



MEMORANDUM

DATE: January 7, 2021

TO: Mary Stephens *Mary Stephens*
Mary Stephens (Jan 7, 2021 12:47 PST)
Interim Vice President Finance and Administrative Services

FROM: Bella Newberg *Bella Newberg*
Executive Director, CSUSM Corporation

SUBJECT: CSUSM Corporation FY 2020/2021 Budget

In accordance with Title 5, Section 42402, of the California Code of Regulations, I am submitting for President Neufeldt's review and approval the CSUSM Corporation FY 2020/2021 operating and capital budgets. The budgets were approved by the CSUSM Corporation Board of Directors on September 23, 2020.

I have reviewed the CSUSM Corporation's Fiscal Year 2020/2021 budgets adopted by the CSUSM Corporation Board of Directors and find that the planned programs and appropriations are consistent with system and campus policy as an integral part of the overall University mission.

Ellen J. Neufeldt

Ellen J. Neufeldt, Ed.D
President

01/25/2021

Date

Enclosures (2)

cc: Janine Prior

CSUSM CORPORATION - ADMINISTRATION
FY 2020/2021 Budget - Revised August 2020

Administration - Detailed Summary

Account Category	FY20-21 Budget	FY19-20 Projection	FY19-20 Final Budget	Budget Variance (FY20- 21 vs FY19-20)
Revenues				
<u>Commercial Operations</u>				
Follett	111,500	244,046	280,000	(168,500)
Sodexo	-	95,381	134,000	(134,000)
CCF (Child Care Center)	45,000	265,361	256,500	(211,500)
Space Rental (Follett)	3,250	3,250	3,250	-
Other (Vending/Catering/ATM)	18,322	132,828	162,950	(144,628)
<u>Non- Commercial Operations</u>				
Summer Conferences / Summer Residents	35,000	203,651	203,651	(168,651)
Housing Fee (for Corporation Incurred Costs)	250,000	498,000	498,000	(248,000)
Overhead Admin Fee	50,000	234,663	120,000	(70,000)
Sponsored Projects - <i>Cost Recovery (IDC)</i>	1,250,000	1,028,918	1,028,918	221,082
EOV	274,242	293,223	293,223	(18,981)
Revenue from Investments	30,000	214,952	144,325	(114,325)
Miscellaneous	8,000	28,706	28,533	(20,533)
Total Revenues	\$ 2,075,314	\$ 3,242,979	\$ 3,153,350	\$ (1,078,036)
Operating Expenses				
Salaries & Benefits	\$ 1,601,104	\$ 1,485,747	\$ 1,636,949	\$ 35,845
Communications	10,000	9,477	10,000	-
Utilities	8,086	8,535	15,160	7,074
Travel	2,500	20,944	33,323	30,823
State Pro Rata Charges Group	6,090	5,913	6,105	15
Contractual Services Group	216,480	229,000	236,755	20,275
Information Technology Costs	163,655	23,066	92,480	(71,175)
Furniture/Equipment/Fixtures	-	47,939	33,792	33,792
Business Services Fees (Campus)	318,861	318,861	318,861	-
Commercial Ops Expenses - Sodexo	84,600	50,188	95,000	10,400
Commercial Ops Expenses - Other	-	36,533	62,500	62,500
Misc. Operating Expenses ^(a)	245,938	223,569	253,450	7,512
Transfer to EL Bldg Project - Corp Group II	-	114,024	114,024	114,024
Campus Support (CCR & Cost Recovery)	175,000	125,812	130,812	(44,188)
Total Operating Expenses	\$ 2,832,314	\$ 2,699,607	\$ 3,039,211	\$ 206,897
Net Income/(Net Loss) Before Post Retirement Expenses	\$ (757,000)	\$ 543,372	\$ 114,139	\$ (871,139)
Benefits Post Retirement Health	5,500	4,795	4,795	(705)
Net Income/(Net Loss) After Post Retirement Expenses	\$ (762,500)	\$ 538,577	\$ 109,344	\$ (871,844)
PPP Loan Assistance offset ^(b)	\$ 237,750	\$ -	\$ -	\$ 237,750
Net Income/(Net Loss) After PPP Loan	\$ (524,750)	\$ 538,577	\$ 109,344	\$ (634,094)

NOTES:

(a) Includes Insurance, Payroll Fees, Space Rental, Supplies, Postage, Maintenance

(b) Assumes Corp Admin staff only included (no Corp OSP) @ 75% forgiveness

CSUSM CORPORATION - ADMINISTRATION

FY2020/2021 Budget - Reserves, Capital Expenditures & Loan Payable - *Revised August 2020*

Corporation Administration Reserves	FY20-21 Budget	FY19-20 Projection	FY19-20 Final Budget
Projected Beginning Reserve Balance (from previous Fiscal Year)	\$ 3,442,703	\$ 2,956,126	\$ 2,956,126
Add: Net Income	(762,500)	538,577	109,344
Add: Estimated PPP Loan Assistance	237,750	-	-
Less: Capital Expenditures & Projects (see below)	(239,000)	(52,000)	(900,000)
Projected Ending Reserve Balance	\$ 2,678,953	\$ 3,442,703	\$ 2,165,470

Summary of FY20-21 Capital Expenditures & Projects	FY20-21 Budget	FY19-20 Projection	FY19-20 Final Budget
Innovation Hub	\$ 239,000	\$ 52,000	\$ 450,000
Retail/Dining	-	-	450,000
Total	\$ 239,000	\$ 52,000	\$ 900,000

Loan Payable - Paycheck Protection Program

Loan Balance @ 6/30/20	\$ 2,082,042
24 week coverage (usage) period	May 6, 2020 - October 20, 2020
Interest Rate	1%
Payments	Deferred until 10 months after end of coverage period (any unforgiven portion)

CSUSM CORPORATION - STUDENT HOUSING

FY2020/2021 BUDGET - CONTINGENCY PLANNING - Revised August 2020

Student Housing - Detailed Summary

Account Category	FY20-21 Budget Occup = 190 (28.5%) UVA ONLY	FY 19-20 Projection	FY19-20 Budget	Budget Variance (FY20-21 vs FY19-20)
Revenues				
Rental income - UVA	\$ 2,081,040	\$ 4,601,282	\$ 5,399,140	\$ (3,318,100)
Rental income - Offsite Housing (Quad)	-	-	\$ -	
Operating Income	78,350	344,857	306,200	(227,850)
Total Revenues	\$ 2,159,390	\$ 4,946,139	\$ 5,705,340	\$ (3,545,950)
Operating Expenses				
Salaries & Benefits	727,648	638,707	692,801	(34,847)
Rental	9,950	27,221	33,150	23,200
Administrative	53,219	91,398	82,079	28,860
Common Area (Includes CSO - 1.0, 15k ea property)	190,094	181,485	211,606	21,512
Grounds	26,775	36,482	30,270	3,495
Utilities	492,960	602,904	602,284	109,324
Interior Unit	76,350	100,933	61,350	(15,000)
Maintenance	92,570	229,050	131,214	38,644
Taxes & Insurance	96,079	74,672	65,492	(30,587)
Bad Debt Expense	12,000	12,000	12,000	-
Total Operating Expenses	1,777,645	\$ 1,994,852	\$ 1,922,246	144,601
Fees				
Offsite Housing Cost (Quad)	-	-	-	
Management Fee	64,782	219,807	178,660	113,878
Res Ed Allocation (UVA allocation)	364,795	367,155	367,155	2,360
Corporation Covered Expenses	250,000	498,000	498,000	248,000
Total Fees	679,577	\$ 1,084,962	\$ 1,043,815	364,238
Total Operating Expense & Fees	2,457,222	\$ 3,079,814	\$ 2,966,061	\$ 508,839
Net Operating Income - Operations	\$ (297,832)	\$ 1,866,326	\$ 2,739,280	\$ (3,037,111)
Less: Quad Dining Lease Obligation (11 mos - Start date 8/1/20)	(88,517)	-	-	(88,517)
Adj Net Oper Income (Loss) - Cash Available for Debt Service	(386,349)	\$ 1,866,326	\$ 2,739,280	\$ (3,125,628)
Debt Service Summary				
Bond Payable -Principal	\$ 1,035,050	999,628	\$ 999,628	
Bond Payable -Interest	635,325	674,997	674,997	
Total Debt Service	\$ 1,670,375	\$ 1,674,625	\$ 1,674,625	
Net Remaining from Operations after Debt Service	\$ (2,056,724)	\$ 191,701	\$ 1,064,655	
Projected CARES Act Funding	2,056,724	893,858		
Net After CARES Act Funding	\$ 0	\$ 1,085,559		
Other Charges				
Depreciation, Amortization				
Depreciation & Amortization	1,238,786	1,173,522	871,617	(367,169)
Adjusted Net Income after Depreciation, Amortization & Interest (excl CARES funds)	(2,260,460)	\$ 17,807	\$ 1,192,666	\$ (3,453,125)

CSUSM CORPORATION - STUDENT HOUSING

FY2020/2021 BUDGET - CONTINGENCY PLANNING - Revised August 2020

Student Housing Reserves		FY20-21 Budget Occup = 190 (28.5%) UVA ONLY	FY 19-20 Projection	FY19-20 Final Budget
Projected Beginning Reserve Balance (from previous Fiscal Year)		\$ 4,766,428	\$ 4,186,569	\$ 4,186,569
Add: Adjusted Net Operating Income		(386,349)	1,866,326	2,739,280
Add: CARES Act Funding		2,056,724	893,858	-
Less: Debt Service		(1,670,375)	(1,674,625)	(1,674,625)
Less: Campus Contribution		-	-	(500,000)
Less: Capital Expenditures & Projects		(180,000)	(505,700)	(1,781,000)
Projected Ending Reserve Balance		\$ 4,586,428	\$ 4,766,428	\$ 2,970,224
Summary of FY20-21 Capital Expenditures & Projects		FY20-21 Budget Occup = 190 (28.5%) UVA ONLY	FY 19-20 Projection	FY19-20 Final Budget
Capital Expenditures		\$ 180,000	\$ 230,700	\$ 806,000
	Detail			
Fumigation (all buildings)	\$ 121,800			
Roof Repairs	\$ 9,400			
Contingency	\$ 48,800			
	\$ 180,000			
Master Plan			-	125,000
Residential Dining			275,000	850,000
Total		\$ 180,000	\$ 505,700	\$ 1,781,000

CSUSM CORPORATION - Extended Learning Building Operations
FY2020/2021 Budget

EL Building Operations - Detailed Summary

Account Category	FY20-21 Budget	FY 19/20 Projection	FY 19/20 Budget	Budget Variance (FY20-21 vs FY19-20)
Revenues				
Management Services (CSUSM Corp)	\$ 37,606	\$ 38,097	\$ 47,963	\$ (10,358)
Allocation to NCUO	7,400	6,333	14,890	(7,490)
Total Revenues	\$ 45,006	\$ 44,430	\$ 62,853	\$ (17,848)
Expenses				
Salaries & Benefits	\$ 112,000	\$ 112,000	\$ 112,000	\$ -
Utilities	294,600	267,000	420,252	125,652
Facilities Services - FDM	245,000	268,566	400,485	155,485
Contracted Services & Supplies	255,498	218,472	278,500	23,002
Information Technology Costs	136,346	136,346	135,296	(1,050)
Risk Management and Safety	9,000	16,525	22,753	13,753
Insurance	53,610	56,295	56,295	2,685
Property Tax	-	45,306	-	-
Subtotal Expenses	\$ 1,106,054	\$ 1,120,510	\$ 1,425,581	\$ 319,527
Less: Cost Recovery from EL/Campus	\$ (1,061,048)	\$ (1,076,080)	\$ (1,362,728)	(301,679)
Total Expenses Remaining after Cost Recovery	45,006	44,430	62,853	17,848
Net Operations	\$ (0)	\$ -	\$ -	\$ (0)

CSUSM CORPORATION - Extended Learning Parking Operations
FY2020/2021 Budget

EL Parking Operations - Detailed Summary

Account Category	FY20-21 Budget	FY 19/20 Projection	FY 19/20 Budget	Budget Variance (FY20-21 vs FY19-20)
Revenues				
Allocation to NCUO (56%)	\$ 147,280	\$ 142,034	\$ 199,545	\$ (52,265)
Total Revenues	\$ 147,280	\$ 142,034	\$ 199,545	\$ (52,265)
Operating Expenses				
Salaries & Benefits (PACS)	\$ 103,988	\$ 100,959	\$ 100,959	\$ (3,029)
Utilities	21,600	17,500	29,450	7,850
Facilities Services - FDM	23,000	7,967	81,730	58,730
Contracted Services & Supplies	61,699	76,986	85,657	23,958
Information Technology Costs	18,697	18,697	18,277	(420)
Insurance	34,016	31,524	40,258	6,242
Property Tax	-	12,175	-	-
Total Expenses	\$ 263,000	\$ 265,808	\$ 356,331	\$ 93,331
Less: Cost Recovery from Campus (44%)	(115,720)	(123,774)	(156,786)	(41,066)
Total Expenses Remaining after Cost Recovery	147,280	142,034	199,545	52,265
Net Operations	\$ -	\$ -	\$ 0	\$ (0)