expenditures by Source  
College of Medicine at Chicago-Basic Sci  
FY 2018  
(dollars in thousands)

Schedule D

Organization	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
	State & Tuition	Institutional	Self-Supporting			
Microbiology and Immunology	1,376	453		1,829	1,893	-3.4
Physiology and Biophysics	1,577	230		1,807	1,700	6.3
Anatomy and Cell Biology	1,718	195		1,913	1,937	-1.2
Bioengineering-Medicine		47		47	77	-39.0
Pharmacology	1,639	1,063		2,702	2,599	4.0
Biochem & Molecular Genetics	2,334	436		2,770	2,698	2.7
Medical Education	1,775	27		1,802	2,288	-21.2
Self-Supporting						
Departmental Activities			489	489	489	0.0
Gifts, Grants & Contracts						
US Gov Grants & Contracts				26,788	26,523	1.0
Other Grants & Contracts				3,912	3,874	1.0
Private Gift/Endowment Income				314	309	1.6
Med, Dental, Nursing & Occup Hlth Serv Plan				747	733	1.9
Totals	10,419	2,451	489	31,761	45,120	0.0

## **Budget Summary for Operations (cont'd)**

### 3) Service Plan Funds (PY actual expense + growth factor)

- Fund Types **included:**

- 4S Medical Services Plan
- 4T Occupational Health Services Plan
- 4U Dental Services Plan
- 4W Nursing Services Plan

**Exclusions:**

- a) Account type 41 – Non-Mandatory transfers --- considered non-operating expenses
- b) Account type 1C Allowances – revenue source for Administrative Allowance funds
- c) Bad debt expense (account codes beg “1861”) - reduction to revenue rather than operating expense

**Cost elements affecting projection:**

- 1) Salary program
- 2) Cost increment on medical supplies

# Budget Summary for Operations (cont'd)

Chicago

Budgeted Expenditures by Source  
Nursing  
FY 2018  
(dollars in thousands)

Schedule D

Organization	Non-State			Fiscal Year Total	Prior Fiscal Year Total	% Change
	State & Tuition	Institutional	Self-Supporting			
Biobehavioral Health Science	3,203	189		3,392	3,416	-0.7
Reg Nursing Program: Peoria	157			157	168	-6.5
Reg Nursing Prog: Quad Cities	201			201	143	40.6
Ofc Global Health Leadership	96			96	81	18.5
Nursing Administration	2,684	440		3,124	3,872	-19.3
Reg Nursing Program: Springfld	573			573	281	103.9
Reg Nursing Program: Urbana	1,144			1,144	1,003	14.1
Health Systems Science	3,200	75		3,275	3,359	-2.5
Reg Nursing Program: Rockford	145			145	131	10.7
Nursing-UHP	94			94	76	23.7
Ofc Research Facilitation	391			391	412	-5.1
Women, Child, & Family Hlth Sci	2,479	30		2,509	2,635	-4.8
Practice, Policy & Partnerships		13		13	12	8.3
Ofc of Academic Programs-Nurs	1,403			1,403	851	64.9
Self-Supporting						
Aux Enterprises			236	236	236	0.0
Departmental Activities			1,794	1,794	1,794	0.0
Gifts, Grants & Contracts						
US Gov Grants & Contracts				5,034	4,984	1.0
Other Grants & Contracts				2,711	2,686	0.9
Private Gift/Endowment Income				1,039	1,023	1.6
Med, Dental, Nursing & Occup Hlth Serv Plan				1,978	1,940	2.0
Totals	15,770	747	2,030	10,762	29,103	0.7

## **Budget Summary for Operations (cont'd)**

4) Gift and Endowment Funds (PY actual expense + growth factor)

- Fund Types **included:**

- 4J Endowment Income

- 4M Private Gifts

- 4N Other Restricted

- Exclusions:**

- a) Account type 41 – Non-Mandatory transfers --- considered non-operating expenses

# College Financials – Attachment A

University of Illinois at Chicago  
Fiscal Year 2017  
(Amounts in Thousands)

Statement of Financial Position	Flexible Funds				Inflexible Funds		
	State & Tuition	Institutional (ICR, Allow, etc)	Endowments and Gifts	Service Plans	Self Supporting	Endowments and Gifts	Plant
<b>Assets</b>							
Cash	\$404.1	\$2,685.5	\$421.0	\$3,388.0	(\$260.3)	\$2,006.2	\$15.2
Net Accounts Receivable				\$640.9	\$642.3		
Inventory							
Prepaid Expense							
<b>Total Assets</b>	<b>\$404.1</b>	<b>\$2,685.5</b>	<b>\$421.0</b>	<b>\$4,028.8</b>	<b>\$382.0</b>	<b>\$2,006.2</b>	<b>\$15.2</b>
<b>Liabilities</b>							
Accounts Payable	\$22.5		\$0.7	\$11.5	\$5.6	\$8.7	
Accrued Expense				\$27.2	\$60.9	\$13.1	
Deferred Revenue					\$77.6		
Student Fee Deposits							
Due To Current Unrestricted							
<b>Total Liabilities</b>	<b>\$22.5</b>	<b>\$0.0</b>	<b>\$0.7</b>	<b>\$38.7</b>	<b>\$144.1</b>	<b>\$21.8</b>	<b>\$0.0</b>
<b>Fund Balance</b>							
FY17 Beginning Fund Balance	\$1,581.6	\$5,442.0	\$341.9	\$4,455.8	\$430.6	\$1,633.1	\$15.2
FY17 Net Gain/(Loss)	(\$1,200.0)	(\$2,756.5)	\$78.5	(\$465.6)	(\$192.7)	\$351.3	
Adjustments							
<b>Total Fund Balance</b>	<b>\$381.6</b>	<b>\$2,685.5</b>	<b>\$420.3</b>	<b>\$3,990.1</b>	<b>\$237.9</b>	<b>\$1,984.4</b>	<b>\$15.2</b>

Note: This report depicts the state fund balances of record as of the close of the fiscal year ( June Period 14). The post-lapse period FY17 state fund balances may be reallocated at the college level in FY18 as additional or reduced state funds. The State "Revenue & Other Additions" section of the Operating Statement excludes all carry-forward budget balances that were recorded as revenues in prior years.

Operating Statement	Flexible Funds				Inflexible Funds			Total
	State & Tuition	Institutional (ICR, Allow, etc)	Endowments and Gifts	Service Plans	Self Supporting	Endowments and Gifts	Grants & Contracts	
<b>Revenue &amp; Other Additions</b>								
Permanent State Budget	\$15,663.6							\$15,663.6
FY17 Allocations & Exchanges	(\$289.0)	(\$1,630.7)						(\$1,919.7)
Fiscal Year Close Adjustments								\$0.0
Sales/Services/Fees				\$1,076.2	\$1,864.8			\$2,941.0
G & C Awards Earned							\$9,684.8	\$9,684.8
Gifts			\$96.1			\$1,424.3		\$1,520.4
<b>Total Revenue</b>	<b>\$15,374.5</b>	<b>(\$1,630.7)</b>	<b>\$96.1</b>	<b>\$1,076.2</b>	<b>\$1,864.8</b>	<b>\$1,424.3</b>	<b>\$9,684.8</b>	<b>\$27,890.1</b>
<b>Expense</b>								
Personal Services	\$15,670.2	\$268.2	\$0.0	\$1,035.2	\$1,413.6	\$430.9	\$5,042.8	\$23,860.9
Expense	\$876.4	\$757.4	\$19.1	\$456.5	\$639.1	\$543.4	\$2,699.4	\$5,991.2
Equipment/Plant	\$5.5	\$77.0	\$0.0	\$50.1	\$4.9	\$28.7	\$53.1	\$219.3
Transfers *		\$23.2	(\$1.5)			\$70.0		\$91.7
Indirect Cost Charge To G & C							\$1,889.5	\$1,889.5
Estimated Lapse Period Exp.	\$22.5							\$22.5
<b>Total Expense</b>	<b>\$16,574.5</b>	<b>\$1,125.9</b>	<b>\$17.6</b>	<b>\$1,541.9</b>	<b>\$2,057.5</b>	<b>\$1,073.0</b>	<b>\$9,684.8</b>	<b>\$32,075.2</b>
<b>Net Gain/Loss in FY17</b>	<b>(\$1,200.0)</b>	<b>(\$2,756.5)</b>	<b>\$78.5</b>	<b>(\$465.6)</b>	<b>(\$192.7)</b>	<b>\$351.3</b>	<b>\$0.0</b>	<b>(\$4,185.0)</b>

Note: Grants and Contracts are excluded from the Statement of Financial Position because of sponsor agreement terms and conditions that affect the financial position and are beyond the control of the college. Plant funds are excluded from the Operating Statement because the funds are not part of standard department operations.

# College Financials – Attachment A

- Attachment A is intended to provide the Chancellor, Vice Chancellors, Deans and other administrative officers with an analysis of the financial performance and June 30 financial position for each college and administrative unit.
- Distributed annually
- Funds are identified as flexible and inflexible

# College Financials – Attachment A

- Flexible funds are available to pay all University program costs.
- Examples include:
  - State
  - Institutional
  - Service plans (MSP/DSP/NSP/OHSP)
  - Unrestricted gift funds.



# College Financials – Attachment A

- Inflexible funds are available only for specified projects or programs.
- Examples of inflexible funds include:
  - Restricted gift
  - Grant
  - Contract
  - Self-supporting
  - Plant funds

# College Financials – Attachment A

Operating Statement	Flexible Funds				Inflexible Funds			Total
	State & Tuition	Institutional (ICR, Allow, etc)	Endowments and Gifts	Service Plans	Self Supporting	Endowments and Gifts	Grants & Contracts	
Revenue & Other Additions								
Permanent State Budget	\$15,663.6							\$15,663.6
FY17 Allocations & Exchanges	(\$289.0)	(\$1,630.7)						(\$1,919.7)
Fiscal Year Close Adjustments								\$0.0
Sales/Services/Fees				\$1,076.2	\$1,864.8			\$2,941.0
G & C Awards Earned							\$9,684.8	\$9,684.8
Gifts			\$96.1			\$1,424.3		\$1,520.4
<b>Total Revenue</b>	<b>\$15,374.5</b>	<b>(\$1,630.7)</b>	<b>\$96.1</b>	<b>\$1,076.2</b>	<b>\$1,864.8</b>	<b>\$1,424.3</b>	<b>\$9,684.8</b>	<b>\$27,890.1</b>
Expense								
Personal Services	\$15,670.2	\$268.2	\$0.0	\$1,035.2	\$1,413.6	\$430.9	\$5,042.8	\$23,860.9
Expense	\$876.4	\$757.4	\$19.1	\$456.5	\$639.1	\$543.4	\$2,699.4	\$5,991.2
Equipment/Plant	\$5.5	\$77.0	\$0.0	\$50.1	\$4.9	\$28.7	\$53.1	\$219.3
Transfers *		\$23.2	(\$1.5)			\$70.0		\$91.7
Indirect Cost Charge To G & C							\$1,889.5	\$1,889.5
Estimated Lapse Period Exp.	\$22.5							\$22.5
<b>Total Expense</b>	<b>\$16,574.5</b>	<b>\$1,125.9</b>	<b>\$17.6</b>	<b>\$1,541.9</b>	<b>\$2,057.5</b>	<b>\$1,073.0</b>	<b>\$9,684.8</b>	<b>\$32,075.2</b>
<b>Net Gain/Loss in FY17</b>	<b>(\$1,200.0)</b>	<b>(\$2,756.5)</b>	<b>\$78.5</b>	<b>(\$465.6)</b>	<b>(\$192.7)</b>	<b>\$351.3</b>	<b>\$0.0</b>	<b>(\$4,185.0)</b>

Note: Grants and Contracts are excluded from the Statement of Financial Position because of sponsor agreement terms and conditions that affect the financial position and are beyond the control of the college. Plant funds are excluded from the Operating Statement because the funds are not part of standard department operations.

# College Financials – Attachment A

- Attachment A also includes the Operating Statement or Income Statement. This report shows net gain or loss for the fiscal year.
- Net gain or loss equals revenue minus expenses for the period.
- Plant funds are excluded because the funds are not part of standard department operations.

# College Financials – Attachment A

University of Illinois at Chicago  
Fiscal Year 2017  
(Amounts in Thousands)

Statement of Financial Position	Flexible Funds				Inflexible Funds		
	State & Tuition	Institutional (ICR, Allow, etc)	Endowments and Gifts	Service Plans	Self Supporting	Endowments and Gifts	Plant
<b>Assets</b>							
Cash	\$404.1	\$2,685.5	\$421.0	\$3,388.0	(\$260.3)	\$2,006.2	\$15.2
Net Accounts Receivable				\$640.9	\$642.3		
Inventory							
Prepaid Expense							
<b>Total Assets</b>	<b>\$404.1</b>	<b>\$2,685.5</b>	<b>\$421.0</b>	<b>\$4,028.8</b>	<b>\$382.0</b>	<b>\$2,006.2</b>	<b>\$15.2</b>
<b>Liabilities</b>							
Accounts Payable	\$22.5		\$0.7	\$11.5	\$5.6	\$8.7	
Accrued Expense				\$27.2	\$60.9	\$13.1	
Deferred Revenue					\$77.6		
Student Fee Deposits							
Due To Current Unrestricted							
<b>Total Liabilities</b>	<b>\$22.5</b>	<b>\$0.0</b>	<b>\$0.7</b>	<b>\$38.7</b>	<b>\$144.1</b>	<b>\$21.8</b>	<b>\$0.0</b>
<b>Fund Balance</b>							
FY17 Beginning Fund Balance	\$1,581.6	\$5,442.0	\$341.9	\$4,455.8	\$430.6	\$1,633.1	\$15.2
FY17 Net Gain/(Loss)	(\$1,200.0)	(\$2,756.5)	\$78.5	(\$465.6)	(\$192.7)	\$351.3	
Adjustments							
<b>Total Fund Balance</b>	<b>\$381.6</b>	<b>\$2,685.5</b>	<b>\$420.3</b>	<b>\$3,990.1</b>	<b>\$237.9</b>	<b>\$1,984.4</b>	<b>\$15.2</b>

Note: This report depicts the state fund balances of record as of the close of the fiscal year ( June Period 14). The post-lapse period FY17 state fund balances may be reallocated at the college level in FY18 as additional or reduced state funds. The State "Revenue & Other Additions" section of the Operating Statement excludes any carry-forward budget balances that were recorded as revenues in prior years.

# College Financials – Attachment A

- The Statement of Financial Position or Balance Sheet states the assets and liabilities at the end of the fiscal year by fund type.
- The report includes cash position in terms of “flexible” and “inflexible” funds.
- This will help you determine if there is sufficient cash in the flexible funds to cover both flexible and inflexible cash deficits.
- For State and Tuition fund, Accounts Payable represents current fiscal year ending commitments balance.

# College Financials – Attachment A

Executive Summary FGIBDSR 8.6 (BANPROD) (0NONE)

**Chart:** 2  
**Fiscal Year:** 17  
**Index:**

Query Specific Account  
 Include Revenue Accounts  
**Commit Type:** Both

**Organization:** ██████████  
**Fund:** 100017 103 FY17 GRF/EAF/IF State Funds  
**Program:**   
**Account:**   
**Account Type:**   
**Activity:**   
**Location:**

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
109990	E	Budget Close-Fiscal Year End	1,541,269.54	0.00	0.00	1,541,269.54
120000	E	Materials and Supplies-Budg/Sur	824,259.65	0.00	0.00	824,259.65
121100	E	Office Supplies	0.00	12,045.64	483.00	-12,528.64
121180	E	Office Equipment <\$100	0.00	140.62	0.00	-140.62
121200	E	Library Supplies	0.00	55.98	0.00	-55.98
121300	E	Information Technology Supplies	0.00	3,305.25	0.00	-3,305.25
121400	E	Educational Supplies	0.00	41,631.82	1,226.94	-42,858.76
121700	E	Parts for Other Equipment	0.00	265.00	0.00	-265.00
121900	E	Shop Materials	0.00	33.90	0.00	-33.90
122000	E	Medical/Hospital Supplies	0.00	80.57	0.00	-80.57
124000	E	Scientific and Laboratory Supply	0.00	1,464.16	0.00	-1,464.16
124300	E	Food Supplies	0.00	240.19	0.00	-240.19
<b>Net Total:</b>			16,956,096.52	16,552,028.75	22,502.60	381,565.17

State and Institutional Cash = Adjusted Budget less YTD Activity in the Banner operating ledger (FGIBDSR)

16,956,096.52 – 16,552,028.75 = **404,067.77** Cash (i.e. unencumbered Budget Balance Available)

# College Financials – Attachment A

Executive Summary FGIBDSR 8.5 (BANPROD) (0NONE)

**Chart:** 2  
**Fiscal Year:** 17  
**Index:**   
 Query Specific Account  
 Include Revenue Accounts  
**Commit Type:** Both

**Organization:**   
**Fund:** 100017 103 FY17 GRF/EAF/IF State Funds  
**Program:**   
**Account:**   
**Account Type:**   
**Activity:**   
**Location:**

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
109990	E Budget Close-Fiscal Year End	1,541,269.54	0.00	0.00	1,541,269.54
120000	E Materials and Supplies-Budg/Sur	824,259.65	0.00	0.00	824,259.65
121100	E Office Supplies	0.00	12,045.64	483.00	-12,528.64
121180	E Office Equipment <\$100	0.00	140.62	0.00	-140.62
121200	E Library Supplies	0.00	55.98	0.00	-55.98
121300	E Information Technology Supplies	0.00	3,305.26	0.00	-3,305.26
121400	E Educational Supplies	0.00	41,631.82	1,226.94	-42,858.76
121700	E Parts for Other Equipment	0.00	265.00	0.00	-265.00
121900	E Shop Materials	0.00	33.90	0.00	-33.90
122000	E Medical/Hospital Supplies	0.00	80.57	0.00	-80.57
124000	E Scientific and Laboratory Supply	0.00	1,464.16	0.00	-1,464.16
124300	E Food Supplies	0.00	240.19	0.00	-240.19
<b>Net Total:</b>		16,966,096.52	16,552,028.75	22,502.60	381,565.17

State and Institutional Fund Balance = Adjusted Budget less YTD Activity less Commitments in the Banner operating ledger (FGIBDSR)

Fund balance:  $16,956,096.52 - 16,552,028.75 - 22,502.60 = 381,565.17$  (i.e. BBA)



# Quarterly Statement of the Status of Funds

<b>Quarterly Report</b>							
<b>Fiscal Year 2018, Through Period 06</b>							
<b>State Fund Summary</b>							
		<b>Item</b>	<b>Budget</b>	<b>Expense/Transfer</b>	<b>Encumbrance</b>	<b>BBA</b>	
		Permanent Budget	15,770,393				
		Temporary Budget	779,878				
		<b>Totals</b>	<b>16,550,271</b>	<b>8,055,317</b>	<b>7,341,553</b>	<b>1,153,401</b>	
<b>Institutional Funds Summary</b>							
		<b>Item</b>	<b>Budget</b>	<b>Expense/Transfer</b>	<b>Encumbrance</b>	<b>BBA</b>	
		Carry Forward	2,685,462				
		Alloc & Exchanges	20,436				
		ICR EARNINGS	390,056				
		EST ICR Earnings	356,944				
		<b>Totals</b>	<b>3,452,898</b>	<b>331,354</b>	<b>82,201</b>	<b>3,039,343</b>	
<b>Institutional Funds Detail: Negative Balances</b>							
<b>Org</b>	<b>Program</b>	<b>Program Description</b>	<b>Budget</b>	<b>Expense</b>	<b>Cash/Fund Bal</b>	<b>Encumbrance</b>	<b>BBA</b>
XXXXXX	5XXXXX		(811,255)	0	(811,255)	0	(811,255)
XXXXXX	5XXXXX		(14,046)	550	(14,596)	0	(14,596)
		<b>4 Institutional Total</b>	<b>(861,164)</b>	<b>8,629</b>	<b>(869,793)</b>	<b>0</b>	<b>(869,793)</b>
<b>Service Plan Funds Detail: Negative Balances</b>							
<b>Dept</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Begin Fund Bal</b>	<b>Revenue</b>	<b>Expense/Transfer</b>	<b>Current Fund Bal</b>	<b>Cash</b>
XXX	6XXXXX		(157,645)	240,287	221,202	(138,560)	(577,890)
XXX	6XXXXX		(817)	0	8,128	(8,945)	(8,945)
		<b>5 Service Plan, Negative Balance Total</b>	<b>(158,462)</b>	<b>240,287</b>	<b>229,486</b>	<b>(147,661)</b>	<b>(586,991)</b>
<b>Service Plan Funds Detail: Positive Balances</b>							
<b>Dept</b>	<b>Fund</b>	<b>Fund Description</b>	<b>Begin Fund Bal</b>	<b>Revenue</b>	<b>Expense/Transfer</b>	<b>Current Fund Bal</b>	<b>Cash</b>
XXX	6XXXXX		3,363,070	10,989	354,606	3,019,453	3,035,546
XXX	6XXXXX		411,196	1,315	59,153	353,358	353,358
		<b>5 Service Plan, Positive Balance Total</b>	<b>4,148,597</b>	<b>28,761</b>	<b>425,700</b>	<b>3,751,658</b>	<b>3,703,687</b>

# Quarterly Statement of the Status of Funds

**Self-Supporting Funds Detail: Negative Balances**

Dept	Fund	Fund Description	Begin Fund Bal	Revenue	Expense/Transfer	Current Fund Bal	Cash
XXX	3XXXXX		61,909	109,872	307,613	(135,833)	(308,328)
XXX	3XXXXX		0	37,830	55,377	(17,547)	(17,937)
XXX	3XXXXX		(1,482)	0	0	(1,482)	(1,507)
<b>6 Self-Supporting, Negative Balance Total</b>			<b>60,427</b>	<b>147,702</b>	<b>362,990</b>	<b>(154,861)</b>	<b>(327,771)</b>

**Self-Supporting Funds Detail: Positive Balances**

Dept	Fund	Fund Description	Begin Fund Bal	Revenue	Expense/Transfer	Current Fund Bal	Cash
XXX	3XXXXX		106,620	152,164	93,800	164,983	164,983
XXX	3XXXXX		131,291	28,887	8,333	151,846	151,935
<b>6 Self-Supporting, Positive Balance Total</b>			<b>177,508</b>	<b>1,137,400</b>	<b>645,874</b>	<b>669,035</b>	<b>260,844</b>

**Gift & Endowment Funds Detail: Negative Balances**

Dept	Fund	Fund Description	Begin Fund Bal	Revenue	Expense/Transfer	Current Fund Bal	Cash
XXX	6XXXXX		0	2,001,137	2,001,697	(560)	(560)
<b>7 Gifts &amp; Endowments, Negative Balance Total</b>			<b>3,201</b>	<b>2,003,852</b>	<b>2,008,023</b>	<b>(969)</b>	<b>(969)</b>

**Sponsored Funds Detail: Overdrafts**

Dept	Fund	Fund Description	PI Name	Grant	End Date	Overdraft
XXX	4XXXXX				05/31/18	(12,153)
<b>8 Grants &amp; Contracts Total</b>						<b>(23,089)</b>

**Anticipation Grants: Overdrafts**

Dept	Fund	Fund Description	PI Name	Grant	Start Date	Overdraft
XXX	5XXXXX				07/01/17	(69,270)
XXX	5XXXXX				07/01/17	(19,290)

# Quarterly Statement of the Status of Funds

- The Quarterly Statement of the Status of Funds can provide you with individual C-FOP (chart-fund-organization-program) detail information; problem areas requiring attention, and the following information:
- Combined status of State and Institutional funds for your college/unit
- Institutional funds with a deficit of \$10,000 or more

# Quarterly Statement of the Status of Funds

- Self-Supporting and Service Plan funds ranked by the amount of cash deficit and ending fund balance
- Self-Supporting and Service Plan funds with positive balances ranked by cash and ending fund balance

# Quarterly Statement of the Status of Funds

- Endowment distributions and gift funds ranked by the amount of cash deficit and ending fund balance
- Grants with overdrafts and a list of anticipation grants that have incurred expenditures
- Respond with a plan for deficits.

# All Funds Summary by Fund Type Report

- The All Funds Summary by Fund Type report provides a one-page summary for all fund types grouped by “flexible” and “inflexible” fund sources.
- This report is distributed on a quarterly basis.
- Used to validate internal reports.
- Good summary for the Dean and AFO

# All Funds Summary by Fund Type Report

<b>University of Illinois at Chicago</b>						
<b>Summary by Fund Type</b>						
<b>as of Period 06 for Fiscal Year 2018</b>						
<b>Flexible</b>						
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Perm Budget</u>	<u>Curr Budget</u>	<u>Expns &amp; Transf</u>	<u>Encumb</u>	<u>BBA</u>
1A	State Appropriations - GRF/EAF/IF	\$15,770,393	\$16,550,271	\$8,055,317	\$7,341,553	\$1,153,401
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Carry Forward</u>	<u>Curr Budget</u>	<u>Expns &amp; Transf</u>	<u>Encumb</u>	<u>BBA</u>
2C	Institutional Costs Recovered	\$1,510,036	\$2,266,736	\$285,610	\$72,935	\$1,908,191
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
4W	Trust - Service Plan	\$3,990,135	\$269,048	\$655,186	(\$386,138)	\$3,603,997
<b>Inflexible</b>						
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
3Q	Departmental Activities	\$31,370	\$1,143,861	\$890,308	\$253,553	\$284,923
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
4M	Trust - Private Gifts	\$2,399,611	\$2,624,175	\$2,611,618	\$12,558	\$2,412,168
<u>Fund Type</u>	<u>Fund Type Description</u>			<u>Direct Cost</u>	<u>Indr Cost</u>	<u>Total Cost</u>
4A	Sponsored Prog - US Govt G&C			\$2,039,383	\$698,776	\$2,738,159



# All Funds Summary by Fund Type Report

<i>Flexible</i>						
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Perm Budget</u>	<u>Curr Budget</u>	<u>Expns &amp; Transf</u>	<u>Encumb</u>	<u>BBA</u>
1A	State Appropriations - GRF/EAF/IF	\$15,770,393	\$16,550,271	\$8,055,317	\$7,341,553	\$1,153,401
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Carry Forward</u>	<u>Curr Budget</u>	<u>Expns &amp; Transf</u>	<u>Encumb</u>	<u>BBA</u>
2C	Institutional Costs Recovered	\$1,510,036	\$2,266,736	\$285,610	\$72,935	\$1,908,191
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
4W	Trust - Service Plan	\$3,990,135	\$269,048	\$655,186	(\$386,138)	\$3,603,997

- Flexible funds include state, institutional, service plans and unrestricted gift.
- State and ICR funds have a budget
- Service Plans like MSP, NSP do not have a budget. The funds receive money from revenue generated health care professional services.
- BBA (Budget Balance Available)= Current budget-Exp & Transf-Encumb

# All Funds Summary by Fund Type Report

<i>Inflexible</i>						
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
3Q	Departmental Activities	\$31,370	\$1,143,861	\$890,308	\$253,553	\$284,923
<u>Fund Type</u>	<u>Fund Type Description</u>	<u>Begin Fund Bal</u>	<u>Revenue</u>	<u>Expns &amp; Transf</u>	<u>Rev - Expns</u>	<u>Fund Bal</u>
4M	Trust - Private Gifts	\$2,399,611	\$2,624,175	\$2,611,618	\$12,558	\$2,412,168
<u>Fund Type</u>	<u>Fund Type Description</u>			<u>Direct Cost</u>	<u>Indr Cost</u>	<u>Total Cost</u>
4A	Sponsored Prog - US Govt G&C			\$2,039,383	\$698,776	\$2,738,159

- Inflexible funds are available only for specified projects or programs.
- Examples of inflexible funds include restricted gift, grant, contract, self-supporting and plant funds.
- Self-supporting and gift do not have a budget. Self-supporting funds receive money from revenue generated by selling products or services to customers.
- $\text{Fund Balance} = \text{Begin Fun Bal} + \text{Revenue} - \text{Expns \& Transf}$

## ICR Analysis Report

### 1) Charges for College

- Indirect cost (F&A) charges assessed to each grant via F&A distribution code (Column “INDD”)
- F&A charges post to Banner grant fund in account code range “1981” (account type 1A)

**Charges for College: Fiscal Year: 18 Period: 06**

<u>DEPT</u>	<u>TYPE</u>	<u>GRANT CODE</u>	<u>GRANT ORGN</u>	<u>GRANT FUND</u>	<u>PI</u>	<u>INDD</u>	<u>DOC/SEQ</u>	<u>CUR</u>	<u>YTD</u>
	<b>IC CHG</b>								
		<b>Exxx - NSF</b>	<b>xxxxxx</b>	<b>4xxxxx - NSF</b>		<b>2691</b>	<b>-</b>	<b>622</b>	<b>4,411</b>
	<b>IC CHG Total</b>							<b>622</b>	<b>4,411</b>

# ICR Analysis Report (cont'd)

## 2) Revenue for College

- Validate F&A C-FOP distribution
- Identify F&A generated by a PI
- Manual JVs included
- YTD F&A charges posted to grant via distribution code 2691 is \$4,411 so 20% dept ICR revenue share is \$882

### Revenue for College: Fiscal Year: 18 Period: 06

DEPARTMENT	FOAP	TYPE	GRANT CODE/DOCUMENT-SEQ	GRANT ORGN	GRANT FUND/RULE	PI	INDD	PCT	CUR	YTD
200250-xxxxxx-308800-xxxxxx										
IC REV										
							2691	20	124	882
			Exxxx - NSF	xxxxxx	4xxxxx - NSF					
IC REV Total									124	882
200250-xxxxxx-308800-xxxxxx Total										
									124	882

## **ICR Revenue Projection Report**

- Distributed to Colleges on a quarterly basis
- Includes summary of YTD revenue and projection for remainder of current fiscal year
- Provides 10-year history of ICR revenue for your College and 3-digit departments

## *ICR Revenue Projection Report (cont'd)*

- Begins with analysis of ICR revenue at the College level, and then shows ICR revenue analysis by department
- Uses historical earnings trend to project remaining revenue for current fiscal year
- No projections calculated if less than 3 consecutive years of ICR earnings or fiscal years with \$0 earnings for several months
- Report excludes tuition remission revenue

# ICR Revenue Projection Report (cont'd)

- Current year projection determined by:
  - 1) Sum of YTD ICR revenue

ICR Revenue Projection Model									
Fiscal Year 2018 Period 06									
<i>Estimates are Based on Average Prior Year ICR Revenue Trends</i>									
College Summary									
<b>CURRENT YEAR PROJECTION</b>									
		<b>Fiscal Year</b>	<b>Totals</b>						
ICR Revenue		2018	274,990						
Average Yearly Revenue at P06		2018	46.3%						
Estimated Revenue After P06		2018	318,937						
<b>Estimated Total Revenue for 2018</b>		<b>2018</b>	<b>593,927</b>						
<b>HISTORICAL REVENUE TRENDS</b>									
		<b>Fiscal Year</b>	<b>Totals</b>	<b>Period 01</b>	<b>Period 02</b>	<b>Period 03</b>	<b>Period 04</b>	<b>Period 05</b>	<b>Period 06</b>
ICR Revenue		2018	274,990	28,361	72,742	50,101	47,152	43,193	33,441



# ICR Revenue Projection Report (cont'd)

## 2) Avg Yearly Revenue % at Period 06 (previous 10 yrs.)

- Sum of Revenue P01 to P06 / Total Annual Revenue

### ICR Revenue Projection Model

#### Fiscal Year 2018 Period 06

Estimates are Based on Average Prior Year ICR Revenue Trends

#### College Summary

#### CURRENT YEAR PROJECTION

	<b>Fiscal Year</b>	<b>Totals</b>
ICR Revenue	2018	274,990
Average Yearly Revenue at P06	2018	46.3%
Estimated Revenue After P06	2018	318,937
<b>Estimated Total Revenue for 2018</b>	<b>2018</b>	<b>593,927</b>

#### HISTORICAL REVENUE TRENDS

	<b>Fiscal Year</b>	<b>Totals</b>	<b>Period 01</b>	<b>Period 02</b>	<b>Period 03</b>	<b>Period 04</b>	<b>Period 05</b>	<b>Period 06</b>	<b>Period 07</b>	<b>Period 08</b>	<b>Period 09</b>	<b>Period 10</b>	<b>Period 11</b>	<b>Period 12</b>
ICR Revenue	2018	274,990	28,361	72,742	50,101	47,152	43,193	33,441						
ICR Revenue	2017	550,667	30,843	54,804	35,641	37,286	39,809	45,689	30,884	34,473	34,750	38,296	52,001	116,189
Distribution of Revenue by Period	2017	100.0%	5.6%	10.0%	6.5%	6.8%	7.2%	8.3%	5.6%	6.3%	6.3%	7.0%	9.4%	21.1%
Rev Thru FY17 P06 as a % of FY17 Total Rev	2017	44.3%												
ICR Revenue	2016	499,298	35,078	41,929	39,572	40,908	37,726	56,335	36,684	32,638	30,785	32,963	33,138	81,541
Distribution of Revenue by Period	2016	100.0%	7.0%	8.4%	7.9%	8.2%	7.6%	11.3%	7.4%	6.5%	6.2%	6.6%	6.6%	16.3%
Rev Thru FY16 P06 as a % of FY16 Total Rev	2016	50.4%												
ICR Revenue	2015	474,888	34,981	49,975	34,526	32,971	46,454	31,763	26,922	30,646	34,501	30,925	33,079	88,146
Distribution of Revenue by Period	2015	100.0%	7.4%	10.5%	7.3%	6.9%	9.8%	6.7%	5.7%	6.5%	7.3%	6.5%	7.0%	18.6%
Rev Thru FY15 P06 as a % of FY15 Total Rev	2015	48.6%												
ICR Revenue	2014	447,940	32,889	49,186	36,403	40,251	28,625	34,855	30,032	31,661	32,388	30,655	31,410	69,585
Distribution of Revenue by Period	2014	100.0%	7.3%	11.0%	8.1%	9.0%	6.4%	7.8%	6.7%	7.1%	7.2%	6.8%	7.0%	15.5%
Rev Thru FY14 P06 as a % of FY14 Total Rev	2014	49.6%												

# ICR Revenue Projection Report (cont'd)

## 3) Estimated Tot Rev = ICR Rev / Avg. Yrly Rev % at P06

### ICR Revenue Projection Model

#### Fiscal Year 2018 Period 06

Estimates are Based on Average Prior Year ICR Revenue Trends

#### College Summary

#### CURRENT YEAR PROJECTION

	<u>Fiscal Year</u>	<u>Totals</u>												
ICR Revenue	2018	274,990												
Average Yearly Revenue at P06	2018	46.3%												
Estimated Revenue After P06	2018	318,937												
<b>Estimated Total Revenue for 2018</b>	<b>2018</b>	<b>593,927</b>												

#### HISTORICAL REVENUE TRENDS

	<u>Fiscal Year</u>	<u>Totals</u>	<u>Period 01</u>	<u>Period 02</u>	<u>Period 03</u>	<u>Period 04</u>	<u>Period 05</u>	<u>Period 06</u>	<u>Period 07</u>	<u>Period 08</u>	<u>Period 09</u>	<u>Period 10</u>	<u>Period 11</u>	<u>Period 12</u>
ICR Revenue	2018	274,990	28,361	72,742	50,101	47,152	43,193	33,441						
ICR Revenue	2017	550,667	30,843	54,804	35,641	37,286	39,809	45,689	30,884	34,473	34,750	38,296	52,001	116,189
Distribution of Revenue by Period	2017	100.0%	5.6%	10.0%	6.5%	6.8%	7.2%	8.3%	5.6%	6.3%	6.3%	7.0%	9.4%	21.1%
Rev Thru FY17 P06 as a % of FY17 Total Rev	2017	44.3%												

# Questions / Concerns?