

STUDENT UNION CASH FLOW AND OPERATING PROJECTION _____
 CAMPUS

	2002/03 Audited	2003/04 Estimated	Budget Year 2004/05 Proposed	2005/06 Projected
REVENUE FUND				
1. PRIOR YEAR FUND BALANCE				
2. REVENUE FROM FEES				
3. INT. INC. FROM REVENUE FUND				
4. DHUD SUBSIDY GRANT PAYMENT				
5. SUB-TOTAL (Lines 1 thru 4)				
LESS:				
6. ADJUSTMENTS & RETURN TO OP'S				
7. NET TRANS. TO INT. & REDEMP.T:				
8. TRANSFER TO REP & REPL.				
9. GENERAL OVERHEAD EXPENSE				
10. TRANSFER TO CONSTRUCTION FUND PROJECT				
11. SUB-TOTAL (Lines 6 thru 10)				
12. ENDING FUND BALANCE (line 5 less line 11)				
CAMPUS OPERATIONS				
13. RET. OF SURPLUS REVENUE FUNDS				
14. INCOME FROM OPERATIONS				
15. INT. INCOME /LOCAL FUNDS				
16. SUB-TOTAL (Lines 13 thru 15)				
LESS:				
17. OPERATING EXP & EQUIP.				
18. SALARIES & WAGES				
19. STAFF BENEFITS				
20. TOTAL EXPENDITURES				
21. NET FROM OPERATIONS (Line 16 less line 20)				
ADD OR DEDUCT				
22. CAPITAL EQUIPMENT & RELATED EXPENSES				
23. DEPRECIATION				
24. PRIOR YEAR ADJUSTMENTS				
25. BEGINNING FUND BALANCE				
26. ENDING FUND BALANCE (Line 21 thru 25)				
27. YEAR END WORKING CAPITAL	NOT APPLICABLE		NOT APPLICABLE	NOT APPLICABLE

FOOTNOTES: MUST BE FILLED OUT

- INTEREST INCOME FROM REVENUE FUND, ASSUMPTIONS:
- INCOME FROM OPERATIONS, ASSUMPTIONS:
- INTEREST INCOME FROM LOCAL INVESTMENTS, ASSUMPTIONS:

WORKING CAPITAL AND CONTINGENCY RESERVE COMPUTATION (1)

- A. 2003/04 Total Expenditures (Line 20)\$ (2)
- B. Reserve Factor.....x .35
- C. Computed Maximum WC...Reserve.....
- D. Add one half of 2004/05 proposed Capital
Equipment & Related Expenditures (Line 22).....
- E. SUBTOTAL (Computed Max. Need).....
- F. Estimated 2003/04 Working Capital (Line 27).....
- G. Enter difference between lines E. and F..... (3)

Notes:

- (1) This form should be completed and submitted with the budget package.
- (2) Line number references are to Schedule 1, Student Union Cash Flow and Operating Projection.
- (3) The Net (Line 21) for 2004/05 may not exceed the amount entered on line G or H. Adjust 2004/05 Return of Surplus (Line 13) accordingly.

FEE REVENUE SUMMARY

FISCAL YEAR	ANNUAL F.T. ENRL.	F.T. FEE	SUB-TOTAL	P.T. FEE	SUB-TOTAL	SUM. ENRL.	SUM. FEE	SUB-TOTAL	TOTAL REV.	AUDIT REV.
ACTUAL 2001/02										
ACTUAL 2002/03										
ESTIMATED 2003/04										
PROJECTED 2004/05										
PROJECTED 2005/06										

**SCHEDULE 5: SUMMARY OF KEY BOND COVENANT TEST
(SECTION 5.2 SENIOR BOND RESOLUTION)**

As of 6/30/04

<u>ESTIMATED REVENUE FUND BALANCE</u>	<u>PLUS ESTIMATED I&R FUND BALANCE</u>	<u>PLUS DHUD SUBSIDY</u>	<u>LESS I&R REQUIREMENT FOR R. OF S. TEST</u>	<u>LESS BOND RESERVE REQUIREMENT</u>	<u>EQUALS "SURPLUS" REVENUE</u>	<u>VERSUS 2004/05 RETURN OF SURPLUS FOR OPERATIONS</u>	<u>EQUALS UNCOMMITTED/ FACILITY BOND FUND RESERVE</u>
\$	\$	\$	\$	\$	\$	\$	\$

Parallel to Systemwide Revenue Bond Idea:

As of 6/30/04

<u>ESTIMATED REVENUE FUND BALANCE</u>	<u>PLUS 04/05 FEES</u>	<u>LESS 04/05 DEBT SERVICE</u>	<u>LESS 04/05 I&R RESERVE</u>	<u>EQUALS "SURPLUS"</u>	<u>LESS 04/05 RETURN OF SURPLUS</u>	<u>EQUALS UNCOMMITTED RESERVE</u>
\$	\$	\$	\$	\$	\$	\$

2004/05 Student Union Budget Analysis

Campus: _____

- ❑ Confirm that "actuals" trace to audited DRF financial statements;
- ❑ Confirm that "actuals" trace to auxiliary audited financial statements;
- ❑ Confirm that budget uses FT coded memo data;
- ❑ Verify budget accurately adds/subtracts data.
- ❑ Review budget to actuals trends;
- ❑ Verify operating agreements and leases are current;
- ❑ Review current and future fee levels;
- ❑ Review capital expenditures are within minor capital outlay guidelines;
- ❑ Review financial plan vs. approved Major capital outlay plan;
- ❑ Verify compliance with key bond covenants (i.e. Fee Revenue to Debt; Return of Surplus test; Requirements for Interest and Redemption Fund balances); NOTE: Would be modified for Decentralized Student Unions.
- ❑ Confirm that working capital levels at local level are within Chancellor's Office policy limits;

Comments:

Program Budget Summary Form - Debt Service Coverage Ratio (DSCR) Analysis

Campus: _____
 Program: Student Union

	Prior Year Actuals 2003/04	Current Year Budget 2004/05	Projected 2005/06
Revenue from Fees	_____	_____	_____
Interest Income	_____	_____	_____
Total Revenues	_____	_____	_____
Operating Expense (1)	_____	_____	_____
Net Operating Income	_____	_____	_____
Debt Service	_____	_____	_____
DSCR	_____	_____	_____
Transfers & Other Expenses:			
Net Transfers to Interest & Redemption	_____	_____	_____
Transfer related to 15% I&R Reserve	_____	_____	_____
Transfers to Repair & Replacement	_____	_____	_____
General Overhead Expense	_____	_____	_____
Transfers to Construction Fund	_____	_____	_____
Other	_____	_____	_____
Total Transfers & Other Expenses	_____	_____	_____
Net Income	_____	_____	_____

Prepared by: _____
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

CFO Approval: _____
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

Financing and Treasury Receipt of Info.: _____
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

Note: (1) For student unions, operating expenses are only those directly supported by student fees.