



# **Overview of the College's Financial Resources**

**FYE 2011 - 12**

*Prepared by the Division of Business & Finance  
October 2011*

# SUNY COLLEGE AT OLD WESTBURY

## OVERVIEW OF FINANCIAL RESOURCES

### FYE 2011 - 12

- **PART 1: DEFINITIONS**
- **PART 2: FINANCIAL PLANS FYE 2011**
  - COLLEGE, DIFR AND IFR
- **PART 3: 2 YEARS ALL FUNDS DATA**
  - ALL FUNDS; COLLEGE; SPECIAL REVENUES; TEMPORARY ALLOCATIONS; INDIRECT FUNDS
- **PART 4: ADDITIONAL ALL FUNDS DATA FYE 2011**
  - PSR; TS; OTPS; FIXED COSTS; FTE
- **PART 5: THE DIVISION OF BUSINESS & FINANCE**

SUNY COLLEGE AT OLD WESTBURY  
OVERVIEW OF FINANCIAL RESOURCES  
FYE 2011 - 12



Part 1

**DEFINITIONS of BUDGETARY TERMS**



# Definitions

## MAJOR TERMS:

- **All Funds Budget:** Funds from State-tax support, SUNY, Tuition and Fees, Special Revenue Accounts (DIFR, IFR, SUTRA), and Indirect Funds from related organizations (Research Foundation, OWC Foundation, Auxiliary Services Corporation). The All Funds Budget excludes Capital Plan appropriations and expenditures.
- **Campus Added Funds:** Amounts from previous years' Special Revenue Funds used to supplement the Operating Budget.
- **Campus Retained Revenue:** These funds are the revenues from tuition, the college fee and interest. Annually, each campus must set a revenue target, primarily based on enrollment numbers and student mix. If the revenue target is exceeded, a campus can apply the overage toward next year's operations. If the revenue target is not met, the campus is required to repay the shortfall to SUNY.
- **College Financial Plan:** Total State Tax Support, Campus Retained Revenue and Campus Added funds designated for spending during the fiscal year. This is sometimes referred to as the Operating Budget.
- **Indirect Funds:** Indirect Funds are amounts received from campus entities such as the Research Foundation, the Old Westbury College Foundation and the Auxiliary Services Corporation. These entities support the College through revenue from sponsored research activities and grants, scholarships, and by providing expanded or new programs and services to students, faculty and staff that are not funded through the college's budget.
- **Recharges:** These are costs associated with specialized products, services and automated systems that SUNY centrally purchases for the campuses. Recharges are distributed to individual campuses and paid from their State-purpose funds.

# Definitions

- **Special Revenue Funds:** Fees, charges and revenue generated from special activities, products or services. Expenditures from these funds are generally designated for the specific purpose of the Special Revenue Fund. This group includes our DIFR, IFR, SUTRA and Restricted Current Funds.
  - **Dormitory Income Fund Reimbursable – DIFR:** Room rental fees are the principal revenue source in the Dormitory Income Fund Reimbursable (DIFR) budget. As a self-sustaining account, all costs related to the administration, operation and maintenance of the College's dormitories, along with utilities, debt service, cable television, telephones, internet service, etc., are charged to DIFR.
  - **Income Fund Reimbursable – IFR:** The IFR budget is mostly comprised of fees and charges for specialized products or services. These self-sustaining accounts cover such services as Student Health, Recreational and Intercollegiate Athletics, Meal Plans and Technology. Fringe benefits within an IFR are charged to the specific account by SUNY. The College will generally supplement operational and strategic costs with IFR funds.
  - **State University Tuition Reimbursable Account – SUTRA:** SUTRA is comprised of revenues and costs associated with over enrollment and Summer Sessions. All costs for summer adjuncts, summer special academic work associated with accreditations, assessments, etc. reside in SUTRA. The College will generally supplement operational and strategic costs with SUTRA funds.
  - **Restricted Current Funds:** These are quasi-endowment funds held at the University of Buffalo on behalf of the College. Income generated from these funds is periodically designated for scholarships.

# Definitions

- **State - Purpose Funds:** These funds are appropriated from taxpayers' dollars and used to cover Academic Programs, Library, Instructional Costs, Non-Instructional Support Services, Student Services, Maintenance & Operations, General Administration and Institutional Services.
- **Temporary Allocations:** This funding comes from the Legislature and is separate from SUNY's budget allocation process. Temporary Allocations are renewed annually as line items in the budget and designated for specific purposes. Temporary allocations cover university-wide programs and are distributed to the campuses with amounts varying annually depending on nature and size of the program, and availability of funds.

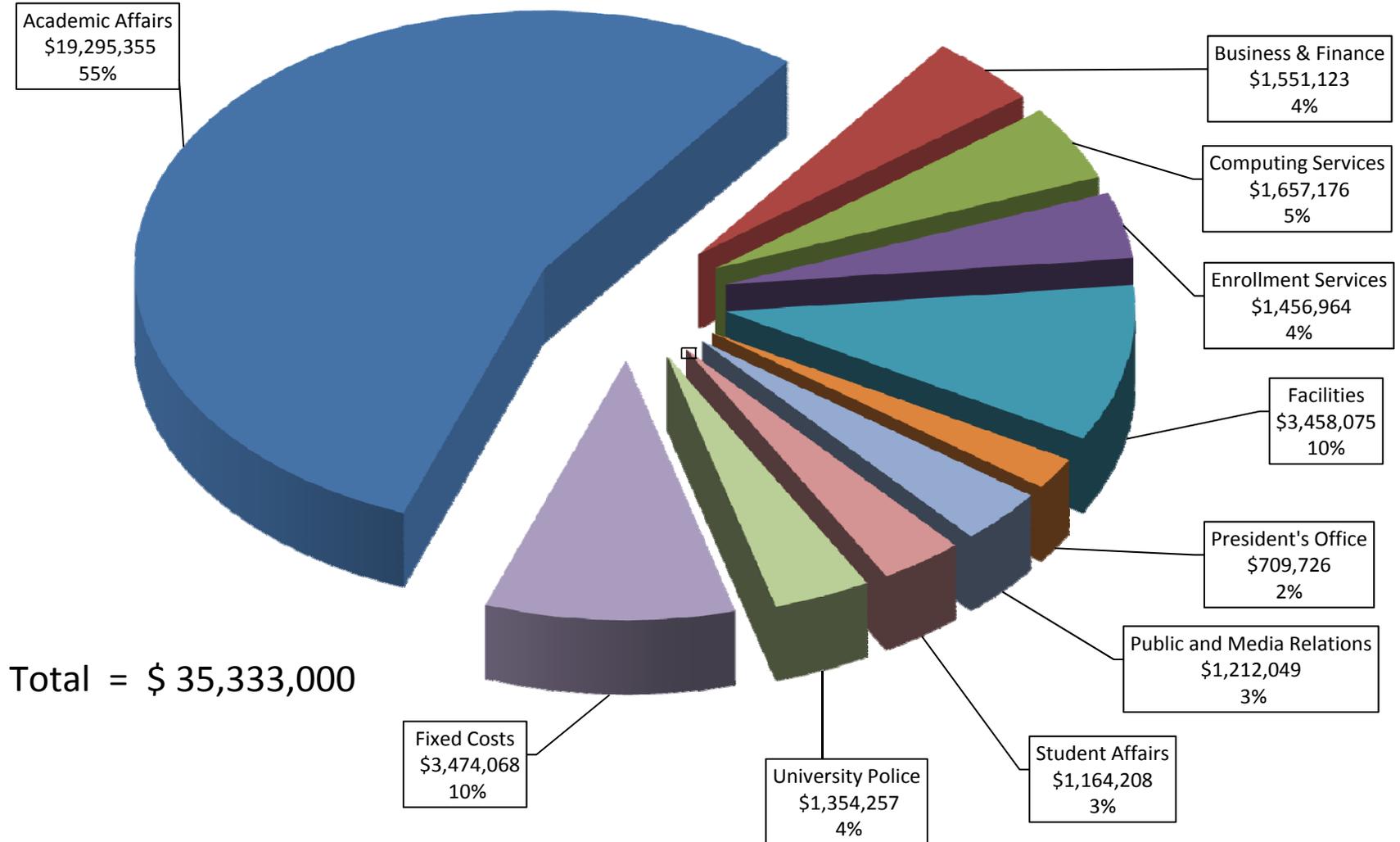
## OTHER TERMS:

- **Fixed Costs:** Non personnel costs that must be paid to operate; includes costs for Electric, Gas, Water, Fuel, Administrative Overhead, Contract Services, Food Services, Mail & Messenger and Telephone & Telegraph, etc.
- **FTE – Full-time Equivalent:** The number of hours/days of work required of an employee to obtain full work status.
- **OTPS – Other than Personnel Services:** Operating charges including Instructional Supplies and Materials, Travel, Conferences, Office Supplies, Software, Equipment Purchases, etc.
- **PSR – Personnel Services Regular:** Payments made to or on behalf of full-time employees. For our purposes they include Salaries and Wages, Fringe Benefits, Stipends, Extra Services, Overtime, etc.
- **TS – Temporary Services:** Personnel costs paid for hourly and part-time employees.

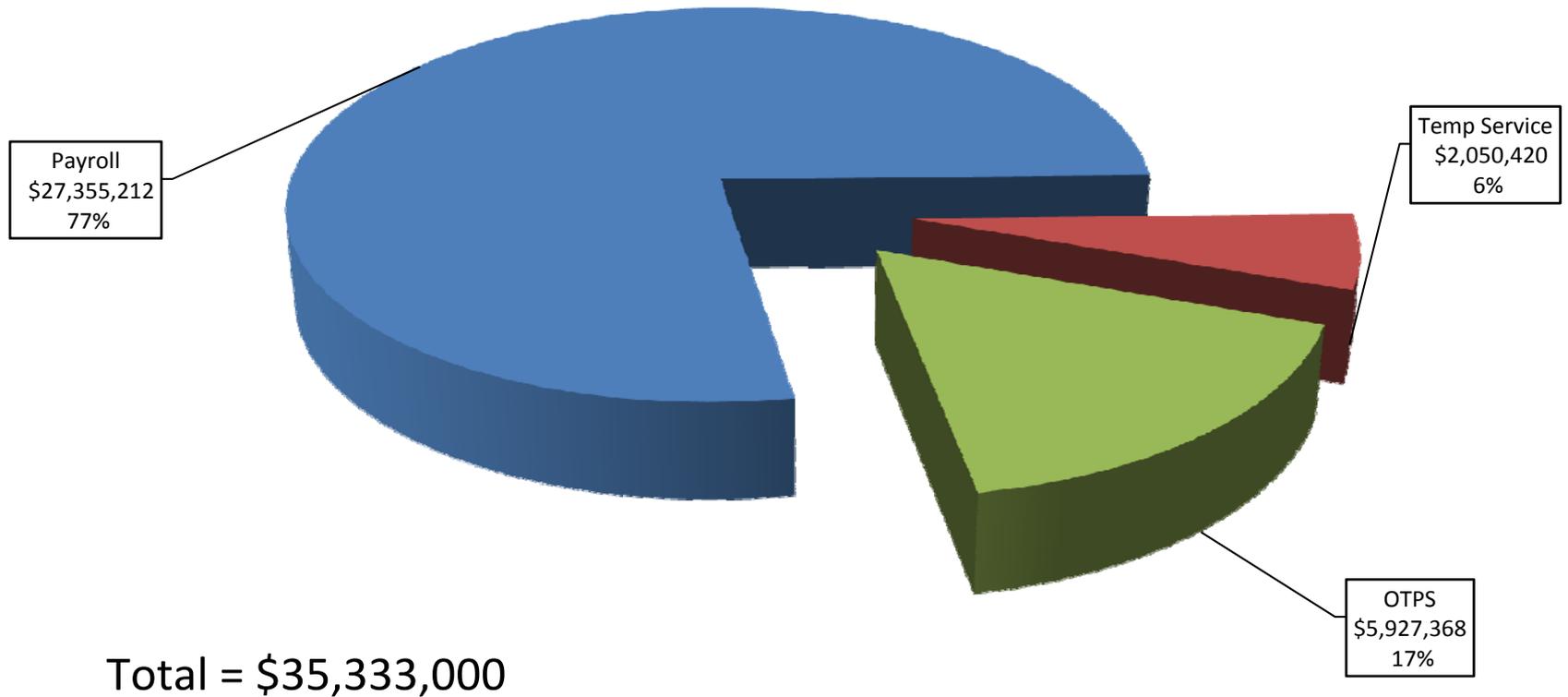
## Part 2 – 2011 -12 Financial Plans

- **College Financial Plan by:**
  - ✓ **Division**
  - ✓ **Expenditures**
  - ✓ **OTPS**
  - ✓ **Recharges**
  - ✓ **Funding Sources**
- **DIFR Financial Plan by Division**
- **IFR Financial Plan by Division**

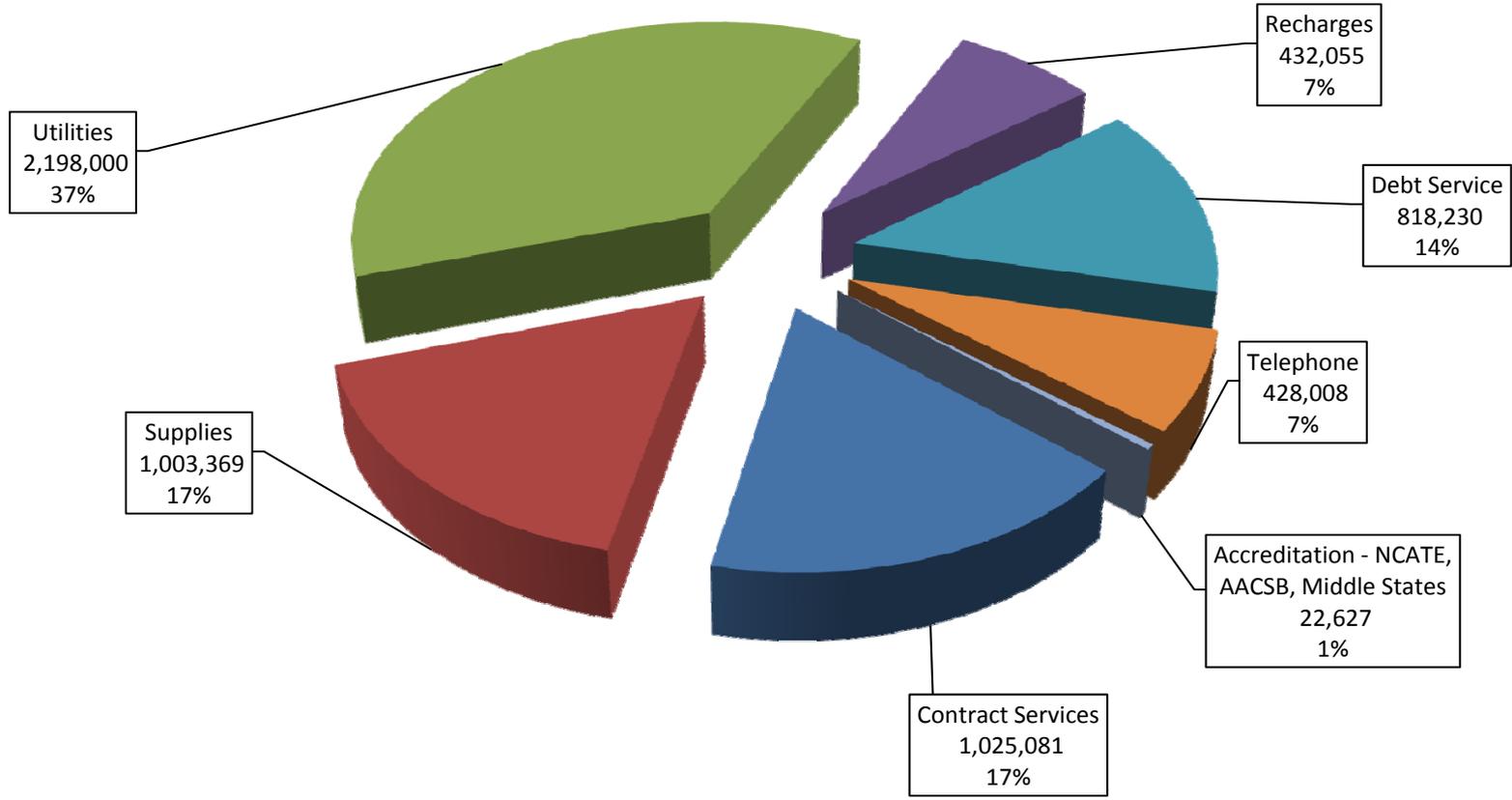
# College Financial Plan by Division FYE 2011 - 12



# College Financial Plan Expenditures FYE 2011 - 12

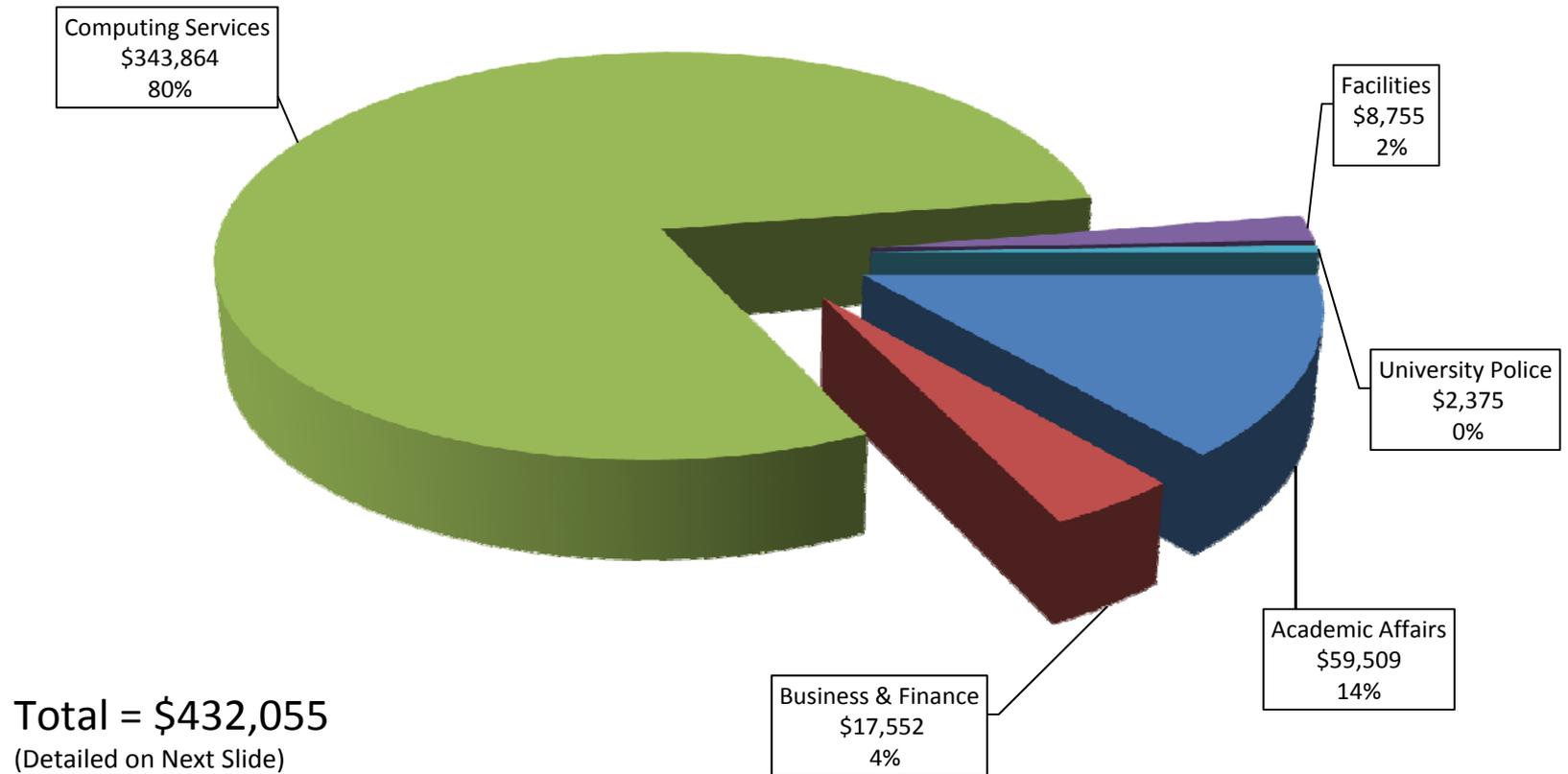


# College Financial Plan OTPS FYE 2011 - 12



Total = \$5,927,368

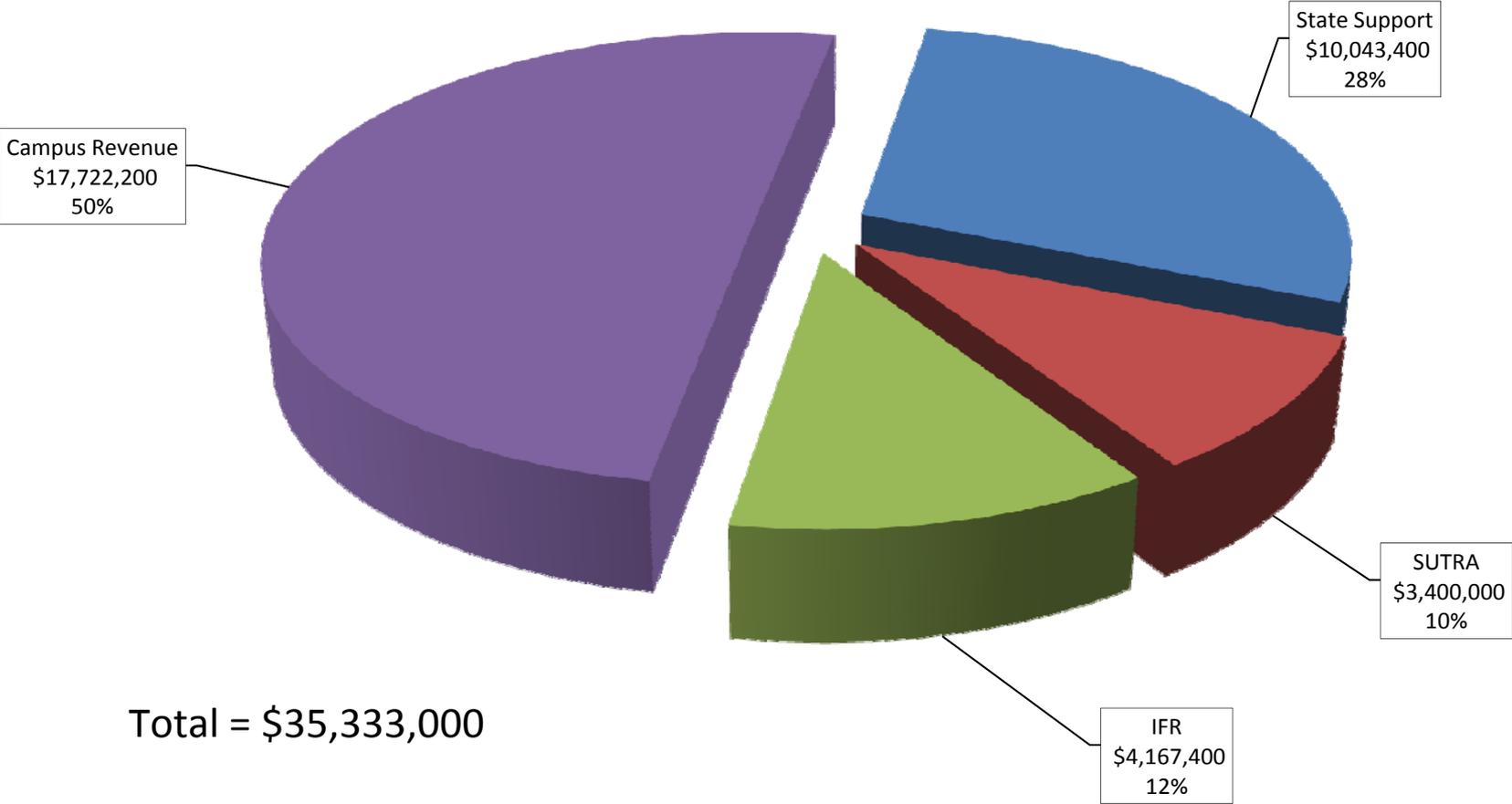
# College Financial Plan Recharges by Division FYE 2011 - 12



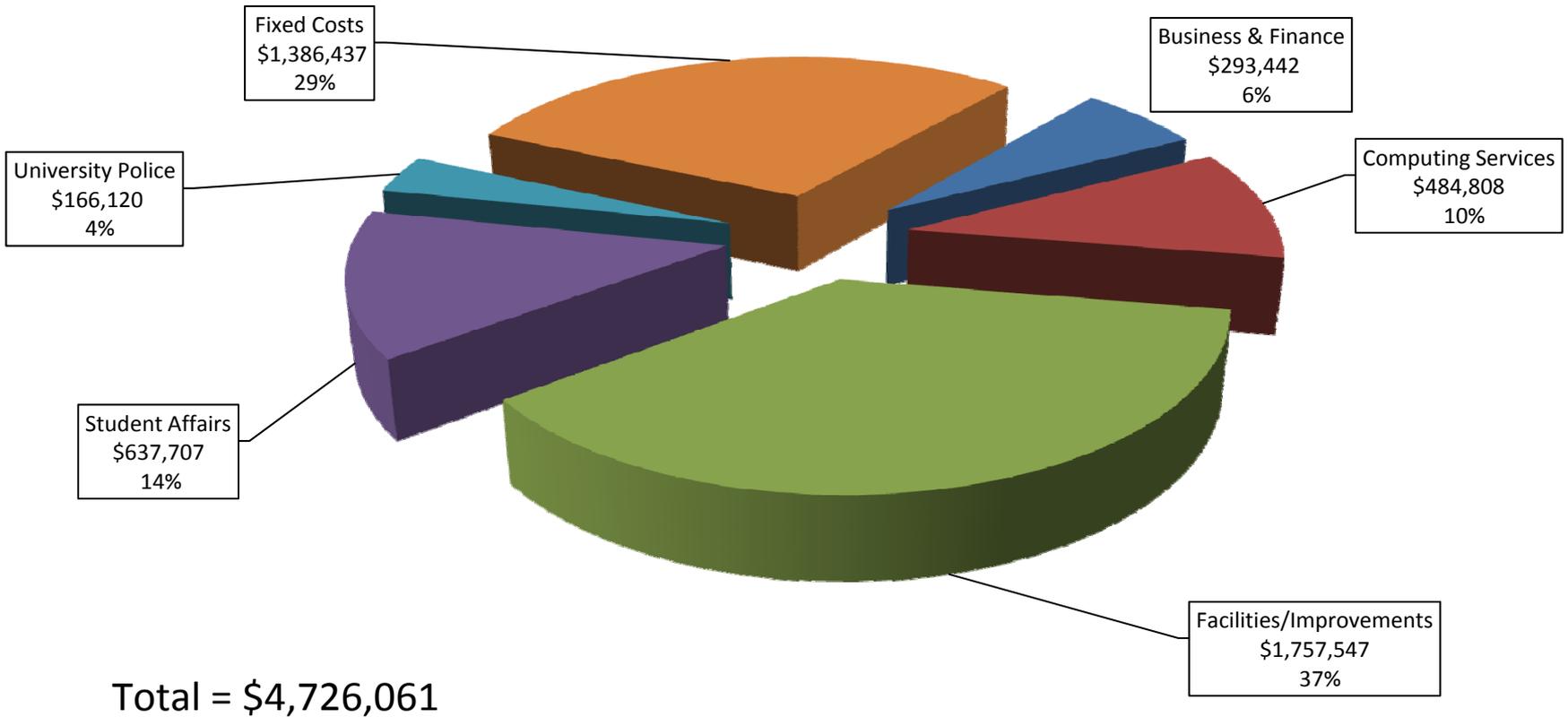
**Recharges by Department 2011-12**

<b>Academic Affairs</b>		<b>purpose</b>	<b>basis</b>
LIBRARY/ELSEVIER/LAIP	\$ 45,307	resource sharing among campuses/online journals	enrollment
FACULTY SENATE	4,000	operations support	per senator
MALPRACTICE INSURANCE	3,465	clinical training program injury	AAFTE / vendor costs
MUSIC LIC ROYALTY	3,519	radio station usage	fall student headcount
HIPPA	<u>3,218</u>	compliance support	equal among campuses
	59,509		
<b>Business &amp; Finance</b>		<b>purpose</b>	<b>basis</b>
HOPE SCHOLARSHIP	3,900	Federal Form 1098T reporting	setup charge / per form
MULTIPLE INTERVENERS	370	membership in rate cases	electric / natural gas costs
MASTER FIDELITY BOND	130	OGS insurance	filled positions
GAAP PROG	8,414	EDP services	campus funding levels
OVERSEAS LIABILITY INSURANCE	1,450	Overseas students	overseas enrollment
RES HALL CAPIAL PROGRAM MGR	<u>3,288</u>	Capital Management Facilities Postion	Weighted percent of beds
	17,552		
<b>Computing Services</b>		<b>purpose</b>	<b>basis</b>
ORACLE	23,070	software platform	various
ITEC ADMIN TECHNOLOGY	218,985	memberships for software products	various
ITEC ACAD SOFTWARE	12,292	memberships for software products	various
SUNY TRAINING CTR	6,500	U-wide initiatives training	\$5K flat fee; \$1500 fixed fee
SICAS CTR AT ONEONTA	<u>83,017</u>	BANNER software membership	maintenance charges
	343,864		
<b>Facilities &amp; Personnel</b>		<b>purpose</b>	<b>basis</b>
HRMS	1,665	maintenance support	campus funding levels
PROP CONTROL	567	conversion costs	campus funding levels
TIME ATTEND	1,960	maintenance support	campus funding levels
BUFFALO VALLEY ENTERPRISE GROUP	3,267	cost of consultant for natural gas bids, contacts, etc.	campus funding levels
ENERGY MGMT BUDGET SYSTEMS	<u>1,296</u>	software package for system wide tracking	proportionately based on electricity usage
	8,755		
<b>University Police</b>		<b>purpose</b>	<b>basis</b>
UNIV POL TRNG	<u>2,375</u>	various training levels	\$140 per officer
<b>Total Recharges</b>	<b><u>\$ 432,055</u></b>		

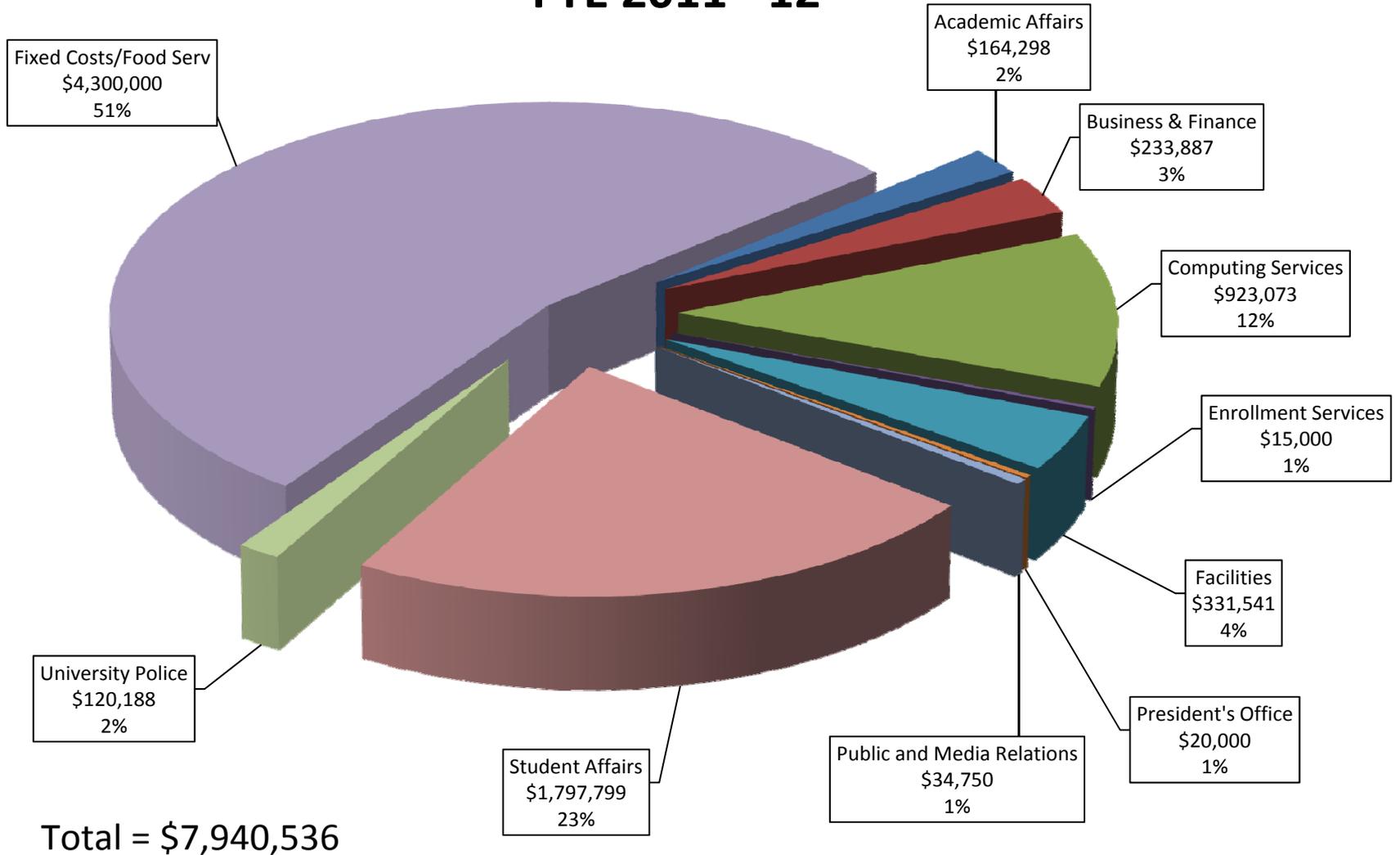
# College Financial Plan Funding FYE 2011 - 2012



# DIFR Financial Plan by Division FYE 2011 - 12



# IFR Financial Plan by Division FYE 2011 - 12

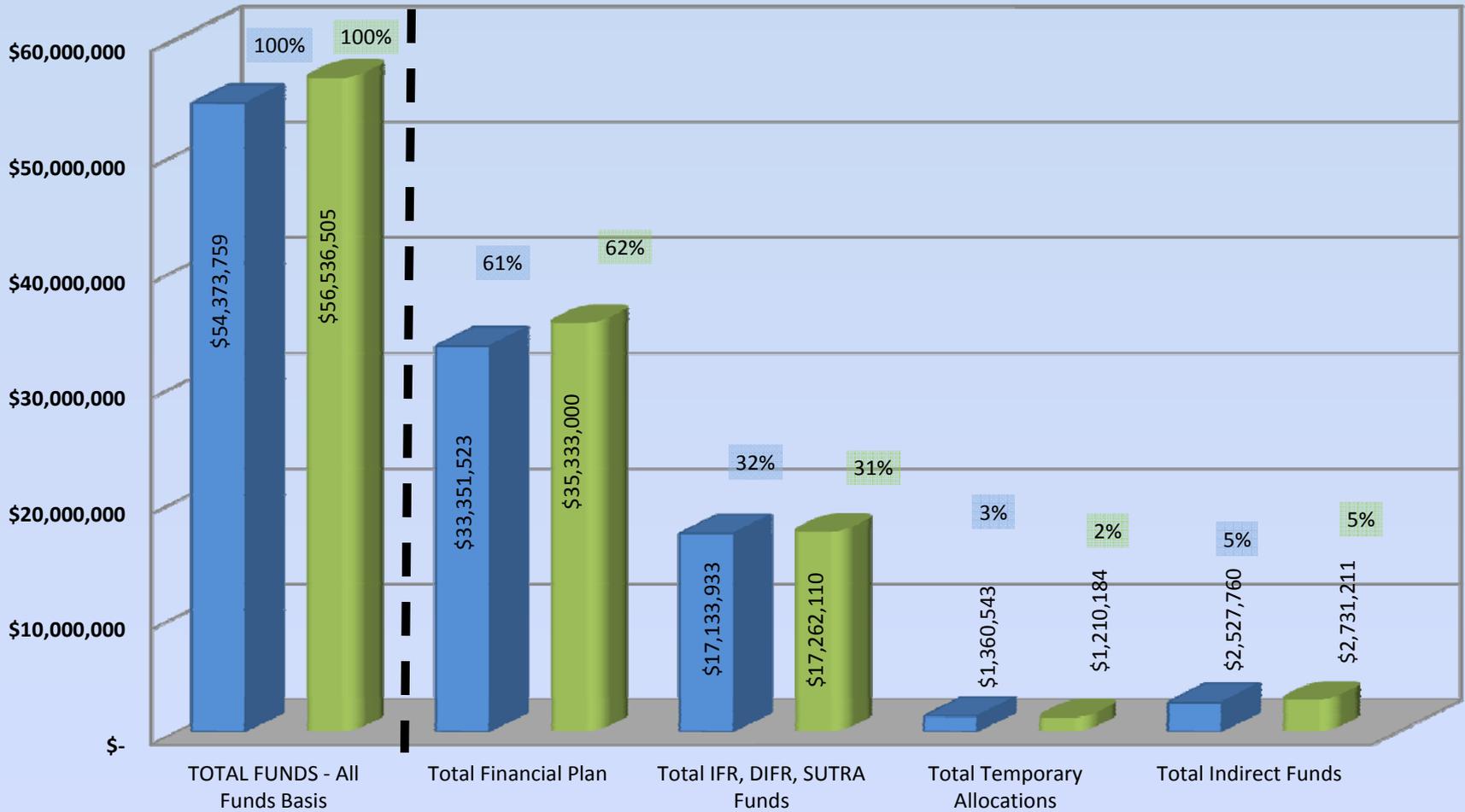


## Part 3 – 2 Years ALL FUNDS Data

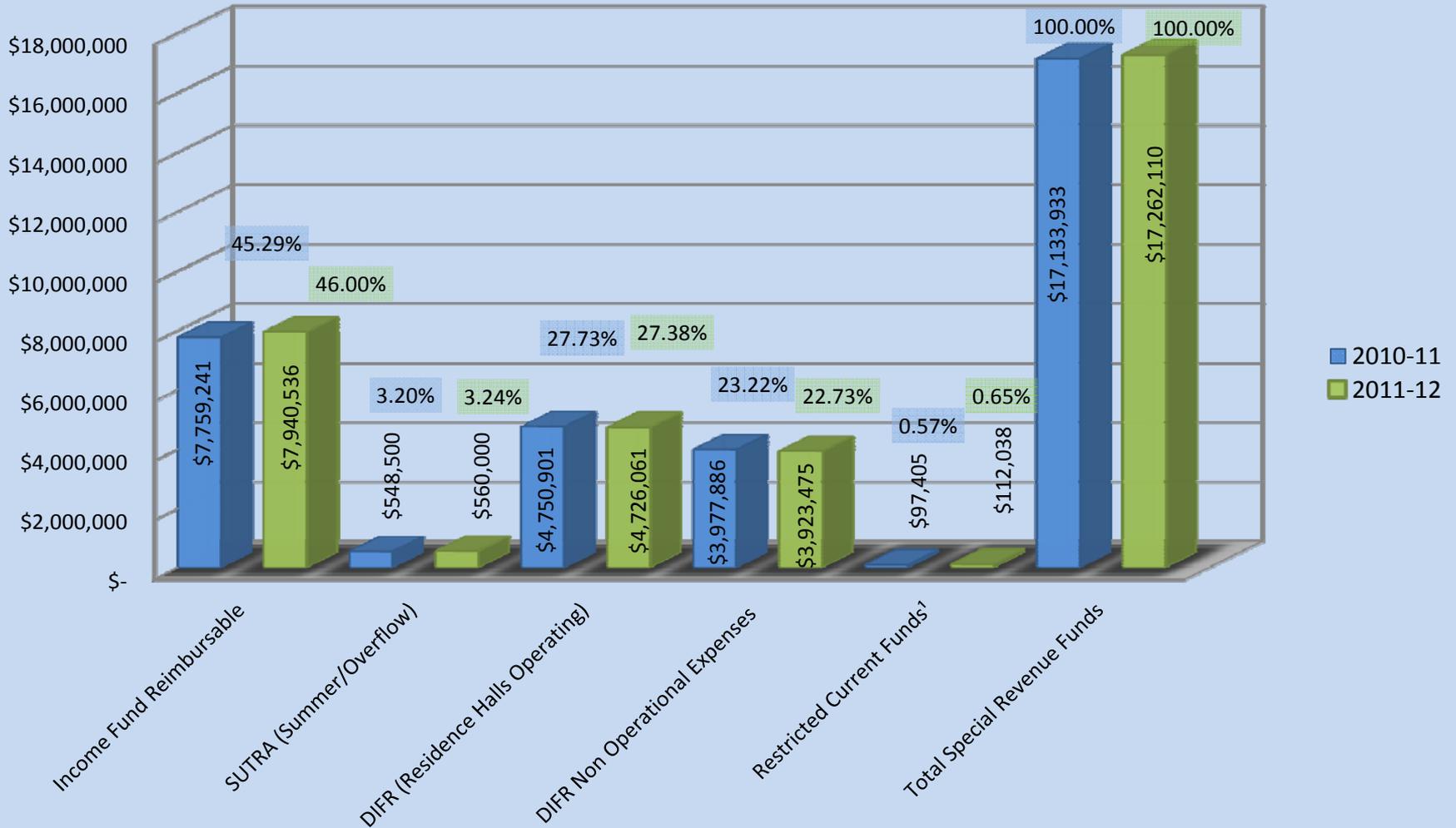
- All Funds Budgets
- Special Revenue Funds
- Temporary Allocations
- Indirect Funds
- Financial Plans Funding

# All Funds Budget FYE 2011 and 2012

2010-11 2011-12

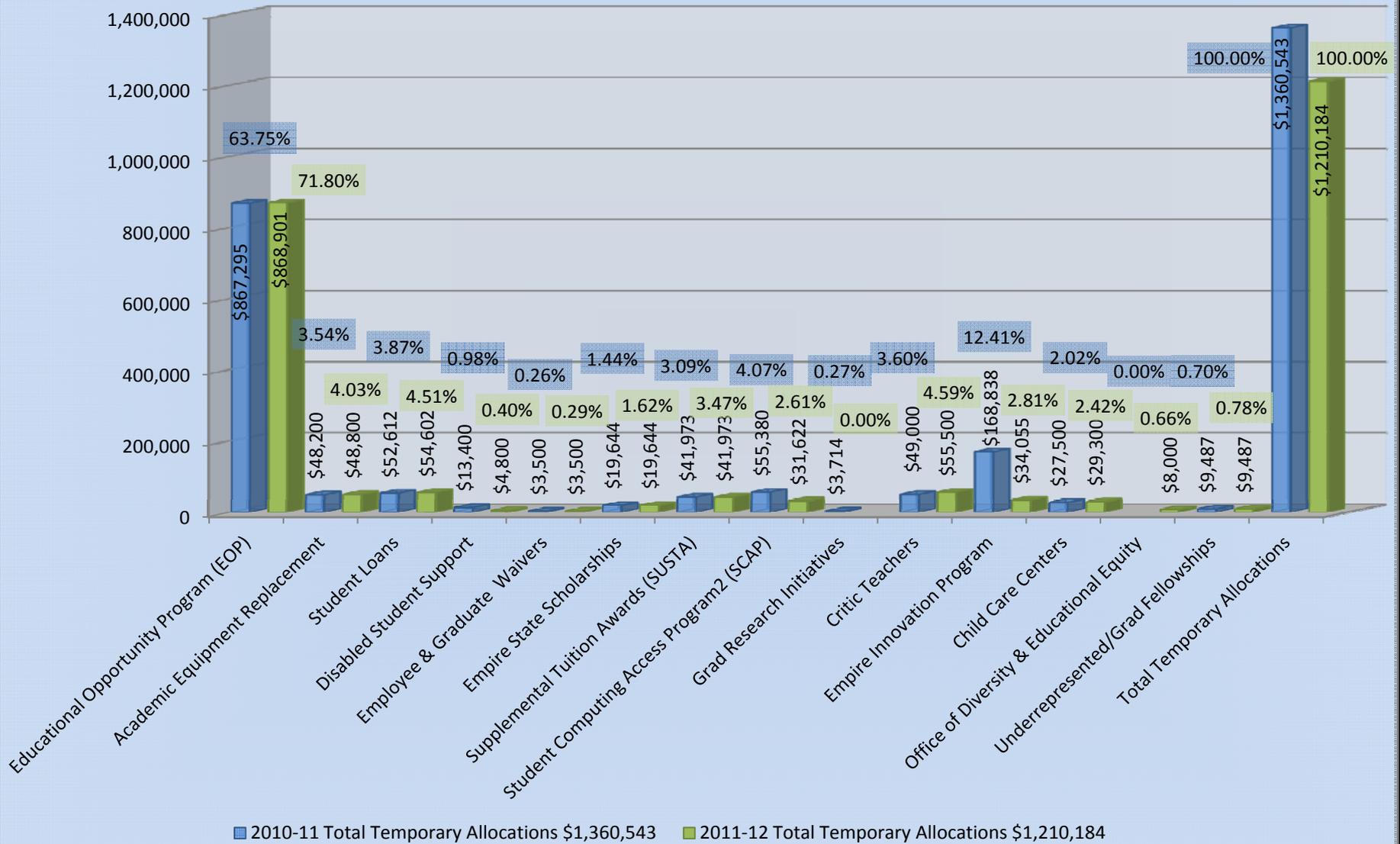


## Special Revenue Funds FYE 2011 and 2012



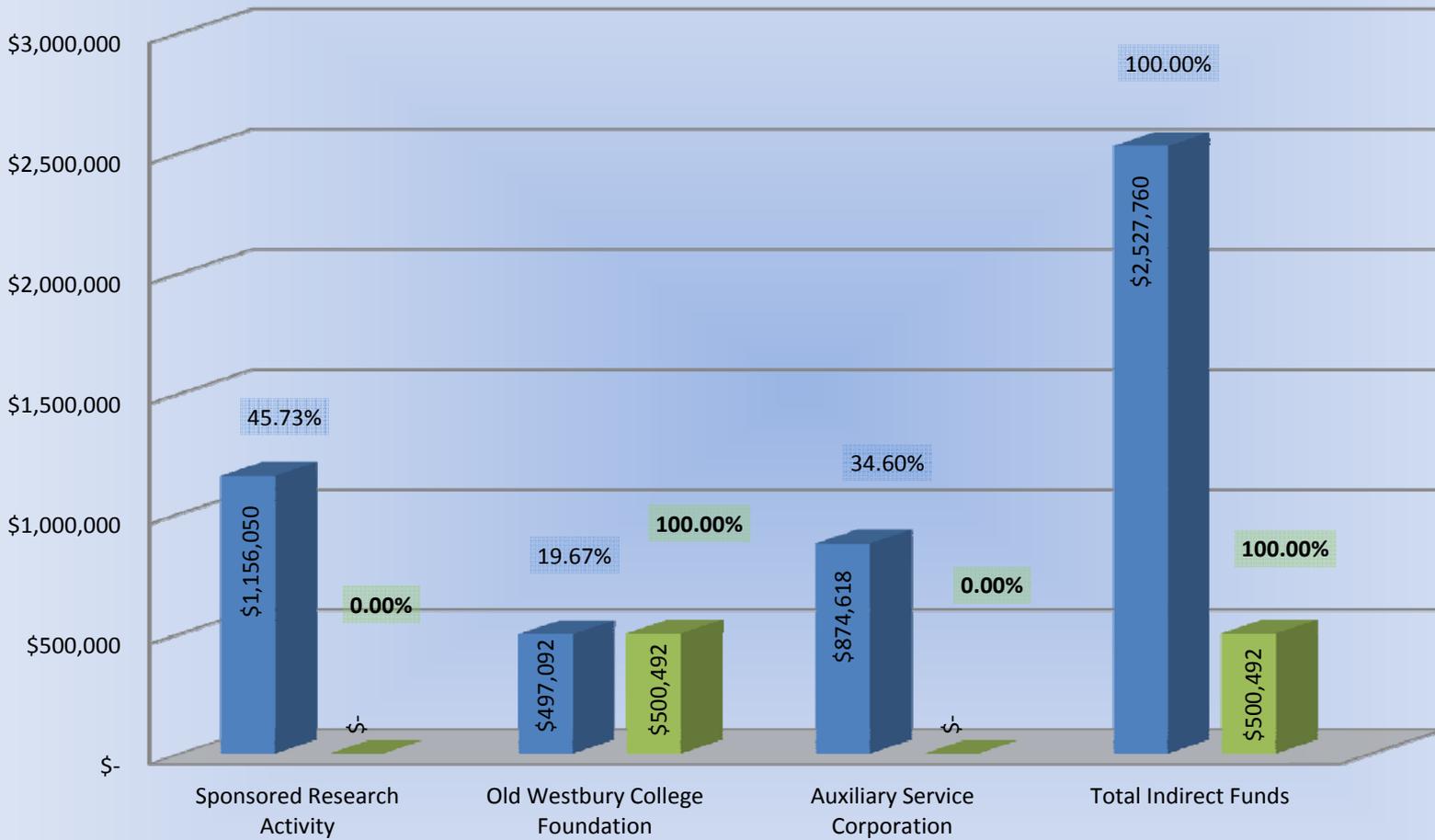
<sup>1</sup> Market Value of Restricted Current Funds as of June 30

## Temporary Allocations FYE 2011 - 12

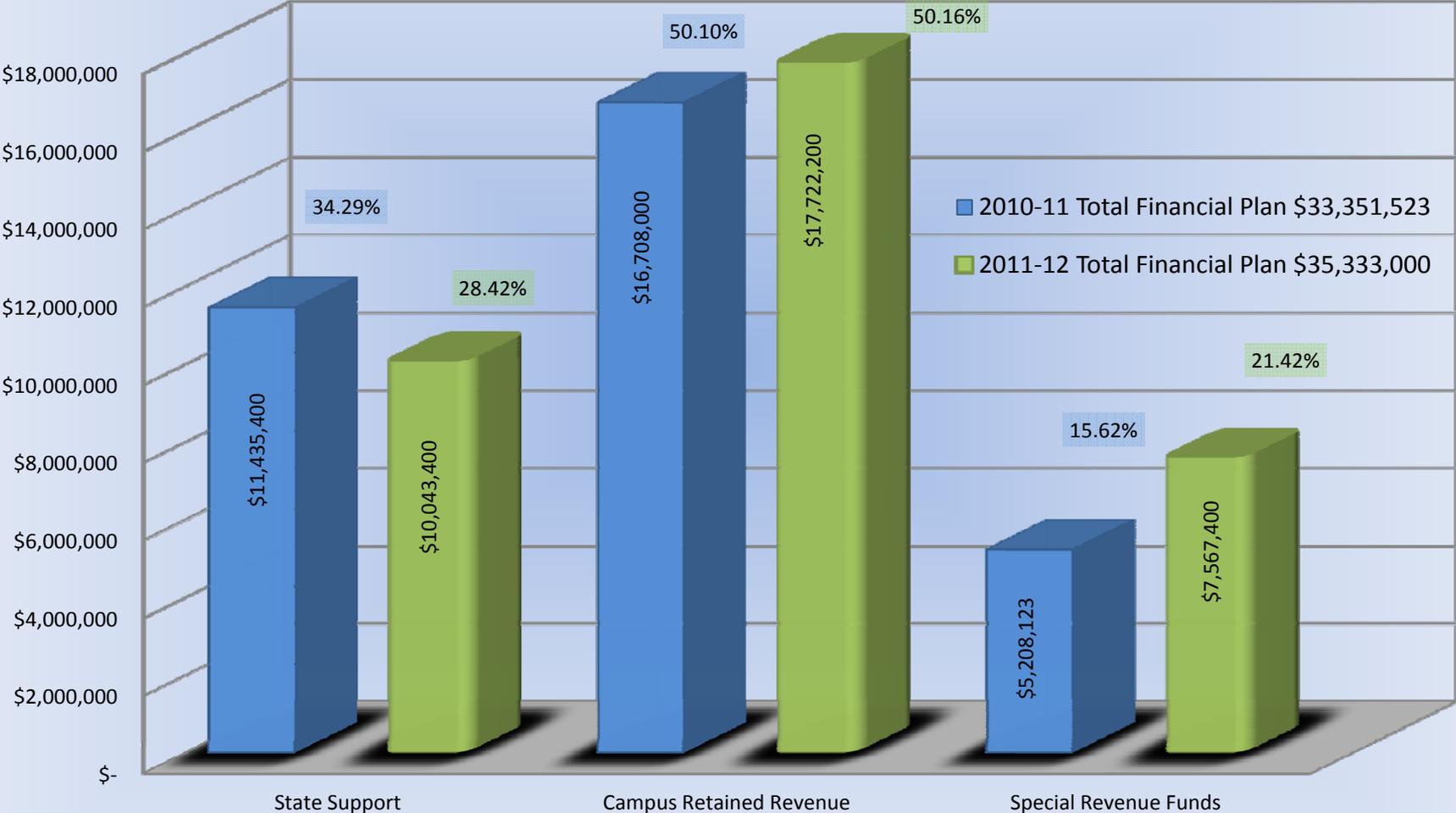


# Indirect Funds FYE 2011 and 2012

■ 2010-11 ■ 2011-12



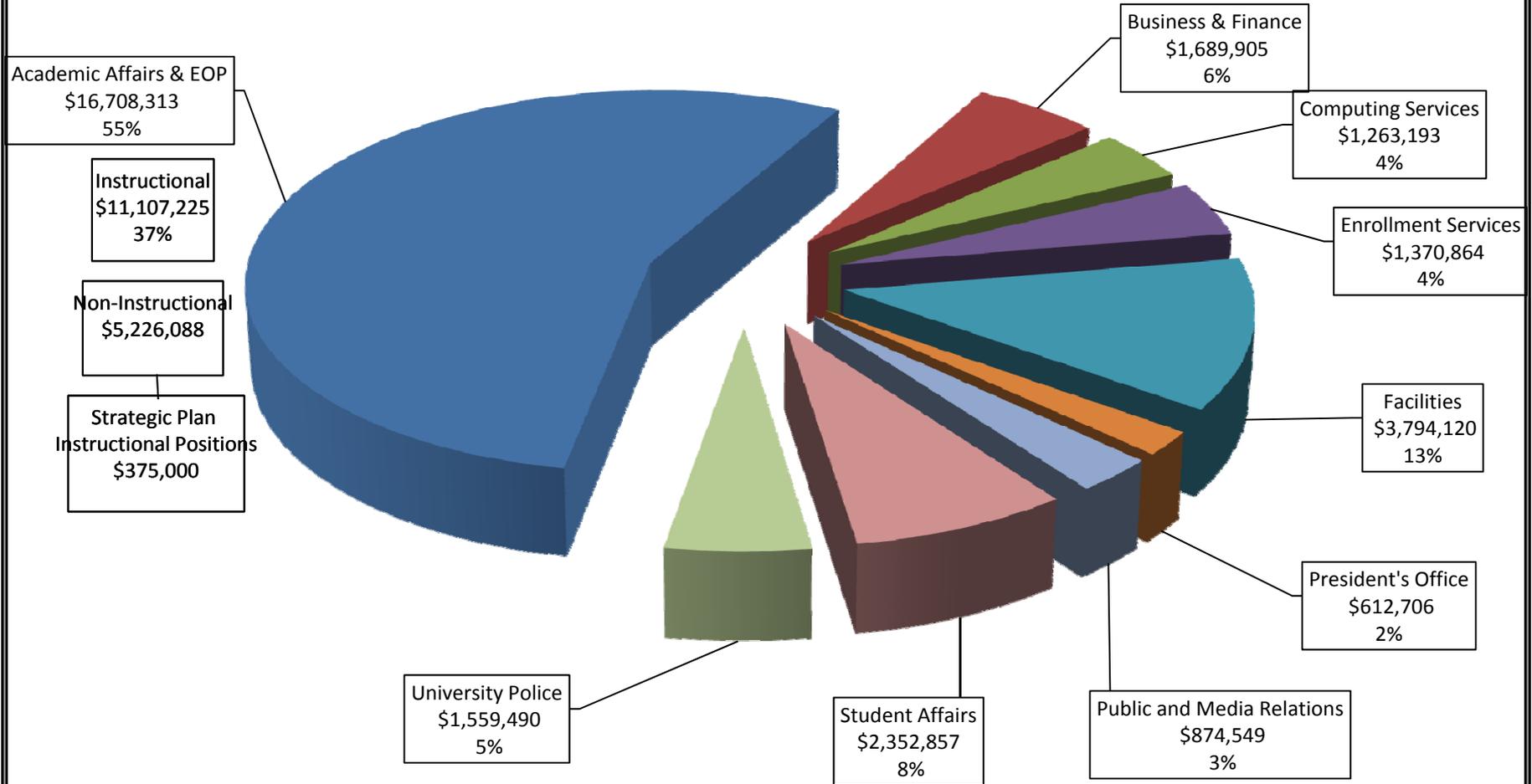
# College Financial Plan Funding FYE 2011 and 2012



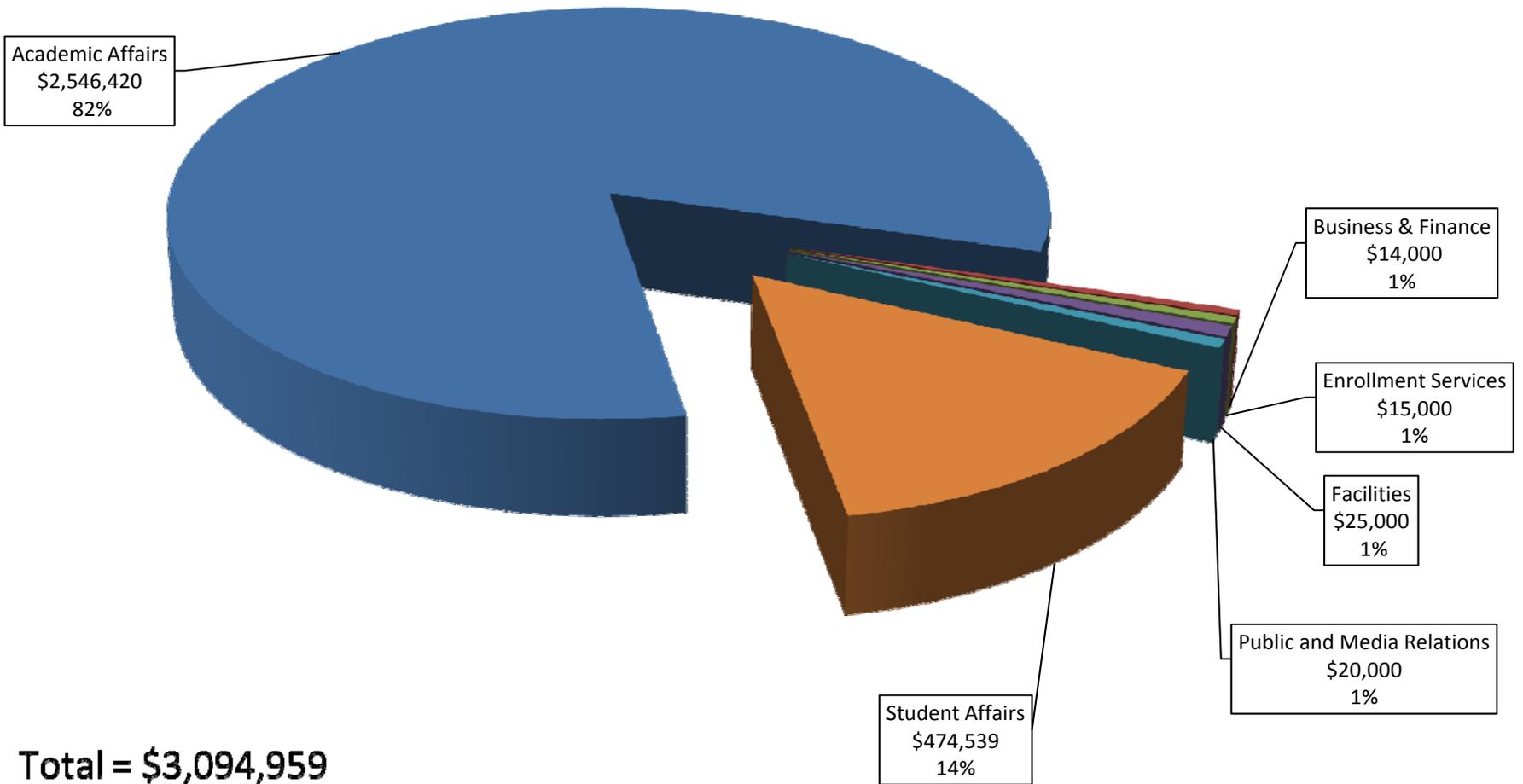
## Part 4 – Additional ALL FUNDS Data FYE 2011 - 12

- PSR by Division
- TS by Division
- OTPS by Division
- Fixed Costs by Fund
- FTE by Division

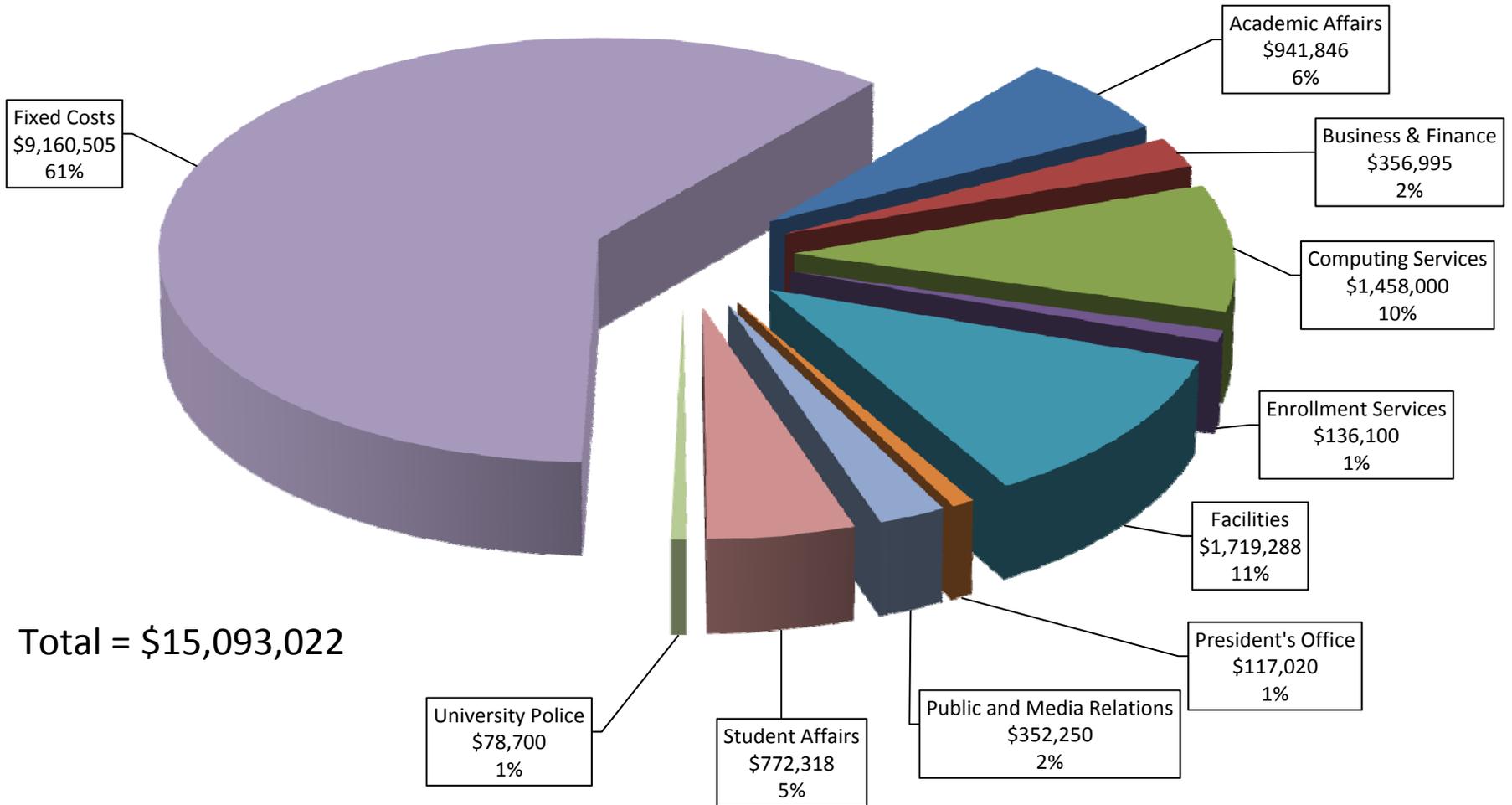
# All Funds PSR by Division FYE 2011 - 2012



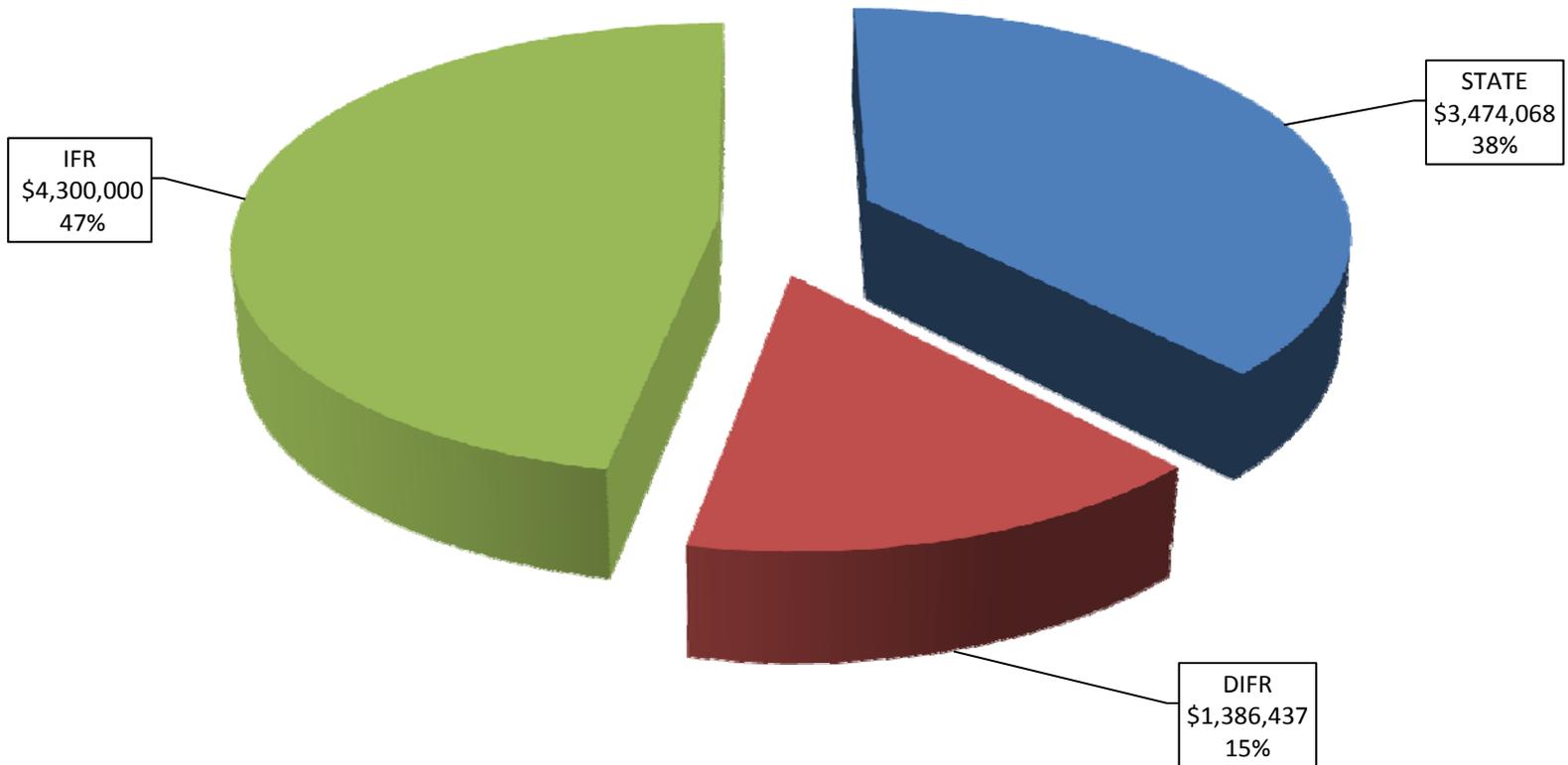
# All Funds TS by Department FYE 2011 - 12



# All Funds OTPS by Division FYE 2011 - 12

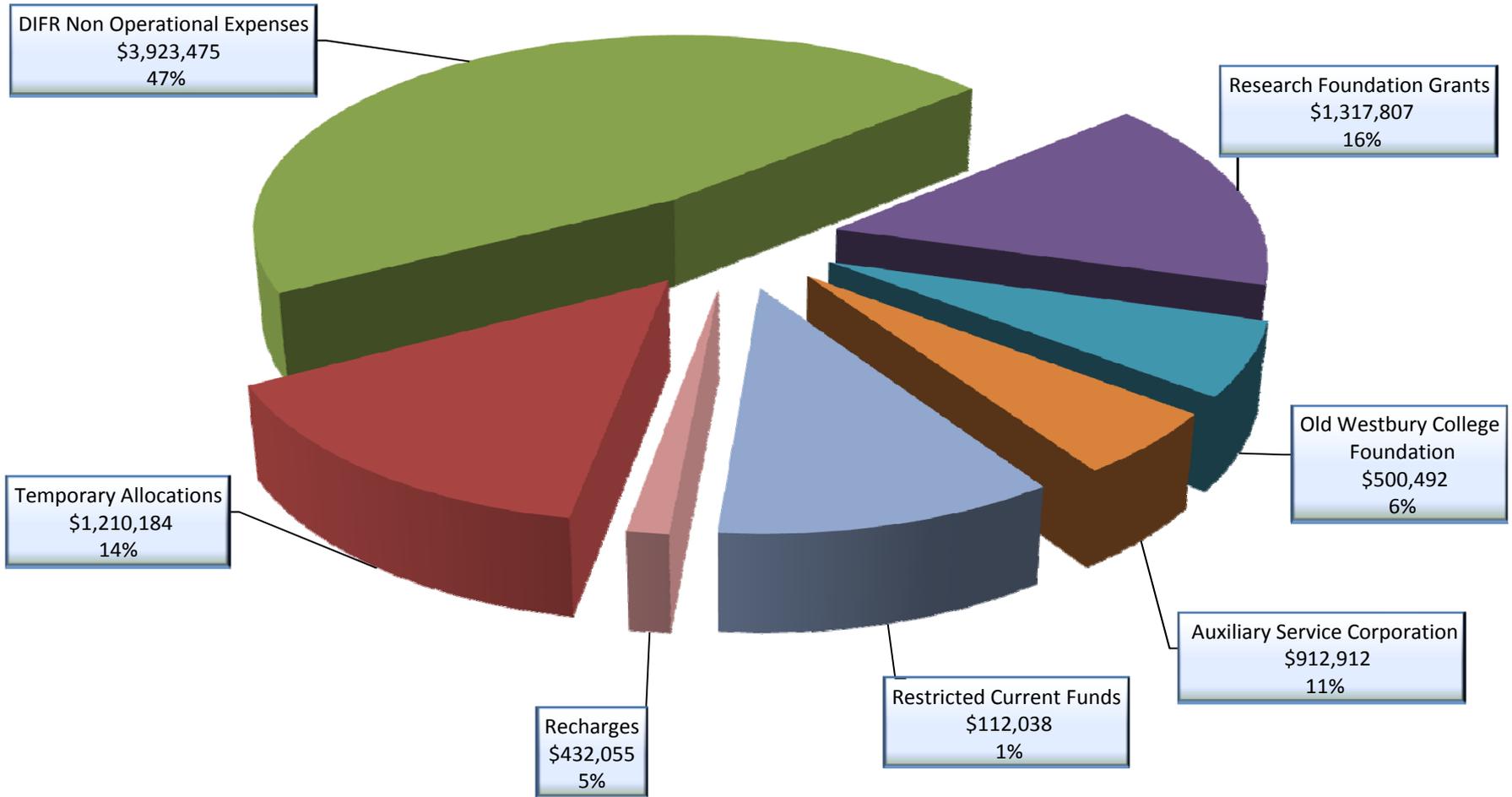


# All Funds Fixed Costs FYE 2011 - 12



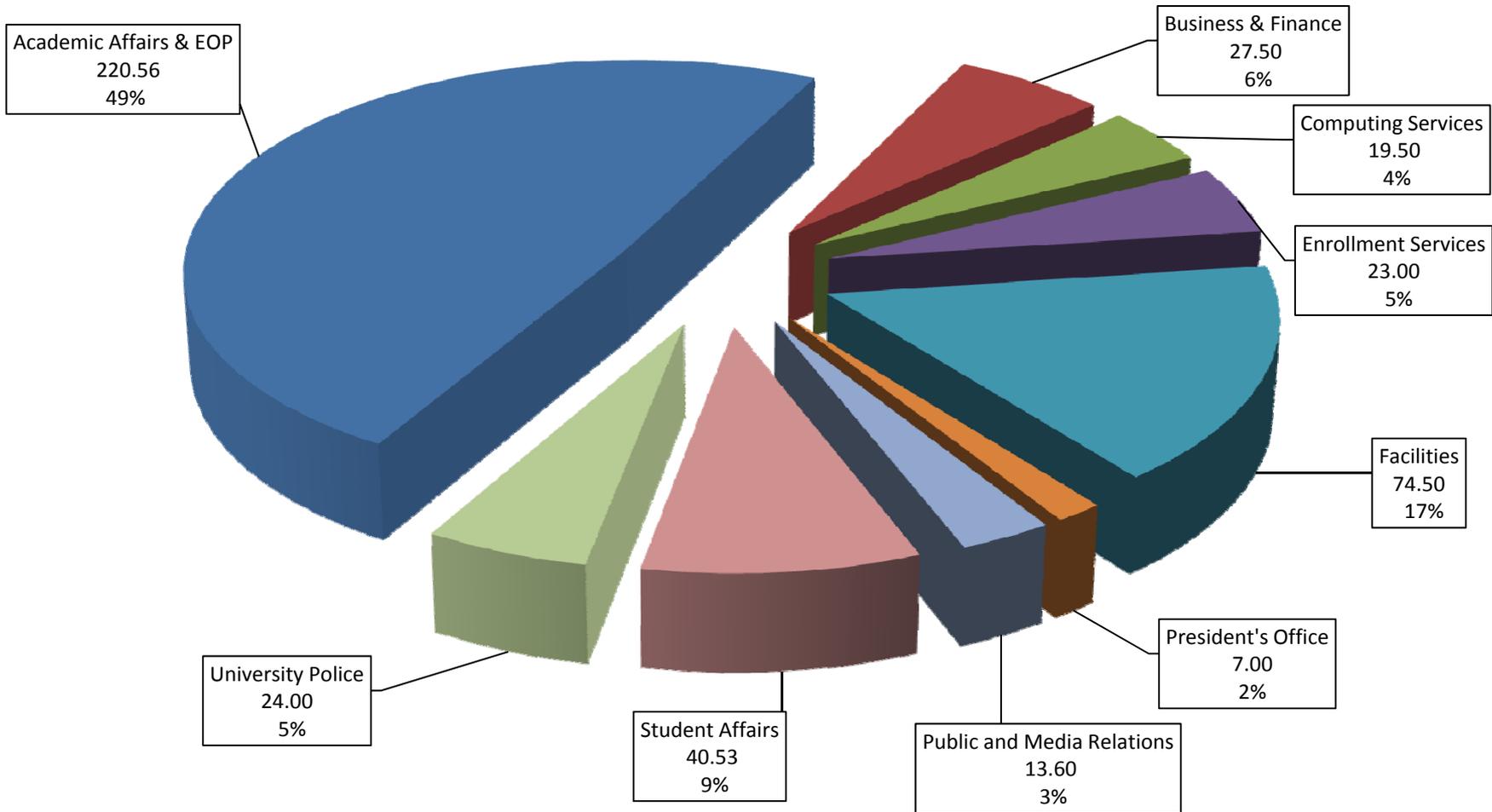
Total = \$9,160,505

# All Funds Other Items FYE 2011 - 12



Total + \$8,408,963

# All Funds FTE by Division FYE 2011 - 12



Total = 450.19: State - 399.66, 89%; DIFR - 22.00, 5%; IFR - 28.53, 6%



**Part 4**

**INFORMATION ABOUT**

*the Division of Business & Finance*

**WHO WE ARE**

**and**

**WHAT WE DO**

## Mission of the Division of Business & Finance

Our primary role is to support SUNY and the College at Old Westbury in their efforts to provide education of the highest quality and broadest possible access. We do this by serving our customers: students, faculty, staff, vendors or campus visitors. We seek to make their business dealings with the College as effective and enjoyable as possible. Our main goal is to provide students and other customers, valuable information and services on financial, budgetary, procurement, contracts, event facilitation and other business related matters. We may not be the "public face" of the College (that's the faculty and administration) but we know we are one of the engines that keep it running. Led by the Division's Vice President, the division is structured into two offices, each headed by an Associate Vice President. Those offices, and the units they comprise, are as follows:

### **Business Affairs** – Deirdre M. Dowd, AVP

Accounts Payable & Accounting

Budget

Bursar (Student Accounts)

Payroll

OWC Foundation Accounting

### **Business Compliance** – Arthur H. Angst, AVP

Facilities Rentals

Internal Controls & Policies

Purchasing & Contracts

Research Foundation: Sponsored Research & Grants

Auxiliary Services

Ultimately, service without a good understanding of customers' needs and desires is neither good nor quality service. **We understand our role** - which is to provide our customers, be they students, faculty, employees, vendors or campus visitors what they need to make their dealings with the College at Old Westbury as effective and enjoyable as possible.

Our main offices are located in Campus Center on the first floor of the I- Wing. Stop in at anytime and let us know what we can do to better serve you. Don't be surprised if you find a friendly face there willing to assist you.



Len L. Davis, Vice President, Division of Business & Finance

## **BUSINESS AFFAIRS – DEIRDRE M. DOWD, Associate Vice President**

### **Accounts Payable & Accounting – Penny Kurlan, Joseph Ruckel**

These offices are responsible for processing financial activity of the College which includes accounts payable, accounts receivable, revenue and expense accounting, and State travel. Their primary mission is to provide accurate and timely processing, recording and reporting of the financial transactions of the College. Their work is done in accordance with generally accepted accounting principles and the published rules and regulations of both the Office of the NY State Comptroller and the University Controller's Office.

### **Budget – Michael Sikorski, Jennifer Jimenez**

The Budget Office is charged with developing and updating the College's state operating, dormitory and special Revenue Accounts budgets. In addition, the Budget Office: provides the administration with NY State, SUNY and College budgetary information; guidance and review regarding the allocation and use of the College's resources; performs an ongoing analysis of the College's financial standing through examination of the College's expenditure patterns, revenue estimates, and personal service requirements; approves all fund transfers; and works closely with the Vice Presidents, department heads and staff in the development of their budgets and monitoring of expenditures throughout the year.

### **Bursar (Student Accounts) – Susan Anderson, Syed Haq**

The Bursar's Office is responsible for the collection of tuition, room and board charges, fees, and other campus miscellaneous revenue. The Bursar is also responsible for the collection and disbursement of State and Federal financial aid as governed by appropriate regulations. In addition, the Bursar's Office works with other campus administrators in the development of registration, student refund, and room and board policies. This Office is responsible for the collection of monies owed by financially delinquent students and consults with other departments to provide arrangements for these collections. The Office cooperates with other departments and state agencies in the reporting and safeguarding of cash and other financial transactions.

### **Payroll – Diane McLean**

The Payroll Unit processes the College's administrative, student assistants and work study payrolls in accordance with SUNY's and the Office of the State Comptrollers' rules and regulations. The Payroll Office works closely with the College's Office of Human Resources in coordinating payroll transactions and job related information.

### **OWC Foundation Accounting - Michael Sikorski, Jennifer Jimenez**

The Business Affairs staff also maintains the official books and records of the Old Westbury College Foundation, Inc., a separate 501 (c) 3 organization. Staff reviews the propriety of the Foundation's transactions and also prepares quarterly internal financial statements.

## **BUSINESS COMPLIANCE - ARTHUR H. ANGST, Jr., Associate Vice President**

### **Facilities Rental – Michael Dolan**

The College's Facilities Rental Unit works with students, staff, faculty and off-campus constituencies in arranging the many events to be held in the College facilities. This Office serves as the coordinator among those requesting events and the College staff needed to ensure the event's success.

### **Internal Controls – Ted Kasnicki**

The Internal Control Unit seeks to monitor the College's attainment of its goals and to protect its resources from loss, waste, or damage. Through its internal control reviews of various offices, programs and activities, the Internal Controls staff provides the administration with recommendations for improving operations and ways to protect the College and its resources. The Internal Control staff also prepares drafts of College-wide policies and procedures and coordinates the review and approval process associated with such items. This unit also annually reviews the SGA budget.

### **Purchasing – Patrick Adams, Sheila Washington**

The Purchasing Unit is responsible for the procuring goods and services required by the College. This unit works with faculty and staff to ensure that goods and services are obtained in the most resourceful manner and at an economical price while complying with the laws, regulations and policies set forth by and in accordance with SUNY, the NYS Office of the State Comptroller and the NYS Office of General Services. This unit also develops requests for proposals, obtains price quotes from vendors and coordinates bids for materials and services, and suggests Preferred Source and M/WBE vendors.

### **Research Foundation Sponsored Programs – Thomas Murphy**

This Pre-Award Unit helps faculty to locate sources of governmental funding, to interpret program guidelines, to develop narratives and budgets, and to secure sources and pledges of cost-sharing. This unit coordinates the completion and review of proposals to obtain appropriate administrative signatures, and to mails the package in a timely fashion. The unit ensures fulfillment of compliance regulations and also oversees Presidential Faculty Development Grant Competition.

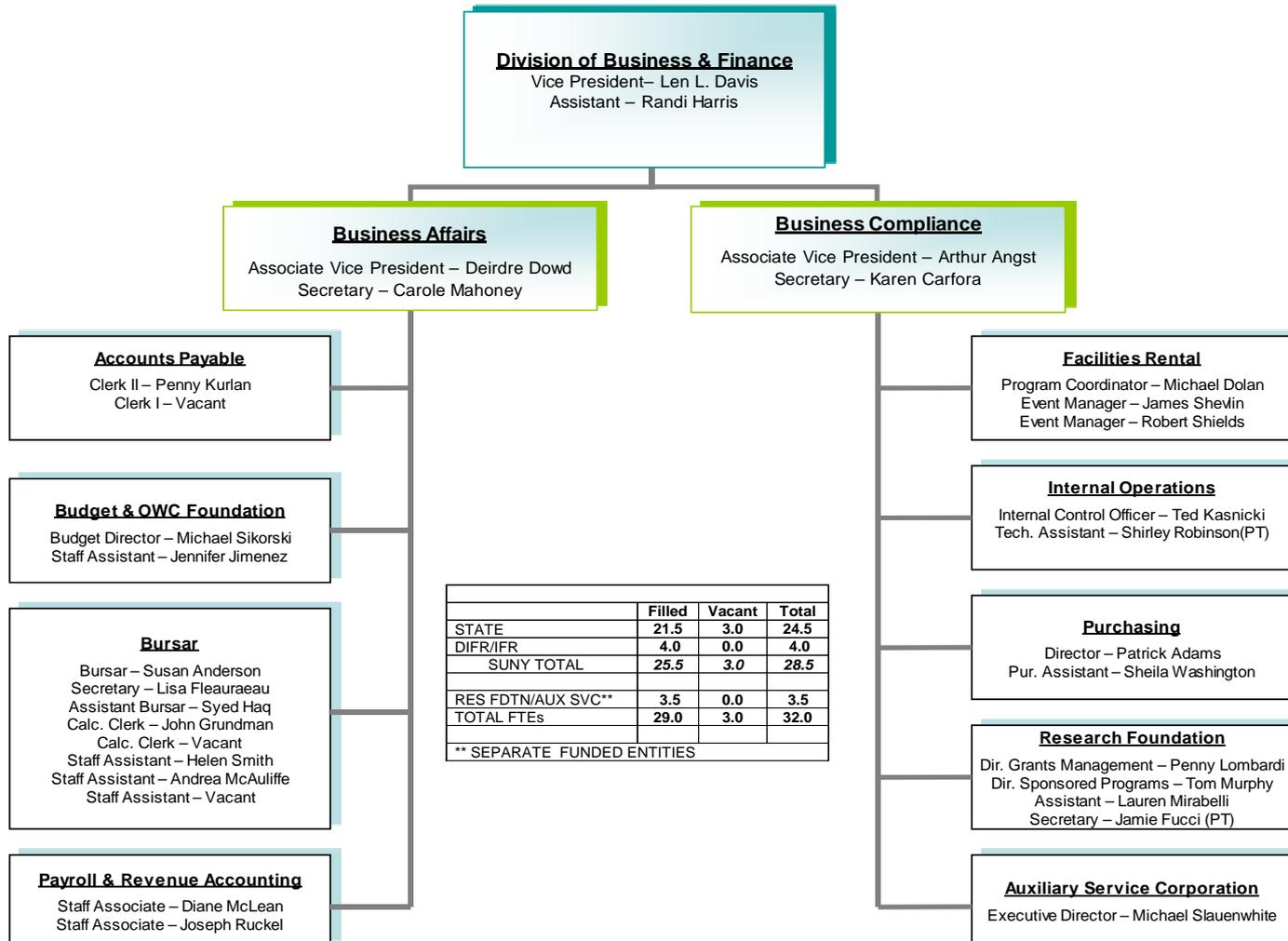
### **Research Foundation Grants Management – Penny Lombardi**

This Post-Award Unit on campus works to service faculty and staff grant recipients effectively and efficiently in the administration of their Research Foundation accounts within the guidelines and regulations of Sponsors, Federal, New York State and the Research Foundation. This Office manages grant funds once an award is made. It monitors and processes expenditures according to the grant budget, prepares and maintains all grant records including payroll, personnel and patents.

### **Auxiliary Services – Michael Slauenwhite**

The Auxiliary Services Corporation's mission is to support and enhance College life. It provides on-campus services and activities to students, faculty and staff not covered in the SUNY budget. These services include: student and campus events, bookstore, vending machines, laundry services for residential students, ATM machine, and micro-fridge rentals. The ASC monitors the day-to-day operations of its contracted services and seeks to further enhance campus life through new programs and activities.

**DIVISION OF BUSINESS & FINANCE**  
 Organizational Chart – October 2011



	Filled	Vacant	Total
STATE	21.5	3.0	24.5
DIFR/IFR	4.0	0.0	4.0
SUNY TOTAL	25.5	3.0	28.5
RES FDTN/AUX SVC**	3.5	0.0	3.5
TOTAL FTEs	29.0	3.0	32.0

\*\* SEPARATE FUNDED ENTITIES