

Finance & Administration Committee (FAC), March 31, 2025, FY2025 Management Report

Period 9 YTD Actual to Actual Variance:

This report provides nine months of actual revenue and expense activity (as of March 31, 2025) as compared to the same period in prior fiscal year.

Education & General Fund:

Revenues:

Tuition revenues are an ~\$1.397M increase. The increase is due to a combination of tuition increases (5% across all categories), the first cohort of 17 Occupational Therapy students (which totals \$436K for Fall, Winter, and Spring term tuition), and changes in enrollment. Fall 2024 was a decrease of 3.0% UG FTE and 3.1% GR FTE (excluding OTD) from Fall 2023, Winter 2025 was a decrease of 3.6% UG FTE and an increase of 8.5% GR FTE (excluding OTD) from Winter 2024, and Spring 2025 is an approximate decrease of 4.7% UG FTE and an increase of 6.3% GR FTE (excluding OTD) from Spring 2024 (based on March 31, 2025 M-Report).

Online course fees are a decrease of \$309K, as a result of the enrollment decrease as well as online course fee offerings decreasing. Other fees have effectively decreased by \$60K, as FY25 includes \$496K of non-refundable tuition/fees, which were not allocated to general fund until the end of FY24. Fee remissions have increased \$191K. Altogether, this results in net tuition and fees for FY25 Period 9 being \$1.334M more than FY24 Period 9, or \$838K more adjusting for the timing difference in non-refundable tuition/fees.

Government resources & allocations have decreased by \$73K from the prior year, however FY24 includes \$1.022M of sustainability funds. Accounting for this, state appropriations have increased by \$949K. The Public University Support Fund (PUSF) for the 2023-25 biennium was funded at \$1B. 49% of PUSF is distributed in year 1 (FY24) and the remaining 51% is distributed in year 2 (FY25) and allocated among the public universities according to the Student Success and Completion Model (SSCM). Within each fiscal year, 36% is distributed for Q1, 24% for Q2 and Q3, and 16% for Q4. Our current revenue reflects quarters 1-3 of FY25 distributions.

Gift grants and contracts revenue has increased by \$126K from prior year. Other revenues have increased by \$26K from the prior year.

Overall, total revenues are \$65.721M, \$1.412M more, or adjusting for the difference in non-refundable tuition and fees and Sustainability funds, that is ~\$1.938M more than the prior year.

Expenses:

Personnel expenses are \$2.390M more than the prior period and reflect variations in faculty/staff from the prior year. Faculty received an ~4.09% COLA (varies by individual). Unclassified staff received a 3.25% COLA effective November 1, 2024. Classified staff received a 6.5% COLA effective April 1, 2024, a 2% COLA effective November 1, 2024, and are set to receive a 3.5% COLA effective June 1, 2025, as well as individual step increases. Additionally, the health OPE rate charge increased from \$1,417 to \$1,600 per month per individual (a 12.9% increase), effective November 2024 payroll.

Services and supplies expenses are \$1.075M less than the prior year. FY24 P9's actuals include many large expenditures we do not anticipate in FY25 (such as \$204K in anatomage tables for Occupational Therapy, \$50K of student meals for Destination Western, \$72K of USSE payroll services, and a \$380K contract to EAB).

Overall, total expenses are \$48.979M, \$1.315M more than the prior year.

Net Revenues less Expenses:

Net revenues less expenses have increased by \$97K compared to prior year, when adjusting for the difference in non-refundable tuition/fees and Sustainability funds, that is an effective ~\$627K increase.

Auxiliary Enterprises:

Auxiliary Enterprises is comprised of Athletics, University Housing, Campus Dining, Parking, Bookstore, Student Health & Counseling Center (SHCC), Child Development Center (CDC), Incidental Fee, and other minor operations.

Revenues:

Enrollment Fees have increased by \$79K. Although enrollment has declined ~2.5% from Fall 2023 to Fall 2024, and ~1.8% from Winter 2024 to Winter 2025, and ~2.7% from Spring 2024 to Spring 2025, the decrease is offset by an increase in the health service fee from \$162 to \$175 per term (or for students not enrolled on the Monmouth campus, \$120 to \$130). The incidental fee remained flat (\$415 or \$210 for students not enrolled on the Monmouth campus). Health Service Fee revenue is up \$117K and incidental fee revenue is down \$22K from the prior year.

Sales and Services are up \$2.467M from the prior year, however ~\$2.2M of this is due to a change in Banner. Historically, when room and board were assessed the revenue went to an unearned income (liability) account, and then on a monthly basis was distributed to housing/dining. Effective Spring 2025, room and board revenues immediately deposit to the respective housing/dining revenue account. While this causes a timing discrepancy when comparing this year to last, going forward it will make

the accounting process more efficient (and align with how tuition/fees work for the education & general fund). The resulting effective \$267K sales and services increase is due primarily to the rate increases for this year (3.5% for residence hall rates, and 5% for dining rates).

Other Revenue remains fairly consistent across all auxiliaries, with an increase from prior year of \$126K. Altogether, auxiliary revenue totals \$19.661M, a \$2.672M increase from prior year. Accounting for the change in accounting for housing/dining, this is effectively a \$472K increase.

Expenses:

Personnel expenses are \$577K more than the prior year, with increases seen in Housing/Dining (\$239K), IFC-areas (\$81K), Athletics (\$242K), and Health Services (\$152K). Bookstore's personnel has decreased by \$65K.

Service & Supplies are \$437K more than the prior year, a decrease in Housing/Dining (\$213K) are offset by increases in IFC-areas (\$372K) and Athletics (\$376K). Altogether, auxiliary expenses total \$18.828M, an increase of \$1.014M from the prior year.

Net Revenues less Expenses:

Net revenues less expenses total \$833K and have increased by \$1.659M compared to prior year. However, accounting for the \$2.2M change in revenue for housing/dining, net revenues less expenses have effectively decreased by \$541K.

Designated Operations, Service Departments, Clearing Funds:

Designated Operations, Service Departments, and Clearing Funds is comprised primarily of Telecommunications and Oregon Council of Presidents.

In FY24 P9, the Clearing fund reflected a balance of \$892K of revenue, causing a misleading comparison for enrollment fees. Accounting for this, revenues are comparable to prior year. Expenses are down \$228K from the prior year, primarily in the Oregon Council of Presidents.

FY25 Projected Year-End:

This report provides year-end projections. The projected year-end methodology is a combination of actual revenues and expenses for the first nine months of operations and projections for the remaining three months of FY25. Projections for periods ten through twelve are based on the actual FY24 realization/burn rates for period nine, which are applied to FY25 revenues and expenses.

Education & General Fund:

Revenues:

Total revenues are projected to be \$74.375M, \$1.227M more than the FY25 adjusted budget. Altogether, net student fees & tuition are projected to be \$33.199M, \$512K more than the adjusted budget. This is primarily due to graduate tuition coming in over budget. The adjusted budget assumes 6% attrition between terms. Actual attrition for UG between fall and winter was 7.8%, and between winter and spring was 7.5% (based on March 31, 2025 M-Report). However for graduate students, enrollment increased by 0.4% FTE from fall to winter, and 7.8% from winter to spring (based on March 31, 2025 M-Report).

Government resources and allocation are projected at \$34.877M, \$84K less than the adjusted budget as a result of the true-up. Gifts, grants, and contracts are projected at \$2.931M, \$331K more than the adjusted budget. Other revenues are projected to be \$3.368M, \$468K more than the adjusted budgeted amount.

Expenses:

Total expenses are projected to be \$69.458M, \$2.700M less than the FY25 adjusted budget. Personnel is projected to be \$60.105M, \$354K less than the budget; \$2.442M of faculty and staff salvage savings were incorporated into the FY25 adjusted budget.

Service and supplies are projected to be \$9.353M, \$2.345M less than the adjusted budget, however service and supply spending patterns continue to be volatile and hard to predict. Some known factors contributing to the savings:

- The FY25 Adjusted Budget included a placeholder one-time S&S budget of \$500K for Sustainability Funds rollover, but only \$202K of the \$1.028M of Sustainability funds received in FY24 had gone unspent and needed rolled over. All the remaining \$202K has been spent in FY25, ~\$120K of S&S, and ~\$82K of personnel (a savings in S&S of \$380K)
- The FY25 Adjusted Budget incorporated several S&S additions that the President did not release to be spent: \$100K of one-time S&S for the Advancement campaign, \$47K of DEI S&S for Title IX/HSI, \$10K for Dean of Students S&S, \$25K of S&S to expand Willamette Promise, and \$150K of S&S for longevity for Canvas and other LMS tools. This totals \$332K of S&S savings.
- Occupational Therapy anticipates ~\$200K of S&S savings (FY25 Adjusted Budget totaled \$395K) due to utilizing other funding sources and savings on equipment needed.
- The FY25 Adjusted Budget incorporates \$400K of S&S for course fee expenditures, but to date only ~\$115K has been spent (with an additional ~\$60K being spent on personnel).

- The FY25 Adjusted Budget incorporates \$780K of S&S for indirect expenditures, but to date only ~\$193K has been spent (with an additional \$105K being spent on personnel)

Transfer Schedule:

A projected transfer schedule is attached to provide details for the projected transfers in and out. This includes a transfer out of \$5.775M to Athletics, compared to the budgeted \$5.2M.

Net Revenues less Expenses and Transfers:

Net revenues less expenses and transfers are projected to be a loss of \$1.278M versus the FY25 adjusted budget of a loss of \$4.608M, an improvement of \$3.330M. Projected year-end fund balance is \$12.476M, or 16.77% of projected revenues.

Auxiliary Enterprises:

Revenues:

Total revenues are projected to be \$22.094M, \$1.615M more than the adjusted budget. Enrollment fees are projected to be \$6.030M, \$115K more than the budget. Sales and services are projected to be \$13.092M, \$861K more than budgeted. Other revenues are projected to be \$2.972M, \$638K more than the adjusted budget.

Expenses:

Total expenses are projected to be \$26.065M, \$1.664M more than the budget. Personnel is projected to be \$11.735M, \$261K more than the adjusted budget. Service and supplies are projected to be \$14.330M, \$1.402M more than the adjusted budget.

Net Revenues less Expenses and Transfers:

Net revenues less expenses and transfers are projected to be a gain of \$354K compared to the FY25 adjusted budget loss of \$800K. This results in a projected year end fund balance of \$5.567M.

Designated Operations, Service Departments, Clearing Funds:

Revenues:

Total revenues are projected to be \$2.323M, \$57K more than the budget.

Expenses:

Total expenses are projected to be \$1.727M, \$539K less than the budget.

Net Revenues less Expenses and Transfers:

Net revenues less expenses and transfers are projected to be a gain of \$596K compared to the FY25 net zero budget.

STAFF RECOMMENDATION:

It is recommended that the Western Oregon University Finance and Administration Committee accept the FY25 Projected Year-End Report and the overall Management Report as of March 31, 2025.

Western Oregon University
P9 YTD Actual to Actual Variance

(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of March 31, 2025
For the Fiscal Year Ended June 30, 2025

| | P9 FY24 Actuals | P9 FY24 Realization/ Burn Rate % | P9 FY25 Actuals | P9 FY25 % of Budget | Variance Actuals % | | Note |
|-------------------------------------|--------------------|--|--------------------|------------------------|----------------------------|---------------|---|
| Education & General Fund | | | | | | | |
| Revenues | | | | | | | |
| Tuition | 31,645 | | 33,042 | | 1,397 | | |
| Online Course Fees | 3,292 | | 2,983 | | (309) | | |
| Other Fees | 1,169 | | 1,605 | | 436 | | FY25 includes \$496K of non-refundable tuition fees |
| Less: Fee Remissions | (4,718) | | (4,909) | | (191) | | |
| Net Student Fees & Tuition | 31,388 | 96.09% | 32,722 | 100.11% | 1,334 | 4.02% | |
| Government Resources & Allocations | 29,336 | 84.37% | 29,263 | 83.70% | (73) | -0.67% | FY24 includes \$1.022M of Sustainability funds |
| Gift Grants and Contracts | 1,260 | 47.30% | 1,386 | 53.31% | 126 | 6.02% | |
| Other Revenue | 2,325 | 69.79% | 2,351 | 81.06% | 26 | 11.27% | |
| Total Revenues | 64,309 | 87.58% | 65,721 | 89.85% | 1,412 | 2.27% | |
| Expenses | | | | | | | |
| Personnel | 40,446 | 71.67% | 42,836 | 70.85% | (2,390) | -0.82% | |
| Service & Supplies | 7,217 | 73.53% | 6,142 | 52.51% | 1,075 | -21.03% | |
| Total Expenses | 47,663 | 71.94% | 48,979 | 67.88% | (1,315) | -4.07% | |
| Net Revenues less Expenses | 16,646 | | 16,743 | | 97 | | |

Western Oregon University
P9 YTD Actual to Actual Variance

(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of March 31, 2025
For the Fiscal Year Ended June 30, 2025

| | P9 FY24 Actuals | P9 FY24 Realization/ Burn Rate % | P9 FY25 Actuals | P9 FY25 % of Budget | Variance Actuals % | | Note |
|---|--------------------|--|--------------------|------------------------|----------------------------|-----------|--|
| Auxiliary Enterprises Funds | | | | | | | |
| Revenues | | | | | | | |
| Enrollment Fees | 5,797 | 97.45% | 5,876 | 99.35% | 79 | 1.90% | FY25 includes ~\$2.2M of spring term housing/dining revenues |
| Sales and Services | 9,328 | 73.28% | 11,795 | 96.43% | 2,467 | 23.15% | |
| Other Revenue | 1,864 | 66.96% | 1,990 | 85.27% | 126 | 18.31% | |
| Total Revenues | 16,989 | 79.16% | 19,661 | 96.00% | 2,672 | 16.84% | |
| Expenses | | | | | | | |
| Personnel | 7,997 | 73.06% | 8,574 | 74.73% | (577) | 1.67% | |
| Service & Supplies | 9,817 | 71.56% | 10,254 | 79.32% | (437) | 7.76% | |
| Total Expenses | 17,814 | 72.22% | 18,828 | 77.16% | (1,014) | 4.94% | |
| Net Revenues less Expenses | (825) | | 833 | | 1,659 | | |
| Designated Operations, Service Departments, Clearing Funds | | | | | | | |
| Revenues | | | | | | | |
| Enrollment Fees | 920 | 2399.83% | 36 | 74.59% | (884) | -2325.25% | |
| Sales and Services | 92 | 64.65% | 97 | 76.71% | 5 | 12.06% | |
| Other Revenue | 1,340 | 68.44% | 1,486 | 71.05% | 146 | 2.61% | |
| Total Revenues | 2,351 | 109.97% | 1,619 | 71.44% | (732) | -38.53% | |
| Expenses | | | | | | | |
| Personnel | 792 | 82.67% | 525 | 51.03% | 266 | -31.63% | |
| Service & Supplies | 736 | 70.91% | 774 | 62.58% | (38) | -8.33% | |
| Total Expenses | 1,528 | 76.55% | 1,299 | 57.34% | 228 | -19.22% | |
| Net Revenues less Expenses | 823 | | 320 | | (504) | | |

Western Oregon University
FY25 Projected Year-End
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of March 31, 2025
For the Fiscal Year Ended June 30, 2025

| | FY24 Year-End Actuals | FY25 Projected Year-End | FY25 Adjusted Budget | Variance FY25 Projected Year-End to Budget | Note |
|--|----------------------------------|------------------------------------|---------------------------------|---|--|
| Education & General Fund | | | | | |
| Student Fees & Tuition (net of remissions) | 32,666 | 33,199 | 32,686 | 512 | |
| Government Resources & Allocations | 34,770 | 34,877 | 34,961 | (84) | |
| Gift Grants and Contracts | 2,664 | 2,931 | 2,600 | 331 | |
| Other Revenue | 3,331 | 3,368 | 2,900 | 468 | |
| Total Revenues | <u>73,431</u> | <u>74,375</u> | <u>73,148</u> | <u>1,227</u> | |
| Personnel | 56,436 | 60,105 | 60,459 | 354 | |
| Service & Supplies | 9,815 | 9,353 | 11,699 | 2,345 | |
| Total Expenses | <u>66,250</u> | <u>69,458</u> | <u>72,158</u> | <u>2,700</u> | |
| Net Transfers | 7,447 | 6,195 | 5,598 | (597) | Projection based on transfer schedule. |
| Total Expenses and Transfers | <u>73,697</u> | <u>75,653</u> | <u>77,756</u> | <u>2,103</u> | |
| Net Revenues less Expenses | (266) | (1,278) | (4,608) | 3,330 | |
| Fund Balance at the Beginning of the Year | 14,025 | 13,754 | | | |
| Additions/Deductions to Fund Balance | <u>(5)</u> | <u>-</u> | | | |
| Fund Balance at the End of the Year | <u><u>13,754</u></u> | <u><u>12,476</u></u> | | | |
| Fund Balance as a Percentage of Revenues | 18.73% | 16.77% | | | |

Western Oregon University
FY25 Projected Year-End
(Unaudited, non-GAAP, for management purposes only)
(in thousands)

As of March 31, 2025
For the Fiscal Year Ended June 30, 2025

| | FY24 Year-End Actuals | FY25 Projected Year-End | FY25 Adjusted Budget | Variance FY25 Projected Year-End to Budget | Note |
|---|----------------------------------|------------------------------------|---------------------------------|---|--|
| Auxiliary Enterprises Funds | | | | | |
| Enrollment Fees | 5,949 | 6,030 | 5,915 | 115 | |
| Sales and Services | 12,728 | 13,092 | 12,231 | 861 | |
| Other Revenue | 2,784 | 2,972 | 2,334 | 638 | |
| Total Revenues | 21,460 | 22,094 | 20,479 | 1,615 | |
| Personnel | 10,946 | 11,735 | 11,474 | (261) | |
| Service & Supplies | 13,719 | 14,330 | 12,927 | (1,402) | |
| Total Expenses | 24,665 | 26,065 | 24,401 | (1,664) | |
| Net Transfers | (6,801) | (4,325) | (3,122) | 1,203 | Projection based on transfer schedule. |
| Total Expenses and Transfers | 17,863 | 21,740 | 21,279 | (461) | |
| Net Revenues less Expenses | 3,597 | 354 | (800) | 1,154 | |
| Additions/Deductions to Fund Balance | (1,898) | (1,869) | | | |
| Fund Balance at the Beginning of the Year | 5,383 | 7,082 | | | |
| Fund Balance at the End of the Year | 7,082 | 5,567 | | | |
| Fund Balance as a Percentage of Revenues | 33.00% | 25.20% | | | |
| Designated Operations, Service Departments, Clearing Funds | | | | | |
| Enrollment Fees | 38 | 1 | 48 | (47) | |
| Sales and Services | 142 | 150 | 127 | 24 | |
| Other Revenue | 1,958 | 2,172 | 2,092 | 80 | |
| Total Revenues | 2,138 | 2,323 | 2,266 | 57 | |
| Personnel | 958 | 636 | 1,030 | 394 | |
| Service & Supplies | 1,038 | 1,092 | 1,237 | 145 | |
| Total Expenses | 1,996 | 1,727 | 2,266 | 539 | |
| Net Transfers | (149) | - | - | - | Projection based on transfer schedule. |
| Total Expenses and Transfers | 1,847 | 1,727 | 2,266 | 539 | |
| Net Revenues less Expenses | 291 | 596 | - | 596 | |
| Additions/Deductions to Fund Balance | (219) | (239) | | | |
| Fund Balance at the Beginning of the Year | 2,621 | 2,692 | | | |
| Fund Balance at the End of the Year | 2,692 | 3,049 | | | |
| Fund Balance as a Percentage of Revenues | 125.93% | 131.24% | | | |

Western Oregon University
Transfers Schedule - Projected FY25
(Unaudited, non-GAAP, for management purposes only)

| | E&G | | | Auxiliary | Des Ops - Serv Dept. | Plant fund | Other | Total |
|------------------------------|-----------|---------|--------|-----------|-------------------------|------------|-----------|-----------|
| Transfers In E&G | | | | (a) | | | | |
| Actual | | | | 45,180 | | | | 45,180 |
| Upcoming | | | | 15,060 | | | | 15,060 |
| Transfers Out E&G | | | | (b) | (c) | (d) | (e) | (f) |
| Actual | | | | - | - | 22,000 | - | 3,955 |
| Upcoming | | | | 5,775,000 | 150,000 | - | 294,000 | 10,283 |
| Transfers In AUX | (b) | (c) | (d) | | | (g) | (h) | |
| Actual | - | - | 22,000 | | | 516,000 | - | 538,000 |
| Upcoming | 5,775,000 | 150,000 | - | | | - | - | 5,925,000 |
| Transfers Out AUX | (a) | | | | | | (h) | |
| Actual | 45,180 | | | | | | - | 45,180 |
| Upcoming | 15,060 | | | | | | 2,077,972 | 2,093,032 |
| Transfers In DO, SD | | | | | | | | |
| Actual | | | | | | | | - |
| Upcoming | | | | | | | | - |
| Transfers Out DO, SD | | | | | | | | |
| Actual | | | | | | | | - |
| Upcoming | | | | | | | | - |

| Type | Description |
|------|---|
| (a) | Parking support of public safety |
| (b) | Athletic operations support |
| (c) | Child Development Center support |
| (d) | Smith Fine Arts support |
| (e) | Small-Scale Energy Loan Program debt service |
| (f) | Miscellaneous (endowment matches, cost shares, etc.) |
| (g) | Auxiliary transfers to/from building/equipment reserves |
| (h) | Misc. auxiliary transfers, including debt payments for Housing and Recreation Center Building Fee |
| (i) | Misc. designated operations and service departments transfers |