

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Budget & Finance Committee Meeting  
Thursday, December 10, 2015**

**Grand Ballroom  
Tallahassee, Florida**

**Committee Members:** Chairman Kelvin Lawson  
Torey Alston, Cleve Warren, and Nicole Washington

*Agenda items presented by Vice President Dale Cassidy unless otherwise noted*

**AGENDA**

- I. Call to Order **Chairman**
  
- II. Roll Call
  
- III. Action Items
  - A. Approval of Summary Minutes for July 21, 2015 & August 5, 2015 **Chairman**
  - B. Approval of Facilities Management & Maintenance Contract
  - C. Approval of Amendment to the FY 2015-16 Operating Budget –  
Student Services Center Renovations
  - D. Approval of Amendment to the FY 2015-16 Operating Budget
  
- IV. Information Items
  - A. FY 2015-16 Operating Budget Update – Direct Support Organizations (DSOs)
  - B. Financial Report and Preliminary Financial Audit Update
  - C. Contracts over \$100,000
    - 1. Refreshment Services, Inc. (Pepsi)
    - 2. Gilly Vending
    - 3. Greenwood/Asher Associates, Inc.
    - 4. Barnes & Noble Booksellers, LLC
  - D. Athletics Update
  
- V. Adjournment

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Budget and Finance Committee Minutes  
Trustee Kelvin Lawson, Chair**

**Tuesday, July 21, 2015**

**SUMMARY MINUTES  
(transcript of meeting posted on FAMU website)**

**Committee Members Present:** Chairman Kelvin Lawson; Trustee Rufus Montgomery; Trustee Bettye Grable; Trustee Kimberly Moore; Trustee Cleve Warren (via telephone); Trustee Karl White; and, Trustee Robert Woody.

Chairman Lawson called the meeting to order at 1:55 P.M. Mrs. Darlene Garcia called the roll. A quorum was established.

**Action Items**

**Approval of Summary Minutes – May 14, 2015 and June 9, 2015**

There were no revisions to the minutes. Trustee Woody moved to approve the minutes, and the motion was seconded by Trustee Moore. The motion carried.

**Approval of FY 2015-16 Operating Budget**

**Items requiring Action and questions/comments associated with this agenda item:**

<b><i>FY 15-16 Operating Budget</i></b>	Requested verification that the difference between the \$180 million and the \$161 million is due to the new budget entity for the COE, the loss of performance-based funding and some other smaller items. <b>(Lawson)</b> Yes.
	If we receive benefits for veterans will they show up in the Student Financial Aid column? (Warren) Yes and they will be pass-through funds.
	Within the \$800K Transfers, is \$300K from Auxiliaries? (Warren) Yes, it is a combination of a few resources from Auxiliaries.
	So the \$2.5 million is for the unexpected? (Warren) Yes.
	On the Carry Forward spreadsheet, does that imply that the Capital Improvement Fee that students are paying is committed to Debt Service or is it committed to other outstanding projects? (Warren) What the students pay in is for the repair and maintenance of student-owned or student controlled buildings and in some cases the operating cost of those

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	buildings.
	Well the Capital Improvement Fee is not just for dormitories. (Warren) No, it is not for dormitories at all. It's for buildings that the students control, i.e. the Grand Ballroom and the Teaching Gym.
	Are there no PECO dollars for deferred maintenance? (Warren) Yes we can receive an allocation for critical maintenance. This year we are receiving about \$1.04 Million.
	Does deferred maintenance include renewals or solely deferrals? (White) It is a combination of both.
	So when you have a building, there is an amount of money to expend to maintain the building, correct? (White) Yes.
	Is that called a renewal? (White) Yes.
	And after so many years of not maintaining, it falls into a state of repair that it becomes deferred maintenance. So I was curious if it was a combination of both or is it only the buildings that have gone into the terrible category? (White) It is a combination. I would make a correction and say that it is not always that we haven't spent the money we received, but that the money we received was not sufficient to keep up with the daily maintenance.
<b>Athletics</b>	We will have a more detailed presentation on the Athletics budget from the new Athletic Director with a revised column on this spreadsheet on August 6 <sup>th</sup> . (Cassidy)
	VP Givens was asked to describe the potential threat to FAMU if we do not get our finances in order. (Montgomery)
	VP Givens stated that after 3 years of a repeated finding – such as regarding the deficit, it is referred to the Joint Legislative Audit Committee. If the Committee is not satisfied with our progress, the Board of Governors can take action. Some of the actions that are possible include: sanctions, continue to monitor, withhold funding, etc. The debt has to be paid back which is \$8-9 million. The first audit was in February 2013 and there was another more recent audit with the same finding. The three year clock may start either July 2014 or February 2013.
	So we have two (2) audit findings currently, correct? <b>(Lawson)</b> Yes.
	And with a third, we go before the BOG for review and they decide what action to take, correct? <b>(Lawson)</b> Yes
	Is it tied to the existing deficit or the process? <b>(Lawson)</b> It is my understanding that the BOG would take a number of factors into consideration. If they see we have made good progress, they may just continue to monitor. If they feel we have not made adequate progress

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	toward resolving it, they may impose a tougher penalty.
	When you say progress, does that mean reducing the deficit or tightening up the process? (Lawson) I believe they work together.
	This is clearly a watch-out for us at this point. <b>(Lawson) Yes.</b>
	I just wanted the Board to be aware of the threat and we need to have a plan and know how we will address this issue. We also need to be cautious in presenting projections for this year since some of the projections for fundraising were not achieved last year. (Montgomery)
	Chairman Lawson asked VP Cassidy to address this issue.
	VP Cassidy referenced the Florida Statutes and Auditor General Rules: Section 1008.322, F.S. and Auditor General Rules 11.45 and 5.7. <b>ACTION: I will send these to all Trustees.</b>
	<b>ACTION: Provide an update on key initiatives on revenues monthly. (Lawson)</b>

Trustee White moved to approve the FY 2015-16 Operating Budget, and the motion was seconded by Trustee Moore. The motion carried.

**Information Items**

Due to time constraints, Chairman Lawson requested that the information items be electronically transmitted to the Trustees.

There was no further business. The meeting adjourned at 2:56 p.m.

Kelvin Lawson  
Committee Chairman

Transcribed by:  
Darlene W. Garcia

**Florida Agricultural and Mechanical University  
Board of Trustees**



**Budget and Finance Committee Minutes  
Trustee Kelvin Lawson, Chair**

**Wednesday, August 5, 2015**

**SUMMARY MINUTES  
(transcript of meeting posted on FAMU website)**

**Committee Members Present:** Chairman Kelvin Lawson; Trustee Rufus Montgomery; Trustee Bettye Grable; Trustee Kimberly Moore; and Trustee Robert Woody.

Chairman Lawson called the meeting to order at 1:04 P.M. Mrs. Darlene Garcia called the roll. A quorum was established.

**Action Items**

**Approval of FY 2016-17 Operating Legislative Budget Request (LBR)**

**Items requiring Action and questions/comments associated with this agenda item:**

<b><i>FY 16-17 Operating LBR</i></b>	Is there any language in the LBR about the faculty workload and course load that was discussed in previous conversations? (Grable) Not specific mention; however, we could add some specific language before November if deemed appropriate.
	What is the process from here forward...we have submitted to the Board of Governors and then we approve? (Moore) Yes. At this point a draft has been sent and it follows approved BOG format. Now we may need to revise and re-submit.
	What kind of notice did you have for submission? (Montgomery) I believe April 2015 was the earliest notice. Was that for a draft? Yes.
	When documents are being sent to the BOG please ensure that they are presented to the Board beforehand. (Montgomery) Understood. There were several factors that affected this process this year. One factor was it being my first time in this process and another was the fast-paced timeline for submittal due to an earlier Legislative Session in January 2016.
	We have had many discussions regarding not receiving information in a timely fashion so that we can make informed decisions. I recommend that we entertain a motion to defer this item until late August when we will also have the University Advancement Budget to approve. <b>(Lawson)</b> Final approval of the LBR is due to the BOG in October/November. However, we

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	must submit a Preliminary LBR at the BOG’s September meeting. We need to double check the dates.
	I would like to have a brief discussion on the sustainability funding prior to submission. Why are we funneling \$3+ million into this in lieu of into academic issues? (Montgomery)

Trustee Montgomery (at the recommendation of the Chair) moved to abstain from voting on the FY 2016-17 Operating Legislative Budget Request (LBR) until late August. The motion was seconded by Trustee Moore. The motion carried.

**Update on Athletics Budget – Approval of Timing for Presentation of a Revised FY 2015-16 Budget for Intercollegiate Athletics**

**Items requiring Action and questions/comments associated with this agenda item:**

<b><i>Athletics Update</i></b>	Mr. Cassidy and I agreed to stay with the existing budget for submittal to the BOG and delay any revisions until a later date when we take up the University Advancement (DSO) budgets. <b>(Lawson)</b>
	There were questions and concerns on Athletics at the last BOG meeting, why would we go back to them with the same budget? (Montgomery) Basically, I think the BOG wants to see our plan for Athletics.
	Have a conversation with the Board before that meeting. (Montgomery) Yes we will and we will begin conversations with the BOG tomorrow.

Trustee Woody moved to approve the suggested timing for the presentation of a revised three (3) year Budget Plan for Intercollegiate Athletics in October to allow the new Athletic Director time to have input into the process. The motion was seconded by Trustee Grable.

<b><i>Other Issues</i></b>	What is the expected timing for receipt of the University Advancement (DSO) budgets? <b>(Lawson)</b> They are meeting on August 20 <sup>th</sup> , so after that date.
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There was no further business. The meeting adjourned at 1:32 p.m.

Kelvin Lawson  
Committee Chairman

Transcribed by:  
Darlene W. Garcia



# Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date December 11, 2015

Agenda Item III.B.

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract <u>  X  </u>	Grant _____	Other _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

## Subject: Approval to Execute the Facility Management and Maintenance Service Contract

### Rationale:

On July 30, 2015, The University issued a Request for Proposal to provide facility management and maintenance services for the FAMU College of Law. Responses were received from the following three (3) companies: Owens, Renz and Lee; James and James Commercial Services; and 3H Service systems. Evaluation teams were convened to review the responses and recommend an award.

Based on their evaluation of the responses, the evaluation team members recommend Owens, Renz and Lee to serve in the best interest of the University.

The contract would be effective December 1, 2015, for a period of three (3) years with an option to renew for an additional two (2) years. This contract is estimated at 1.55 million.

**Recommendation:** It is recommended that the Board of Trustees authorize the President to continue contract negotiations and execute an agreement with Owens, Renz and Lee to provide facility management and maintenance services for the College of Law.

### Supporting Documents:

- Request for Proposal (RFP)
- Vendor's Response
- Draft Agreement

All supporting documents can be accessed at <http://www.famu.edu/index.cfm?a=BOT> (under Budget & Finance)

**Prepared By:** Stephany Fall, Director of Procurement Services

**Approved By:** Vice President Dale Cassidy



**Florida Agricultural and Mechanical University  
Board of Trustees  
ACTION ITEM**

**Budget and Finance  
Thursday, December 10, 2015  
Agenda Item: III.C.**

Item Origination and Authorization				
Order_____	Policy _____	Award of Bid_____	Budget Amendment__X__	Change
	Resolution_____	Contract_____	Grant_____	Other_____
Action of Board				
Approved_____	Approved w/ Conditions _____	Disapproved _____	Continued_____	Withdrawn _____

**Subject: Approval of Amendment to the FY 2015-2016 Operating Budget**

**Rationale:** The FY 2015-16 operating budget approved by the Board of Trustees on August 6, 2015 is amended as follows:

- **Fund 116 Auxiliaries** – After reviewing the current renovation of the main cafeteria, we are requesting additional budget authority in the amount of \$2,000,000. These funds will be used for the additional work required to complete the project. This renovation will provide upgraded equipment, additional prep space, office space for the Business and Auxiliary Services, and additional seating for students. The fund balance from previous years will be used to cover these expenditures.

**Attachments:** Total Cost Estimate of Student Service Center

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2015-2016 Operating Budget.

**Prepared by:** Budget Office

**Approved by:** Vice President Dale Cassidy

**FLORIDA A&M UNIVERSITY**  
**Business and Auxiliary Services**  
**Student Services Center Total Estimated Cost**

Budget Approved by BOT - March 2015	\$1,500,000
Add: Budget from FY 2014/15	<u>\$282,855</u>
Total Available Budget	\$1,782,855
Less: Expenditures to date	<u>(\$461,464) (A)</u>
Available Budget to date	\$1,321,391
Less Additional Expenditures	<u>(\$3,321,391) (B)</u>
Additional Budget Needed	\$2,000,000

*Notes:*

*(A) Other small projects to include kitchen repairs, equipment upgrades, equipment repairs*

*(B) Estimated cost of additional renovations to include BAS Office Space and other associated costs.*



**Florida Agricultural and Mechanical University  
Board of Trustees  
ACTION ITEM**

**Budget and Finance  
Thursday, December 10, 2015  
Agenda Item: III.D.**

Item Origination and Authorization				
Order_____	Policy _____	Award of Bid_____	Budget Amendment__X__	Change
	Resolution_____	Contract_____	Grant_____	Other_____
Action of Board				
Approved_____	Approved w/ Conditions _____	Disapproved _____	Continued_____	Withdrawn _____

**Subject: Approval of Amendment to the FY 2015-2016 Operating Budget**

**Rationale:** Additional Budget Authority is requested in the following budget entity:

- **Fund 117 Student Activities** – Florida Statutes 1009.24(10) (b) states: “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.” The amount of unexpended funds for fiscal year 2014-15 is \$785,365, and additional budget authority is being requested for this amount.

**Recommendation:** It is recommended that the Board of Trustees approve the amendment to the FY 2015-2016 Operating Budget.

**Prepared by:** Budget Office

**Approved by:** Vice President Dale Cassidy



**Florida Agricultural and Mechanical University  
Board of Trustees  
INFORMATION ITEM**

**Budget & Finance Committee  
Thursday, December 10, 2015  
Agenda Item: IV.A.**

**Subject:** FY 2015-16 Operating Budget Update – Direct Support Organizations (DSOs)

**Summary:**

The FY 2015-16 Operating Budgets for DSOs are attached. The attachments are:

- FAMU Foundation Budget
- FAMU Boosters Budget
- FAMU NAA Expenditures
- FAMU NAA Final Budget



## Rattler Boosters, Inc Budget 2015-16

<b>PROJECTED REVENUE</b>	<b>2014-15</b>	<b>Actual</b>	<b>2015-16</b>	<b>Net</b>
Membership	\$379,500	\$404,810	\$380,000	\$500
Marketing	\$15,000	\$10,000	\$15,000	0
Tailgating	\$3,000	\$2,770	\$3,000	0
Parking (RV)	\$11,500	\$26,056	\$12,000	\$500
Special Events	\$5,000	\$5,293	\$5,000	0
<b>TOTAL PROJECTED REVENUE</b>	<b>\$414,000</b>	<b>\$448,929</b>	<b>\$415,000</b>	<b>\$1,000</b>
<b>PROJECTED EXPENSES</b>	<b>2014-15</b>	<b>Actual</b>	<b>2015-16</b>	<b>Net</b>
Athletic Donations *	\$125,000	\$130,493	\$125,000	0
Payments on JumboTron & Scoreboard (for Athletics)	\$84,000	\$84,000	\$84,000	0
Accounting/Audit Fees	\$20,000	\$20,325	\$20,000	0
Bank Service Charges/Credit Card Machines & Usage	\$5,000	\$7,007	\$5,000	0
Fundraising Expenses	\$2,500	\$2,499	\$2,500	0
Gifts/Membership Upgrades	\$10,000	\$9,440	\$10,000	0
Hosting Expenses	\$1,000	\$7,012	\$1,000	0
Membership Tags	\$8,000	\$4,853	\$5,500	-\$2,500
Office Expenses/Supplies	\$6,500	\$12,100	\$9,500	-\$3,000
Postage	\$1,000	\$1,913	\$2,000	\$1,000
Printing	\$5,000	\$7,008	\$7,000	\$2,000
Repairs/Maintenance	\$2,500	\$968	\$1,000	-\$1,500
Rattler Booster Office & Staff Salaries/Taxes	\$121,500	\$132,449	\$128,000	\$6,500
Security	\$3,000	\$7,857	\$3,000	0
Telephone	\$4,000	\$711	\$1,000	-\$3,000
Travel Boosters/Athletics	\$15,000	\$5,700	\$10,000	-\$5,000
<b>TOTAL PROJECTED EXPENSES</b>	<b>\$414,000</b>	<b>\$434,335</b>	<b>\$415,000</b>	

Approved by Rattler Booster Board of Directors,  
July 14, 2015

**Florida A&M University Foundation Inc.**  
**Final Operating Budget for Fiscal Year 2015-2016**

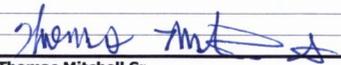
**FY 2015-2016 Budgeted Operations**

	<b>Foundation Operations</b>	<b>625 E. Tennessee St</b>	<b>Final FY 2015-2016 Budget</b>
<b>REVENUE AND SUPPORT</b>			
Operating Revenue	1,866,000	-	1,866,000
License Tags Revenue	470,000	-	470,000
Rents & Fees 625 E TN ST	-	-	-
Contingency Reserve	185,196	365,606	550,802
<b>TOTAL REVENUE AND SUPPORT</b>	<b>2,521,196</b>	<b>365,606</b>	<b>2,886,802</b>
<b>EXPENDITURES</b>			
<b>Foundation Operations</b>			
Staff Salaries & Benefits	900,823	34,388	935,211
Contractual Services	25,000	15,000	40,000
General Counsel & Legal Services	45,000	15,000	60,000
Auditing and Accounting Services	65,300	-	65,300
Foundation Board Meetings	75,000	-	75,000
Staff Travel/Training	20,000	-	20,000
Memberships & Subscriptions	2,450	-	2,450
Insurance	16,155	17,877	34,032
Janitorial Services	1,500	8,500	10,000
Office Security Monitoring	648	3,674	4,322
Office Utilities	6,450	36,550	43,000
Pest Control	162	918	1,080
Grounds Maintenance	1,050	5,950	7,000
Software Maintenance	28,251	-	28,251
Telephone	1,250	1,250	2,500
Office Equipment/Furniture	5,000	-	5,000
Materials, Printing & Postage	20,000	-	20,000
625 E TN Street Renovations	18,500	166,500	185,000
625 E TN Street Reserve Fund	-	60,000	60,000
Bank Fees	5,500	-	5,500
Other	2,126	-	2,126
Operating Contingency	12,500	-	12,500
<b>Total Foundation Operations</b>	<b>1,252,665</b>	<b>365,606</b>	<b>1,618,272</b>
<b>Office of University Advancement</b>			
Advancement Operations/Development Support	57,500	-	57,500
Fundraising Activities	352,500	-	352,500
<b>Total Office of University Advancement</b>	<b>410,000</b>	<b>-</b>	<b>410,000</b>
<b>University Support</b>			
University President Compensation	315,495	-	315,495
President Bonus	75,000	-	75,000
Office of the President	175,000	-	175,000
University Executive Compensation Supplement	17,536	-	17,536
Board of Trustees Assessment	13,000	-	13,000
Board of Governors Assessment	13,000	-	13,000
Lobbying Expenses	132,000	-	132,000
License Tags Scholarships	117,500	-	117,500
<b>Total University Support</b>	<b>858,531</b>	<b>-</b>	<b>858,531</b>
<b>TOTAL EXPENDITURES</b>	<b>2,521,196</b>	<b>365,606</b>	<b>2,886,802</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FAMU National Alumni Association  
2015-2016 Final Budget  
EXPENDITURES**

Line Item	EXPENDITURES CATEGORIES	FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
<b>2000- Operating Expense - Alumni Operations</b>								
2004	NAA Printing	211	\$1,000	\$1,000	\$141	\$859	\$300	
2009	Media and Technology Committee	211	\$2,400	\$2,400	\$0	\$2,400	\$4,949	\$3,600 setup and \$2,400 yearly Maintenance
2010	Annual NAA Audit/990 Report	211	\$12,500	\$12,500	\$9,000	\$3,500	\$12,500	
2013	Membership Packets (Pins, etc.)	211	\$14,000	\$14,000	\$8,164	\$5,836	\$16,000	Regular & Life Membership
2021	Travel - Executive Board Annual Meeting	211	\$7,100	\$7,100	\$0	\$7,100	\$7,100	National Officers (8 Elected officers+6 Appointed officers)*700
2022	Travel - Alumni Affairs/University Office / NAA Annual Meeting	211	\$1,014	\$1,014	\$0	\$1,014	\$1,014	Two representatives from OAA (travel and hotel expense)
2023	Travel - President Special Meeting & Events	211	\$3,000	\$3,000	\$6,644	\$3,644	\$7,000	For president, or his/her designated rep. per EB approval
2024	NAA Teleconferences/Phone	211	\$100	\$100	\$0	\$100	\$0	
2025	NAA Homecoming	211	\$1,600	\$1,600	\$4,357	\$2,757	\$4,500	
2025.1	Regional and Chapter Support - Alumni Village	211	\$3,000	\$3,000	\$0	\$3,000	\$0	GEICO Sponsored Hospitality
2025.2	Regional and Chapter Support - MEAC Basketball Tournament	211	\$800	\$800	\$0	\$800	\$0	GEICO Sponsored Hospitality
2025.3	Hospitality - Alumni, Supporters and Friends - Florida Classic	211	\$3,400	\$3,400	\$2,049	\$1,351	\$2,000	
2025.4	Hospitality - Alumni, Supporters and Friends	211	\$1,200	\$1,200	\$6,000	\$4,800	\$0	GEICO Sponsored Hospitality
2026	Governmental Affairs Committee	211	\$500	\$500	\$0	\$500	\$1,200	BOG & BOT Meeting Travel. Also see 2040.1 FAMU Day @ Capitol
2028	Check Charges / Bank Fee / Merchant Fee	211	\$1,500	\$1,500	\$661	\$839	\$250	
2029	NAA Document Update	211	\$0	\$0	\$0	\$0	\$0	
2030	New Student Preview (Fall & Spring)	211	\$1,500	\$1,500	\$0	\$1,500	\$200	Spring Preview Door Prizes
2031	State Licenses	211	\$75	\$75	\$0	\$75	\$75	Secretary of State Division of Corporations Annual Report
2032	NAA President's Expense Account	211	\$500	\$500	\$872	\$372	\$1,000	
2039	NAA Membership Committee Expenses	211	\$1,250	\$8,000	\$0	\$8,000	\$6,000	
2039.1	Scholarship Committee	206	\$1,600	\$1,600	\$0	\$1,600	\$1,600	
2040	NAA Publicity Expenses/Gala, Reception, Meetings, etc.	211	\$1,750	\$3,000	\$2,175	\$825	\$3,000	
2040.1	FAMU Day @ Capitol	211	\$3,250	\$3,250	\$0	\$3,250	\$8,130	
2042	Fundraising Committee	211	\$1,500	\$3,000	\$1,426	\$1,574	\$4,500	
2042.1	Church Day	1335	\$0	\$0	\$0	\$0	\$500	
2044	NAA Contingencies (Contract Services, etc.)	211	\$500	\$500	\$0	\$500	\$500	
2049	NAA Postage	211	\$1,500	\$1,500	\$111	\$1,389	\$200	
2050	NAA Liability Insurance-Financial Officer's Bonding	211	\$300	\$300	\$0	\$300	\$300	
5000	Election - 2015 Election	211	\$0	\$0	\$0	\$0	\$10,000	Survey Ballots
3050	Student NAA Chapter	211	\$3,000	\$3,000	\$0	\$3,000	\$10,632	2016 National Convention Assistance
<b>Total Operating Expenses</b>			<b>\$69,839</b>	<b>\$79,339</b>	<b>\$41,599</b>	<b>\$37,740</b>	<b>\$103,450</b>	
<b>Contributions to University</b>								
3010	NAA Scholarships	211	\$50,000	\$50,000	\$38,550	\$11,450	\$0	0 NAA Scholarships
3010	NAA Chapter Scholarships	204	\$78,397	\$78,397	\$87,000	\$8,603	\$50,000	0204 Restricted Disbursements: = \$142,737.93 average (2011-12 - \$120,415.00, 2012-13 - \$128,017.35, 2013-14 - \$179,781.44)
3020	NAA Scholarships	206	\$0	\$0	\$0	\$0	\$50,000	NAA Scholarship Committee Awards to FAMU Students. 0206 Unrestricted Disbursements: = \$28,288.11 average (2011-12 - \$31,614.32, 2012-13 - \$20,000.00, 2013-14 - \$33,250.00)
3030	Unrestricted Contributions to the University	211	\$0	\$0	\$0	\$0	\$0	
3040	Endowed Scholarship	1405	\$0	\$0	\$0	\$0	\$20,000	Student Retention Scholarships
<b>Total Contributions to University</b>			<b>\$128,397</b>	<b>\$128,397</b>	<b>\$125,550</b>	<b>\$2,847</b>	<b>\$120,000</b>	
<b>4000 Restricted Expense - Annual Meeting</b>								
4010	Contract Services (Food, Rooms, etc.)	213	\$50,000	\$50,000	\$0	\$50,000	\$50,000	
4020	Printing (Souvenir Booklets, Programs, etc.)	213	\$3,500	\$3,500	\$0	\$3,500	\$3,500	
4030	Bags & Badges	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	
4040	Hospitality	213	\$2,500	\$2,500	\$0	\$2,500	\$2,500	
4050	Travel (Negotiations, etc.)/University/Guest Speaker Hotel	213	\$12,000	\$12,000	\$414	\$11,586	\$12,000	\$414.18 paid out of Acct. 0211
4060	Postage & Telephone	213	\$2,500	\$2,500	\$0	\$2,500	\$2,500	
4070	Miscellaneous (Reimbursement)	213	\$700	\$700	\$0	\$700	\$700	
4075	GEICO Hospitality Sponsorships (Fall Football Season)	213	\$0	\$0	\$4,968	\$4,968	\$8,000	GEICO Sponsored Hospitality
4075.1	GEICO Hospitality - Alumni Village	213					\$1,000	GEICO Sponsored Hospitality
4075.2	GEICO Hospitality - MEAC Basketball Tournament	213					\$1,000	GEICO Sponsored Hospitality

FAMU National Alumni Association  
2015-2016 Final Budget  
EXPENDITURES

Line Item	EXPENDITURES CATEGORIES	FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
4080	Materials & Supplies (Trophies/Awards, etc.)	213	\$700	\$700	\$0	\$700	\$700	
4085	Advertising/Website Development	213	\$5,000	\$5,000	\$0	\$5,000	\$5,000	
4090	Event Planner	213	\$0	\$0	\$0	\$0	\$0	
<b>Total Restricted Expense - Annual Meeting Expenses</b>			<b>\$77,900</b>	<b>\$77,900</b>	<b>\$5,382</b>	<b>\$72,518</b>	<b>\$87,900</b>	
<b>4000 D.A.A.G - Distinguished Alumni Awards Gala</b>								
6010	Contract Services (Food, Rooms, etc.)	202	\$0	\$5,000	\$0	\$5,000	\$5,000	
6030	Printing (Souvenir Booklets, Programs, etc.)	202	\$0	\$1,000	\$0	\$1,000	\$1,000	
6020	Awards/Trophies/Certificates	202	\$0	\$1,500	\$0	\$1,500	\$3,500	
6050	Rental Expenses	202	\$0	\$750	\$0	\$750	\$750	
6040	Travel	202	\$0	\$1,500	\$0	\$1,500	\$1,500	
6070	Materials & Supplies	202	\$0	\$250	\$0	\$250	\$250	
<b>Total Restricted Expense - DAAG Expenses</b>			<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$12,000.00</b>	
<b>Accounts</b>								
	National Alumni Life Membership	197	\$37,500	\$37,500	\$44,665	\$7,165	\$56,250	
	Scholarships (Unrestricted)	206	\$9,033	\$9,033	\$3,111	\$5,922	\$0	
	Scholarships (Restricted)	204	\$0	\$0	\$52,929	\$52,929	\$0	
	Million Dollars Campaign Earnings	1405	\$9,018	\$7,014	\$7,014	\$0	\$0	
<b>Endowment/Restricted Accounts</b>			<b>\$55,551</b>	<b>\$53,547</b>	<b>\$107,719</b>	<b>\$54,172</b>	<b>\$56,250</b>	
<b>Total Projected Expenditures/Contributions</b>			<b>\$331,687</b>	<b>\$349,183</b>	<b>\$280,250</b>	<b>\$177,277</b>	<b>\$379,600</b>	
<b>Total Projected Revenue/Other Source</b>			<b>\$331,687</b>	<b>\$349,183</b>	<b>\$182,228</b>		<b>\$379,600</b>	
<b>Total Projected Expenditures/Contributions</b>			<b>\$331,687</b>	<b>\$349,183</b>	<b>\$280,250</b>		<b>\$379,600</b>	
<b>Revenue/Other Source Less Expenditures/Contributions</b>			<b>\$0</b>	<b>\$0</b>	<b>\$98,022</b>		<b>\$0</b>	
 <b>Thomas Mitchell Sr.</b> President, National Alumni Association								
 <b>Mary H. Smith</b> , Recording Secretary								
 <b>James Moran</b> , Treasurer								
 <b>Andrew Lawyer</b> , Financial Secretary								
 <b>Reginald Mitchell</b> , Chairman, Budget Committee								

FAMU National Alumni Association  
2015-2016 Final Budget  
REVENUES

REVENUE CATEGORIES		FUND	2013-2014 BUDGET 7/1/2013	2014-2015 BUDGET 7/1/2014	Unaudited 2014-2015 Actual 12/31/2014	2014-2015 Variance 12/31/2014	2015-2016 BUDGET 7/1/2015	NOTES
<b>1000-Operating Income</b>								
1010	Regular & Associates Memberships	211	\$46,550	\$46,550	\$15,993	\$30,557	\$46,550	1330 members @ \$35
1020	Life Endowment Earnings	198	\$43,570	\$35,626	\$48,394	\$12,768	\$50,000	Lesser of two values : Either (5.5% Variable Interest Rate - 1% Administrative Charge) * (Average Balance of Life Membership Endowment for the previous fiscal year) OR Life Members x \$35 as per Las Vegas Membership Meeting Agreement. The # of life member on record as of June 30, 2014 is 1585. (1585)(\$35) = \$55,475.00.
1145	Fundraising & Miscellaneous Activities	211	\$29,719	\$30,063	\$10,122	\$19,941	\$25,000	Therefore, the entire interest amount can be transferred.
1145.1	Church Day Revenue	1335	\$0	\$0	\$0	\$0	\$5,000	
1145.2	FAMU Day at the Capitol Registrations (300@\$10)	211	\$0	\$0	\$0	\$0	\$3,000	300 Participant Registrations @\$10 each
<b>Total Operating Income</b>			<b>\$119,839</b>	<b>\$112,239</b>	<b>\$74,509</b>	<b>\$37,730</b>	<b>\$129,550</b>	
<b>1100-Restricted Income - Other Revenue</b>								
1120	New Life Members	197	\$37,500	\$37,500	\$44,665	\$7,165	\$56,250	75 members @ \$750
1140	Contributions (Chapters, Alumni, and Individual)	211	\$0	\$0	\$0	\$0	\$0	
1160	Endowed Scholarship Fund Earnings - Draw (Million Dollars Campaign Earnings)	1405	\$0	\$0	\$0	\$0	\$12,986	Draw down of existing account funds from the \$53K balance
1160	Endowed Scholarship Fund Earnings (Million Dollars Campaign Earnings)	1405	\$9,018	\$7,014	\$7,014	\$0	\$7,014	(5.5% Variable Interest Rate - 2% Administrative Charge) * (Average Balance of Million Dollar Endowment for the previous fiscal year)
<b>Total Restricted Income - Other Revenue</b>			<b>\$46,518</b>	<b>\$44,514</b>	<b>\$51,679</b>	<b>\$7,165</b>	<b>\$76,250</b>	
<b>1200-Restricted Income - Scholarships</b>								
1210	Restricted Scholarships	204	\$78,397	\$78,397	\$52,929	\$25,468	\$50,000	Chapters & Ind. (3 Yr Running Average)
1220	Unrestricted Scholarships - Draw	206	\$0	\$0	\$0	\$0	\$22,000	
1220	Unrestricted Scholarships	206	\$9,033	\$9,033	\$3,111	\$5,922	\$3,000	Alumni and Individuals
<b>Total Restricted Income - Scholarships</b>			<b>\$87,430</b>	<b>\$87,430</b>	<b>\$56,040</b>	<b>\$31,390</b>	<b>\$75,000</b>	
<b>Distinguished Alumni Awards Gala</b>								
1230	Registrations/Ticket Purchases	202	\$0	\$10,000	\$0	\$10,000	\$17,000	170 Participants @ \$100.00 each
1240	Souvenir Program Ads	202	\$0	\$0	\$0	\$0	\$0	
1250	Donations/Gifts	202	\$0	\$0	\$0	\$0	\$0	
<b>Total Restricted Income - D.A.A.G.</b>			<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$17,000</b>	
<b>1300-Restricted Income - Annual/General Meeting/May</b>								
1310	Meeting Full Registration Fees	213	\$50,000	\$50,000	\$0	\$50,000	\$30,000	150 Registrants @ \$200
1320	Meeting Single Day Registrations	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	10 Registrants @ \$100 a day
1330	Souvenir Booklet Ads	213	\$3,000	\$3,000	\$0	\$3,000	\$1,800	Chapter, Region, Corporate & Vendor Ads
1340	Contributions (Chapters, Alumni & Individuals)	213	\$0	\$0	\$0	\$0	\$0	
1360	Contributions (Corporate)	213	\$22,900	\$40,000	\$0	\$40,000	\$48,000	GEICO & Other
1370	Vendors	213	\$1,000	\$1,000	\$0	\$1,000	\$1,000	8 vendors @ \$125 each
<b>Total Restricted Income - Annual Meeting Revenue</b>			<b>\$77,900</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$95,000</b>	<b>\$81,800</b>	
<b>Total Projected Revenue/Other Source</b>			<b>\$331,687</b>	<b>\$349,183</b>	<b>\$182,228</b>	<b>\$166,955</b>	<b>\$379,600</b>	



**Florida Agricultural and Mechanical University  
Board of Trustees  
INFORMATION ITEM**

**Budget & Finance Committee  
Thursday, December 10, 2015  
Agenda Item: IV.B.**

**Subject: Quarterly Report – E&G and Non-E&G Budget Status as of September 30, 2015**

**Summary:** Please find attached the actual expenditures compared to the approved budget as of September 30, 2015 for E&G and Non-E&G budget entities.

- As of September 30, 2015 a total of 75.73% of the allocated dollars is showing as expended and encumbered compared to 25% of the year having been completed. 95% of the encumbrances is for salaries and OPS for the remainder of the fiscal year.
- **At this time, we do not anticipate any budgetary issues for the E&G Budget at the end of the fiscal year.**

**Prepared by:** The Budget Office



**Florida Agricultural and Mechanical University  
Board of Trustees  
INFORMATION ITEM**

**2015-2016 E&G OPERATING BUDGET  
As of September 30, 2015**

ADMINISTRATION	BUDGET	ENCUMB	EXPEND	TOTAL EXPEND/ COMMITTED	%EXPENDED/ COMMITTED
PRESIDENT	1,761,332	577,423	261,494	838,917	47.63%
VP COMMUNICATIONS/EXTERNAL AF	2,367,875	1,096,286	423,997	1,520,283	64.20%
VP ADMINISTRATION	10,187,055	4,564,171	2,944,290	7,508,461	73.71%
VP DEVELOPMENT	1,429,299	664,856	325,103	989,959	69.26%
VP AUDIT AND COMPLIANCE	747,339	492,717	150,645	643,362	86.09%
VP LEGAL AFFAIRS	1,280,245	835,623	311,186	1,146,809	89.58%
EIT	6,208,076	3,484,094	1,191,501	4,675,595	75.31%
PRESIDENTIAL RESERVE	2,436,336			-	0.00%
CAMPUS SECURITY	2,970,092	1,795,015	610,891	2,405,906	81.00%
<b>TOTAL ADMINISTRATION</b>	<b>29,387,649</b>	<b>13,510,185</b>	<b>6,219,107</b>	<b>19,729,292</b>	<b>67.13%</b>
<b>PLANT OPERATIONS &amp; MAINTENANCE</b>					
PHYSICAL PLANT	16,334,770	8,721,790	3,894,403	12,616,193	77.24%
FACILITIES PLANNING	1,281,739	772,406	258,897	1,031,303	80.46%
ENVIRONMENTAL SAFETY	424,864	327,971	107,817	435,788	102.57%
<b>TOTAL PO&amp;M</b>	<b>18,041,373</b>	<b>9,822,167</b>	<b>4,261,117</b>	<b>14,083,284</b>	<b>78.06%</b>
<b>LIBRARIES</b>	<b>4,840,264</b>	<b>1,868,379</b>	<b>1,295,118</b>	<b>3,163,497</b>	<b>65.36%</b>
<b>STUDENT SERVICES</b>					
VP STUDENT AFFAIRS	9,066,303	3,055,421	1,178,934	4,234,355	46.70%
TUITION Differential NEED BASE	2,227,345		704,236	704,236	31.62%
WOMEN ATHLETICS	723,082	303,426	93,186	396,612	54.85%
<b>TOTAL STUDENT SERVICES</b>	<b>12,016,730</b>	<b>3,358,847</b>	<b>1,976,356</b>	<b>5,335,203</b>	<b>44.40%</b>
<b>TOTAL NON I&amp;R</b>	<b>64,286,016</b>	<b>28,559,578</b>	<b>13,751,698</b>	<b>42,311,276</b>	<b>65.82%</b>
<b>INSTRUCTIONS AND RESEARCH</b>					
VP ACADEMIC AFFAIRS	11,381,870	4,349,074	1,888,351	6,237,425	54.80%
ESI	1,729,322	1,169,477	375,456	1,544,933	89.34%
SUSTAINABILITY CENTER	312,915	199,100	87,067	286,167	91.45%
ARCHITECTURE	3,573,436	2,723,615	728,712	3,452,327	96.61%
SOCIAL SCIENCES	12,845,198	9,726,957	2,626,444	12,353,401	96.17%
SBI	7,577,675	5,566,987	1,617,433	7,184,420	94.81%
CESTA	4,611,643	2,844,448	979,345	3,823,793	82.92%
JOURNALISM	2,736,213	1,753,781	564,030	2,317,811	84.71%
EDUCATION	5,876,152	3,550,993	1,252,108	4,803,101	81.74%
NURSING	1,890,814	1,299,002	430,482	1,729,484	91.47%
PHARMACY	11,912,935	6,633,115	2,478,918	9,112,033	76.49%
ALLIED HEALTH	3,911,765	2,650,005	988,761	3,638,766	93.02%
SCIENCE AND TECHNOLOGY	8,007,435	5,449,257	1,579,127	7,028,384	87.77%
GRADUATE STUDIES	2,352,649	550,317	313,949	864,266	36.74%
LAW SCHOOL	12,327,705	8,187,835	2,606,203	10,794,038	87.56%
TUITION DIFFERENTIAL	5,197,138	2,849,713	1,244,665	4,094,378	78.78%
<b>TOTAL I&amp;R</b>	<b>96,244,865</b>	<b>59,503,676</b>	<b>19,761,051</b>	<b>79,264,727</b>	<b>82.36%</b>
<b>TOTAL ALLOCATED E&amp;G</b>	<b>160,530,881</b>	<b>88,063,254</b>	<b>33,512,749</b>	<b>121,576,003</b>	<b>75.73%</b>
	** 2,513,511			0	0.00%
<b>TOTAL UNALLOCATED E&amp;G</b>	<b>2,513,511</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL E&amp;G</b>	<b>163,044,392</b>	<b>88,063,254</b>	<b>33,512,749</b>	<b>121,576,003</b>	<b>74.57%</b>

\*\* TUITION NOT COLLECTED BECAUSE OF DECREASE IN ENROLLMENT. THIS IS BUDGET AUTHORITY ONLY CANNOT BE SPENT IF DOLLARS ARE NOT COLLECTED.



## Florida Agricultural and Mechanical University Board of Trustees INFORMATION ITEM

FLORIDA A&M UNIVERSITY										
NON E&G Budget Status As of September 30, 2015			Revenues							
	Dept	Fund	Projected 07/01/2015 Beginning Fund Balance	Budgeted Revenue	15-16 Revenue Collected YTD	Available Revenue	2015-16 Budget	15-16 Expenditures & Encumbrances as of 09/30/2015	Projected YTD Fund Balance	Notes
<b>Academic Affairs</b>										
DRS Fund 118	Various	118	311,828	3,830,563	727,866	1,039,694	3,985,148	2,983,379	(1,943,685)	A
Late Registration (Fund 117)	480910	117	(79,820)	97,800	97,800	17,980	16,920	-	17,980	
Law School Bar Prep Fee	613012	116	-	240,000	160,800	160,800	271,000	31,000	129,800	
Law School Library Coin Oper	603412	116	51,713	12,000	2,965	54,678	21,114	1,920	52,758	
Journalism Lab Fee	611012	116	2,806	5,500	1,785	4,591	3,710	-	4,591	
Nursing Lab Fees	614012	116	18,835	18,425	6,860	25,695	25,054	15,699	9,996	
Nursing ATI Fees	614022	116	18,082	48,500	15,521	33,603	60,750	13,050	20,553	
FAMU/Leon Cty Pharmacy	615012	116	273,129	355,847	68,586	341,715	374,322	192,780	148,935	
Pharmacy Lab Fees	615022	116	72,932	37,900	16,068	89,000	93,184	13,976	75,024	
Allied Health Lab Fees	616012	116	3,949	9,800	2,700	6,649	13,440	8,621	(1,972)	C
Music Lab Fees	617032	116	2,442	6,250	5,125	7,567	6,384	511	7,056	
Biology Material Supplies Fee	617062	116	38,240	42,195	17,505	55,745	52,395	10,538	45,207	
Chemistry Lab Fee	617072	116	2,971	19,121	7,815	10,786	21,832	7,845	2,941	
CIS Lab Fees	617082	116	1,732	9,731	2,235	3,967	11,178	4,350	(383)	C
Continuing Education	618070	116	(154,204)	454,811	126,375	(27,829)	180,530	170,310	(198,139)	D
Center for Ethnic Psychology Resea	618074	116	55	13,200	-	55	10,179	-	55	
Marching 100 Summer Camp	618075	116	346	80,000	70,843	71,189	80,000	65,809	5,380	
Entomology Field Day	618076	116	42,286	24,000	220	42,506	29,805	6,165	36,341	
Edmonds Youth theatre	618079	116	11,127	22,600	-	11,127	23,550	1,946	9,181	
Office of Inst Tech - Support	618510	116	21,417	65,451	65,451	86,868	87,652	86,868	-	
Distance Learning- SBI	618520	116	1,989	256,608	114,048	116,037	240,719	20,060	95,977	
Distance Learning- Nursing	618530	116	47,742	105,408	32,940	80,682	126,119	3,206	77,476	
Distance Learning- Public Health	618540	116	93,891	292,500	47,450	141,341	289,691	59,938	20,744	
Pharmacy Seminars	618701	116	(97,165)	12,000	-	(97,165)	-	-	(97,165)	E
Univ. Library Copy/Print Services	630010	116	57,245	28,000	5,081	62,326	26,984	-	62,326	
Transcript Fee	604370	116	3,966	115,000	115,000	118,966	118,782	115,808	3,158	
Student Hlth Ctr Pharmacy	604800	116	69,829	210,000	120,000	189,829	213,779	69,444	120,385	



## Florida Agricultural and Mechanical University Board of Trustees INFORMATION ITEM

FLORIDA A&M UNIVERSITY										
NON E&G Budget Status As of September 30, 2015			Revenues							
	Dept	Fund	Projected 07/01/2015 Beginning Fund Balance	Budgeted Revenue	15-16 Revenue Collected YTD	Available Revenue	2015-16 Budget	15-16 Expenditures & Encumbrances as of 09/30/2015	Projected YTD Fund Balance	Notes
<b>Administrative &amp; Financial Services</b>										
Controller's Office										
Surplus Property	445300	116	82,392	33,000	26,434	108,826	52,430	39,351	69,475	
Auxiliary Overhead	603130	116	2,074,155	2,100,000	23,700	2,097,855	1,717,809	1,096,685	1,001,170	
Late Payment Fund 117	480920	117	2,480,005	469,050	-	2,480,005	311,375	52,383	2,427,622	
Fin Aid Adm Exp Controller Fund 11	481220	117	1,379,285	181,458	-	1,379,285	356,362	167,893	1,211,392	
Business and Aux Services										
Bookstore	603150	116	717,283	348,956	25,170	742,453	792,935	123,893	618,560	
University Commons	603170	116	4,071,496	9,617,908	4,855,004	8,926,500	12,281,268	7,436,863	1,489,637	
Bus & Aux. Services	603400	116	28,650	165,000	165,000	193,650	272,589	149,332	44,318	
Post Office	603401	116	109,761	302,310	302,310	412,071	295,736	276,439	135,632	
Procurement Contracts	603405	116	221,129	170,000	46,275	267,404	180,497	73,724	193,680	
Rattler Card	603407	116	224,276	237,275	237,275	461,551	252,108	211,255	250,296	
Copy Center	603410	116	(7,536)	571,303	571,303	563,767	540,062	397,594	166,173	
Construction & Facilities Planning										
Building Code	603415	116	395,549	50,000	50,000	445,549	185,687	112,539	333,010	
Events department	635010	116	167,085	75,000	6,948	174,033	102,563	39,780	134,253	
Events department-Ticket Sales	635011	116	9,750	50,000	-	9,750	51,955	-	9,750	
E.I.T										
Technology Fee	482200	117	122,307	1,901,801	1,901,801	2,024,108	2,001,013	1,313,213	710,895	
Telecommunications	603406	116	130,404	1,967,042	1,967,042	2,097,446	2,095,086	758,012	1,339,434	



## Florida Agricultural and Mechanical University Board of Trustees INFORMATION ITEM

FLORIDA A&M UNIVERSITY										
NON E&G Budget Status As of September 30, 2015										
			Revenues							
	Dept	Fund	Projected 07/01/2015 Beginning Fund Balance	Budgeted Revenue	15-16 Revenue Collected YTD	Available Revenue	2015-16 Budget	15-16 Expenditures & Encumbrances as of 09/30/2015	Projected YTD Fund Balance	Notes
<b>Student Affairs</b>										
Fin Aid Adm Exp Fund 117	481210	117	148,643	250,000	250,000	398,643	328,193	219,185	179,458	
Orientation Fee (Fund 117)	482000	117	(57,080)	281,280	344,398	287,318	234,771	230,473	56,845	
Rattler Aquatics	603160	116	12,074	40,000	40,000	52,074	45,935	11,875	40,199	
Student Union	604140	116	57,821	837,150	837,150	894,971	798,510	472,188	422,783	
Student Union Bowling Alley	604141	116	34,959	10,000	1,509	36,468	18,088	2,617	33,851	
Campus Recreation	631100	116	9,947	675,473	675,473	685,420	742,252	592,317	93,103	
FAMU DPS Alarm Monitor	604170	116	4,824	19,950	-	4,824	10,600	-	4,824	
FAMU Child Care Center	604480	116	12,949	657,445	195,791	208,740	670,213	408,515	(199,775)	F
Hosp O&M Student Hlth	604790	116	1,495,309	1,999,520	889,300	2,384,609	2,982,712	1,213,458	1,171,151	
Counseling Services	604795	116	13,795	360,388	360,388	374,183	367,016	337,166	37,017	
LifeScan Finger Printing	603210	116	37,390	45,000	19,437	56,827	49,015	42,170	14,657	
University Parking	603200	116	1,236,416	2,084,770	693,802	1,930,218	2,117,277	1,164,086	766,132	
Housing Fund 110	Various	110	3,643,073	14,782,057	7,236,517	10,879,590	14,992,461	4,736,815	6,142,775	
A&S Fees	Various	117	531,291	2,856,000	1,427,917	1,959,208	3,055,417	613,394	1,345,814	
<b>University Development</b>										
Foundation	410507	201	-	630,900	630,900	630,900	630,900	370,719	260,181	
Development	410510	201	-	335,423	335,423	335,423	335,423	268,174	67,249	
Foundation-Schools, Colleges	410571	201	-	544,000	544,000	544,000	544,000	58,448	485,552	
University Executives	410572	201	-	301,183	343,318	343,318	311,929	343,318	-	
<b>President</b>										
Athletics	Various	115	(7,842,789)	8,687,500	2,757,988	(5,084,801)	8,998,999	5,179,025	(10,263,826)	G
Concessions	450100	117	-	280,500	280,500	280,500	280,500	90,201	190,299	
<b>NOTES:</b>										
A Collections are received from DOE bi-monthly. These collections are calculated using the FEPP. All salaries have been encumbered for the entire fiscal year.										
B The item types for this department has been corrected and spending has been restricted until the deficit has been eradicated.										
C Revenues for this department are collected as students register for classes that are associated with the respective lab fee.										
D A debt reduction plan is in place in the Continuing Education department, spending has been restricted to adhere to the submitted plan.										
E A debt reduction plan has been developed for Pharmacy Seminars, until revenue is collected to cover the accumulated deficit, all spending has been restricted for the FY15-16.										
F Revenues for FAMU ChildCare are generated continuously throughout the fiscal year and will eliminate the projected negative balance										
G A debt reduction plan has been developed to address the deficit in Athletics. The budget and spending is reviewed on a weekly basis.										



**Florida Agricultural and Mechanical University  
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INFORMATION ITEM**

**Budget & Finance Committee  
Thursday, December 10, 2015  
Agenda Item: IV.C.**

**Subject:** Contracts over \$100,000

**1. Contractor: Refreshment Services, Inc. (Pepsi)**

Contract #: C-4618

Contract Start Date: November 1, 2015

Contract Expiration Date: October 31, 2025

Contract Estimated Revenue: \$4.05 million

Pepsi has an exclusive sponsorship agreement to provide FAMU Pouring Rights and Vending for its campuses. Pepsi's proposal offers the following:

- a. Commission
- b. \*\*Campus and Signage Conversion Funds;
- c. \*\*Annual Sponsorship and Scholarship Funds;
- d. \*\*Recycling and Sustainability/Health Initiative Funds;
- e. \*\*Annual Activation Fund;
- f. \*\*Athletic Fund and Athletic Capital Fund
- g. Equipment Conversion to Pepsi
- h. Student Engagement, Marketing, Gator Sideline, Gatorade Camp and Free Products

*\*\*Cash compensation can be reallocated with mutual agreement*

**2. Contractor: Gilly Vending**

Contract # C- 4680

Contract Start Date: February 1, 2016

Contract Expiration Date: January 31, 2022

Renewal Option: Contract may be renewed for up to three additional one-year terms

Contract Estimated Revenue: \$390,000

Contractor shall be responsible for providing automated vending operations, delivery of quality products, efficient equipment, resources and expertise necessary to develop a best in class snack vending program. The intended coverage of Contract shall be for the FAMU Campus, including the Main Campus, College of Law in Orlando, FL and the FAMU/FSU College of Engineering (COE) in Tallahassee, FL. Contractor agrees to provide products and services pursuant to Contract. This shall include the following:

- a. Snack and Other Vend Products
- b. Equipment



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- c. Service & Maintenance
- d. Dedicated Account Support
- e. Marketing
- f. Commission/Sponsorship
- g. Management Reports

**3. Contractor: Greenwood/Asher Associates, Inc.**

Contract #: C-4603  
Contract Start Date: September 25, 2015  
Contract Expiration Date: June 30, 2016  
Renewal Option: One Renewal no longer than the initial term of the Contract  
Contract Amount: \$120,800

The Contractor will provide executive search services for the placement of Deans for the Joint College of Engineering and FAMU School of Nursing.

Services:

- a. Define Search Objectives and Create Position Specifications
- b. Research and Candidate Development
- c. Candidate Evaluation and Selection

**4. Contractor: Barnes & Noble Booksellers, LLC (Barnes and Noble)**

Contract #: C-7414  
Contract Start Date: November 1, 2010  
Original Contract Expiration Date: October 31, 2015  
Renewal Option: Option to renew for an additional 5 years (November 1, 2015 – October 31, 2015)  
Renewals Remaining: 0  
Revised Contract Expiration Date: October 31, 2020

Contract Estimated Revenue over a period of 5 years: Over \$3 million

Florida A&M University issued Invitation to Negotiate Number 7414, on July 7, 2010, seeking a qualified Bookstore Management Operations company with an established record of providing high quality, creative ideas and options that best meet the needs of an ever increasing campus population and changing course delivery in higher education. Barnes and Noble College Booksellers, LLC submitted a proposal in response to the University's Solicitation. Ultimately, Barnes & Noble became Florida Agricultural and Mechanical University's exclusive buyer and seller of all required, recommended or suggested course materials and supplies, including books, course packs, computer software, and materials published or distributed electronically, or sold over the Internet.

**Prepared by:** Procurement Services



**Florida Agricultural and Mechanical University  
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INFORMATION ITEM**

**Budget & Finance Committee  
Thursday, December 10, 2015  
Agenda Item: IV.D.**

**Subject: Athletics Update**

**Summary:** The following spreadsheets are attached:

- Athletic Analysis
- Athletic Budget Review

**Prepared by:** The Budget Office

FLORIDA A&M UNIVERSITY							
ATHLETICS REVENUE AND EXPENSES							
				Sept 2014	Sept 2015	Difference	
<b>REVENUE</b>							
Fee			601080	1,940,409	1,905,921	(34,488)	
Waivers			601299			-	
Football Gate Receipts			602130	18,415	32,160	13,745	
Game Guarantees			602131			-	
Concessions Sales			602132		680	680	
Athletic Program Sales			602133			-	
Football Season Tickets			602134	165,950	123,903	(42,047)	
Advertising Sales			602136	61,691	42,940	(18,751)	
Royalty			602139	15,653	377	(15,276)	
NCAA Revenues			602141	344,892	327,281	(17,611)	
Ticket Sales Away Games			602143	2,875		(2,875)	
Basket ball Receipts			602144			-	
Other Rev			602150			-	
Florida Consortium			602152	139,440	288,854	149,414	<b>1</b>
MEAC Revenue			602153	12,890	18,840	5,950	
Cash Over Short			604075	887	522	(365)	
Misc			604090	9,787	16,427	6,640	
University Support			615001			-	
Foundation			683900			-	
		<b>Total</b>		<b>2,712,889</b>	<b>2,757,905</b>	<b>45,016</b>	
<b>EXPENSES</b>							
		Salaries	711000	3,797,095	3,124,907	(672,188)	<b>2</b>
		OPS	712000	258,359	157,934	(100,425)	<b>3</b>
		Expenses	720000	2,864,907	2,876,794	11,887	
		Mandatories	721000	70,692	509	(70,183)	<b>4</b>
		OCO	750000		14,868	14,868	
		<b>Total</b>		<b>6,991,053</b>	<b>6,175,012</b>	<b>(816,041)</b>	
<b>1. The amount of \$ included in this fiscal year is an account receivable from the prior fiscal year.</b>							
<b>2. The Salaries and Benefits difference is due to the personnel transitions that have taken place in Athletics.</b>							
<b>This is also due to the 10 positions that were deleted from the budget in the previous fiscal year.</b>							
<b>3. The reduction in OPS is due to the conversion of employees to Permanent positions.</b>							
<b>4. Mandatory expenses have not been posted for this fiscal year yet.</b>							

	<b>Revenues:</b>	<b>Budgeted</b>	<b>2014-15 Collected</b>
		8,687,500	2,755,488
	<b>Breakdown of Revenues Collected:</b>		<b>Budgeted</b>
			4,160,000
			-
			450,000
			685,000
			75,000
			10,000
			450,000
			200,000
			125,000
			450,000
			-
			250,000
			760,000
			-
			7,500
			15,000
			500,000
			550,000
			<hr/>
			8,687,500

<b>Projected Expenditures</b>	<b>Budgeted</b>	<b>Encumbrances</b>
Salary	3,641,024	2,389,598
OPS	264,965	81,906
Expense	3,274,370	735,582
Scholarship	1,450,000	-
Mandatories	200,000	-
	<hr/>	
	8,830,359	3,207,086
	<hr/> <hr/>	

**Source:**

*Budget Status for Expenditures as of 10-01-15*

*Budget Status for Revenue as of 10-01-15*

Florida A&M University  
Athletics Division  
Budget Status Report As of 10-01-2015

32%

Actual	Projections	%	Account
1,906,004	2,253,996	45.82%	601000 Fees
-	-	-	601299 Waivers
32,160	417,840	7.15%	602130 Football Gate Receipts
-	685,000	0.00%	602131 Game Guarantees
680	74,320	0.91%	602132 Athletic Concession Sales
-	10,000	0.00%	602133 Athletic Program Sales
123,903	326,097	27.53%	602134 Football Season Tickets
40,440	159,560	20.22%	602136 Athletic Advertising Sales
377	124,623	0.30%	602139 Royalty
327,281	450,000	72.73%	602141 NCAA Revenues
18,840	-	0.00%	602143 Ticket Sales Away Games
-	250,000	7.54%	602153 MEAC Revenue
288,854	471,146	38.01%	602152 Florida Classic Consortium
522	-	-	604075 Cash Over and Short
-	7,500	0.00%	602150 Other Auxiliary Revenue
-	15,000	0.00%	602144 Basketball Receipts
16,426	483,574	3.29%	604090 Miscellaneous Revenue
-	550,000	0.00%	615001 Transfers
2,755,488	6,278,656		

Expenditures	Projection	Balance
735,309	327,415	188,702
76,029	107,030	-
546,876	1,707,295	284,617
444,577	1,005,423	-
509	199,491	-
1,803,300	3,346,654	473,319