

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

INFORMATION ITEM

First Quarter 2009 Board Operating Budget Report

BACKGROUND

The Board of Trustees Operating Budget for FY 2009 is \$240,000. The first quarter report for the period ending September 30, 2008, is presented as information on Attachment A. At the end of the first quarter, \$37,526, or 16 percent of the budget, had been disbursed. Encumbered funds for the same period are \$139,441, with an available balance of \$63,033.

The Board of Trustees Operating Budget in FY 2008 was \$267,913. For comparison purposes, the first quarter report for the period ending September 30, 2008, is shown on Attachment B. For that quarter, \$24,855, or nine percent of the budget, had been disbursed. Encumbered funds were \$143,380, with an available balance of \$99,678.

Date Presented to the Executive Committee: November 19, 2008

**Minnesota State Colleges and Universities Board of Trustees
Approved FY 2009 Operating Budget**

	Approved FY 2009 Budget	First Quarter 9/30/08 Cash	First Quarter 9/30/08 Encumbered	First Quarter 9/30/08 Balance	Percent Used
Expenses:					
Per Diem	\$30,000	\$4,510	\$25,490	\$0	15%
Meeting Expense (1)	\$80,000	\$9,277	\$36,296	\$34,427	12%
Travel in-state (2)	\$35,000	\$4,370	\$22,260	\$8,370-	12%
Development/National Conferences (3)	\$45,000	\$10,512	\$43,000	(\$8,512)	23%
Consultants	\$10,000	\$0	\$5,000	\$5,000	0%
Miscellaneous (4)	\$33,000	\$8,812	\$6,940	\$17,248	27%
Chair Expense	\$7,000	\$45	\$455	\$6,500	1%
Total:	\$240,000	\$37,526	\$139,441	\$63,033	16%
<u>Total:</u>	<u>\$240,000</u>	<u>\$37,526</u>	<u>\$139,441</u>	<u>\$63,033</u>	<u>16%</u>

Notes:

- (1) Meeting expense includes rent, printing, food, postal/delivery, audio services.
(2) Travel in-state includes mileage, meals, lodging, parking, in-state registration fees.
(3) Development/national conferences includes registration fees, airfares, lodging, mileage, etc.
(4) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.

The Board of Trustees approved the FY 2009 Operating Budget on May 21, 2008.

Minnesota State Colleges and Universities Board of Trustees
Approved FY 2008 Operating Budget

	Approved FY 2008 Budget	First Quarter 9/30/07 Cash	First Quarter 9/30/07 Encumbered	First Quarter 9/30/07 Balance	Percent Used
Expenses:					
Per Diem	\$33,000	\$4,345	\$28,655	\$0	13%
Meeting Expense (1)	\$85,000	\$10,710	\$48,306	\$25,984	13%
Travel in-state (2)	\$45,000	\$3,570	\$18,733	\$22,697	8%
Development/National Conferences (3)	\$52,000	\$0	\$40,000	\$12,000	0%
Consultants	\$2,500	\$0	\$0	\$2,500	0%
Miscellaneous (4)	\$43,413	\$6,230	\$6,396	\$30,787	14%
Chair Expense	\$7,000	\$0	\$1,290	\$5,710	0%
Total:	\$267,913	\$24,855	\$143,380	\$99,678	9%
<u>Total:</u>	<u>\$267,913</u>	<u>\$24,855</u>	<u>\$143,380</u>	<u>\$99,678</u>	<u>9%</u>

Notes:

- (1) Meeting expense includes rent, printing, food, postal/delivery, audio services.
(2) Travel in-state includes mileage, meals, lodging, parking, in-state registration fees.
(3) Development/national conferences includes registration fees, airfares, lodging, mileage, etc.
(4) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.

The Board of Trustees approved the FY 2008 Operating Budget on June 20, 2007 .