

November 8, 2017

MEMORANDUM

TO: State Board of Regents  
FROM: David L. Buhler  
SUBJECT: USHE – Annual Institutional Residences Expense Report

Issue

Regent Policy R207, *Institutional Residences for Colleges and Universities in the Utah System of Higher Education* requires USHE institutions to submit an annual report summarizing the actual and budgeted expenses, as approved by the institution's respective Board of Trustees, for institutional residences.

Background

The Board has asked for an annual report summarizing the actual and budgeted expenses associated with institutional residences, including: maintenance costs, custodial and domestic assistance, and insurance.

This report is used not only to inform the Board about institutional residence expenditures but also to help Boards of Trustees and institutions monitor and maintain appropriate internal controls; ensure that institutional residence budgets and expenses are reviewed and approved annually; and provide transparency regarding the facility's operation and maintenance costs.

The attached report summarizes the approved budget and expenditures for each institutional residence for the past three fiscal years. Footnotes have been added to describe the following: any significant change from prior years; any significant variances between the budgeted and actual expenditures; and/or any significant capital improvements to the residence.

Commissioner's Recommendation

This is an information item only; no action is needed.

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David L. Buhler  
Commissioner of Higher Education

DLB/KLH/BLS  
Attachment

# Utah System of Higher Education

## *Institutional Residences Operation and Maintenance Report*

*FY 2015-2018*

	2014-15		2015-16		2016-17		2017-18	Source of Funds	Square Footage
	Budget	Actual	Budget	Actual	Budget	Actual	Budget		
UU	\$ 63,000	\$ 59,519	\$ 64,100	\$ 57,203	\$ 65,100	\$ 56,646	\$ 65,760	Discretionary	8,803
USU	\$ 72,000	\$ 63,940	\$ 72,000	\$ 51,263	\$ 72,000	\$ 72,000	\$ 72,000	E&G	12,403
WSU <sup>1</sup>	\$ 28,300	\$ 21,220	\$ 28,300	\$ 21,209	\$ 28,300	\$ 21,237	\$ 28,300	E&G	-
SUU	\$ 68,000	\$ 31,075	\$ 83,000	\$ 46,104	\$ 92,000	\$ 52,917	\$ 42,000	E&G	11,314
Snow	\$ 12,000	\$ 4,386	\$ 10,900	\$ 8,186	\$ 12,000	\$ 3,503	\$ 10,100	E&G	6,128
DSU <sup>2</sup>	\$ 59,500	\$ 64,798	\$ 72,000	\$ 20,476	\$ 34,000	\$ 15,709	\$ 28,500	E&G	5,246
UVU <sup>3</sup>	\$ 48,687	\$ 32,447	\$ 40,940	\$ 21,468	\$ 41,100	\$ 39,361	\$ 116,500	E&G	6,235
SLCC <sup>1</sup>	\$ 20,000	\$ 20,000	\$ 24,370	\$ 24,370	\$ 20,000	\$ 20,000	\$ 21,300	Discretionary	-

Board Policy R207 provides for institutional coverage of expenses for maintenance, repair, utilities, insurance, and domestic assistance serving institutional purposes. Policy requires annual reports for the previous year's actual expenses and the current year's budget, as summarized in the table above.

*Footnotes to this table contain explanations of significant budget variances including capital improvements.*

<sup>1</sup> *WSU and SLCC amounts reflect housing allowance and institutional functions.*

<sup>2</sup> *DSU addressed deferred maintenance issues by replacing carpet, tile, and paint in FY 2015. Institution elected not to proceed with ADA access improvements originally budgeted for FY 2016.*

<sup>3</sup> *UVU DFCM to replace roof with estimated cost of \$75,000 in 2017-18.*