

University of West Florida
2021-2022 Carryforward Spending Plan Summary

2021-2022 Operating / Carryforward Spending Plan:

2021-2022	Main	Total
Total E&G Operating Budget	\$140.3 M	140.3 M
July 1, 2021 Carryforward Balance	\$21.2 M	\$21.2 M
2020-2021 Encumbrances	\$133 K	\$133 K
7% Reserve Requirement	\$9 M	\$9 M
Carryforward Spending Plan	\$12 M	\$12 M
Percentage of Carryforward Spending Plan Compared to Operating Budget	8.5%	8.5%

Carryforward Spending Plan Highlights and Observations:

- **\$5.7 M for Total University Restricted/Contractual Obligations**
- **\$6.3 M for Total University Commitments**

Restricted/Commitments Highlights:

- \$326 K for Restricted by Appropriations
- \$4.5 M for Student Financial Aid
- \$1.1 M for Information Technology
- **\$800 k for Minor Carryforward Fixed Capital Outlay Projects**
- **\$1.1 M for Major Carryforward Fixed Capital Outlay Projects**
- \$3.2 M for Other Operating Requirements
- \$63 K for Contingencies for a State of Emergency Declared by the Governor

Observations:

- UWF's 2021-22 Carryforward Spending Plan appears to be complete and board staff has no questions at this time.



2021-2022 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget

University Name: The University of West Florida

2021-2022 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget Certification Representations

I hereby certify to the Board of Governors that the referenced 2021-2022 Operating Budget, E&G Carryforward Spending Plan, & Fixed Capital Outlay Budget provided to the Board of Governors in accordance with my fiduciary responsibility to the university is true and materially correct to the best of my knowledge. I further certify that these budgets have been reviewed and approved by the Board of Trustees at its meeting held on 09/16/2021 , and that funds will only be expended in accordance with the approved budget as well as all applicable Statutes, Board of Governors' Regulations, and university regulations. I understand that any unsubstantiated, false, misleading, or withheld information relating to these statements may render this certification void. My signature below acknowledges that I have read and understand these statements.

Certification: DocuSigned by:
 Betsy Bowers
 71C3EFD764734C... Date 09/16/2021
Chief Financial Officer

Certification: DocuSigned by:
 Martha Saunders
 D54A387E376848D... Date 09/16/2021
President

I certify that the above referenced university budgets for fiscal year 2021-2022 have been approved by the University Board of Trustees and is true and materially correct to the best of my knowledge.

Certification: DocuSigned by:
 Suzanne Lewis
 03098AC95429448... Date 09/16/2021
Board of Trustees Chair



The University of West Florida
Education and General
Carryforward Spending Plan Summary
Approved by University Board of Trustees
Balances and Spending Plans as of July 1, 2021

	<u>University E&G</u>	<u>Special Unit or Campus (Title)</u>	<u>Grand Total : University Summary</u>
A. Beginning E&G Carryforward Balance - July 1, 2021 :			
Cash	\$ -	\$ -	\$ -
Investments	\$ 21,283,447	\$ -	\$ 21,283,447
Accounts Receivable	\$ -	\$ -	\$ -
Less: Accounts Payable	\$ -	\$ -	\$ -
Less: Deferred Student Tuition & Fees	\$ -	\$ -	\$ -
B. Beginning E&G Carryforward Balance (Net of Payables/Receivables/Deferred Fees) :	\$ 21,283,447	\$ -	\$ 21,283,447
C. Fiscal Year 2020-2021 E&G Carryforward Encumbrances Brought Forward	\$ 133,418	\$ -	\$ 133,418
D. 7% Statutory Reserve Requirement (1011.45(1) F.S.):	\$ 9,077,947	\$ -	\$ 9,077,947
E. E&G Carryforward Balance Less 7% Statutory Reserve Requirement (Amount Requiring Approved Spending Plan) :	\$ 12,072,082	\$ -	\$ 12,072,082
F. * Restricted / Contractual Obligations			
Restricted by Appropriations	\$ 326,523	\$ -	\$ 326,523
University Board of Trustees Reserve Requirement	\$ -	\$ -	\$ -
Restricted by Contractual Obligations :			
Compliance, Audit, and Security			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -
Academic and Student Affairs			
Student Services, Enrollment, and Retention Efforts	\$ 96,567	\$ -	\$ 96,567
Student Financial Aid	\$ 4,500,000	\$ -	\$ 4,500,000
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 21,933	\$ -	\$ 21,933
Faculty Research and Public Service Support and Start-Up Funding	\$ -	\$ -	\$ -
Library Resources	\$ -	\$ -	\$ -
Facilities, Infrastructure, and Information Technology			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 275,978	\$ -	\$ 275,978
Minor Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ -	\$ -	\$ -
Major Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ -	\$ -	\$ -
Other UBOT Approved Operating Requirements			
Coronavirus/COVID -19 Related Expenditures (Should agree with restricted column total on "Details - Covid-19" tab)	\$ -	\$ -	\$ -
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 500,405	\$ -	\$ 500,405
Contingencies for a State of Emergency Declared by the Governor (SB 72)	\$ -	\$ -	\$ -
Operating Restricted : (Should agree with restricted column totals on "Details-Operating" tab)	\$ 5,721,406	\$ -	\$ 5,721,406
FCO Restricted : (Should agree with restricted column totals on "Details-Fixed Capital Outlay" tab)	\$ -	\$ -	\$ -
Coronavirus/COVID-19 Restricted: (Should agree with restricted column totals on "Details - COVID-19" tab)	\$ -	\$ -	\$ -
Grand Total Restricted / Contractual Funds :	\$ 5,721,406	\$ -	\$ 5,721,406
G. * Commitments			
Compliance, Audit, and Security			
Compliance Program Enhancements	\$ -	\$ -	\$ -
Audit Program Enhancements	\$ -	\$ -	\$ -
Campus Security and Safety Enhancements	\$ -	\$ -	\$ -
Academic and Student Affairs			
Student Services, Enrollment, and Retention Efforts	\$ 709,529	\$ -	\$ 709,529
Student Financial Aid	\$ 25,500	\$ -	\$ 25,500
Faculty/Staff, Instructional and Advising Support and Start-up Funding	\$ 6,603	\$ -	\$ 6,603
Faculty Research and Public Service Support and Start-Up Funding	\$ 10,325	\$ -	\$ 10,325

The University of West Florida
Education and General
Carryforward Spending Plan Summary
Approved by University Board of Trustees
Balances and Spending Plans as of July 1, 2021

	<u>University E&G</u>	<u>Special Unit or Campus (Title)</u>	<u>Grand Total : University Summary</u>
Library Resources	\$ -	\$ -	\$ -
Facilities, Infrastructure, and Information Technology			
Utilities	\$ -	\$ -	\$ -
Information Technology (ERP, Equipment, etc.)	\$ 870,436	\$ -	\$ 870,436
Minor Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 800,000	\$ -	\$ 800,000
Major Carryforward Fixed Capital Outlay Projects (Board of Governors Regulation 14.003(2))	\$ 1,137,710	\$ -	\$ 1,137,710
Other UBOT Approved Operating Requirements			
Coronavirus/COVID-19 Related Expenditures (Should agree with committed column total on "Details - Covid-19" tab)	\$ -	\$ -	\$ -
Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	\$ 2,727,121	\$ -	\$ 2,727,121
Contingencies for a State of Emergency Declared by the Governor (SB 72)	\$ 63,452	\$ -	\$ 63,452
			\$ -
Operating Commitments : (Should agree with committed column total on "Details-Operating" tab)	\$ 4,412,966	\$ -	\$ 4,412,966
FCO Commitments : (Should agree with committed column total on "Details-Fixed Capital Outlay" tab)	\$ 1,937,710	\$ -	\$ 1,937,710
Coronavirus/COVID-19 Commitments: (Should agree with committed column totals on "Details - COVID-19" tab)	\$ -	\$ -	\$ -
Grand Total Commitments :	\$ 6,350,676	\$ -	\$ 6,350,676
H. Available E&G Carryforward Balance as of July 1, 2021:	\$ -	\$ -	\$ -

The University of West Florida
2021-2022 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)
Pursuant to 1011.45, Florida Statutes
July 1, 2021

Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Project Timeline			Comments/Explanations
				Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2021	COMMITTED Committed Balance as of July 1, 2021	E&G Carryforward Amount Budgeted for Expenditure During FY22	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1	100	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Separation/Transition Pay and President's Office	148,827	-	148,827	148,827	1	1	2022	Limited/Time Specific Employment, including leave payouts; One-time/Annual Contracts, consultant fees.
2	100	Restricted by Appropriations	Global Online Campus	56,000	56,000	-	56,000	4	4	2022	Global On-line learning program: Faculty contracts/stipends for online course development (Appropriated 2014-2015)
3	100	Restricted by Appropriations	Askew Multidisciplinary Institute	6,421	6,421	-	6,421	1	1	2022	Multidisciplinary Program for Varying Departments to Collaborate on Research and Community Engagement Projects. Repairs and maintenance. (Appropriated 2014-2015)
4	100	Restricted by Appropriations	Small Business Development Center (SBDC)	264,102	264,102	-	264,102	1	1	2022	Nonrecurring expenses for the SBDC program such as workstations (desks, partitions, work tables) for the flex area and furniture for the SBDC State Director's Office, conference registrations and travel, equipment refresh, and salaries and fringe for time limited position(s).
5	214	Student Services, Enrollment, and Retention Efforts	Div. of Advancement Student and OPS	191,423	18,072	173,351	191,423	1	1	2022	OPS positions equipment/supplies for Div. of Advancement
6	214	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Brand Campaign/Marketing/Institutional Communications	108,073	35,153	72,920	108,073	1	1	2022	Brand Campaign Marketing for One-time/Annual Contracts, Software, IT Services, Equipment, Short-Term Rentals, Repair and Maintenance, Office Supplies, OPS Appointments, Furniture, Professional Development, Memberships, Entry Fees, Staff Recruiting, External Printing.
7	214	Student Services, Enrollment, and Retention Efforts	Recruitment Marketing	22,648	1,788	20,860	22,648	1	1	2022	Recruitment items such as One-time/Annual Contracts, Software, Professional Development, Membership, Student Orientation Fee payments, General Operating Supplies, & OPS Appointments
8	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facilities Management-Equipment and Supplies	17,343	17,343	-	17,343	1	1	2022	Equipment and supplies purchases for maintaining campus facilities (utilities operations; Bldg. 73)
9	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Facilities Management-Contractual Services	8,594	8,594	-	8,594	1	1	2022	Repairs work for Bldg. 73
10	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Equipment and Supplies	6,058	-	6,058	6,058	1	1	2022	Departmental computer equipment and supplies purchases; o/s Pcard transactions as of 06/30/2021
11	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Campus Master Plan	351,463	351,463	-	351,463	2	2	2022	UWF Campus Master Plan update 2021 - 2031
12	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	100,692	87,852	12,840	100,692	3	3	2022	Maintenance and repair projects (such as fire alarm panels, roof repairs, drainage rehab, etc.)
13	235	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Finance and Admin Division-Consulting Services	5,000	-	5,000	5,000	1	1	2022	BOG SUS Economic Analysis FY19-20
14	475	Student Services, Enrollment, and Retention Efforts	Replace furniture & equipment, provide additional student health and disability resources, recertification fees, golf cart maintenance & repairs, conferences and professional growth webinars/seminars, travel, student events and OPS temporary hires	337,025	10,586	326,439	337,025	1	1	6/30/2022	Plan to replacement furniture & equipment, provide additional student health and disability resources, recertification fees, golf cart maintenance & repairs, conferences and professional growth webinars/seminars, travel, student events and OPS temporary hires for the areas of Career Development and Community Engagement (CDCE), Student Accessibility Resources (SAR), Honors Program, International Affairs, Admissions and Retention, Office of Equity and Diversity (OED), and Student Affairs.

The University of West Florida
2021-2022 University E&G Carryforward Spending Plans - Supplemental Details (Operating Plans)
Pursuant to 1011.45, Florida Statutes
July 1, 2021

Line Item #	Division	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Budget				Project Timeline			Comments/Explanations
				Total Amount to be Funded from Current Year E&G Carryforward Balance	RESTRICTED Restricted Balance as of July 1, 2021	COMMITTED Committed Balance as of July 1, 2021	E&G Carryforward Amount Budgeted for Expenditure During FY22	Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
15	475	Student Services, Enrollment, and Retention Efforts	Division of Academic Engagement and Student Affairs Limited Time employees and leave payouts	255,000	66,121	188,879	255,000	1	1	6/30/2022	Everything posted to Salary & Fringe--Division of Academic Engagement and Student Affairs Limited Time employees and leave payouts
16	475	Student Financial Aid	Division of Academic Engagement and Student Affairs Scholarships for International Students and students with emergencies	25,500	-	25,500	25,500	1	1	6/30/2022	Dean of Students scholarships funds for emergency situations and Int'l Affairs scholarships for the international students.
17	475	Faculty Research and Public Service Support and Start-Up Funding	Repair the paver deck below the shade pavilion in the Community Garden.	10,325	-	10,325	10,325	1	1	6/30/2022	Community Garden & Office of Undergraduate Research (OUR) Summer Undergraduate Research Program (SURP) Award for the repair of paver deck below the shade pavilion
18	475	Information Technology (ERP, Equipment, etc.)	Division of Academic Engagement and Student Affairs Computers, laptops, printers, monitors, scanners, etc.	117,769	-	117,769	117,769	1	1	6/30/2022	Computers, laptops, printers, monitors, & scanners
19	500	Student Financial Aid	Academic Affairs - Scholarships	3,000,000	3,000,000	-	3,000,000	1	1	6/30/2022	Academic Scholarships and student financial aid
20	500	Faculty/Staff, Instructional and Advising Support and Start-up Funding	Information Technology Services - Temporary employees compensation	28,536	21,933	6,603	28,536	1	1	6/30/2022	Salaries and payouts for temporary employees
21	500	Information Technology (ERP, Equipment, etc.)	Information Technology Services - Network equipment, servers, Security equipment, employee equipment and software needs.	216,444	127,901	88,543	216,444	1	1	6/30/2022	Classroom upgrades, network equipment upgrades and Data Center Battery replacement
22	500	Information Technology (ERP, Equipment, etc.)	Information Technology Services - Network equipment, servers, Security equipment, employee equipment and software needs.	500,000	-	500,000	500,000	2	3	6/30/2023	Firewall/Filer Replacement
23	500	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Estimated funding for sick and annual leave liability	822,388	-	822,388	822,388	1	1	6/30/2022	Estimated funding for sick and annual leave liability
24	500	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	New Academic Programs Analysis and Development	750,000	-	750,000	750,000	1	1	6/30/2022	New Academic Programs Analysis and Development
25	500	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Strategic Enrollment Plan to keep in line with the University's Strategic Master Plan	250,000	-	250,000	250,000	1	1	6/30/2022	Strategic Enrollment Plan to keep in line with the University's Strategic Master Plan
26	969	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Deferred Maintenance Projects	63,452	-	63,452	63,452	1	1	2022	Maintenance and repair projects
27	969	Student Financial Aid	Central Allocation to Scholarships	1,500,000	1,500,000	-	1,500,000	1	1	2022	Scholarships and student financial aid
28	969	Other Operating Requirements (University Board of Trustees-Approved That Support the University Mission)	Central Reserve	659,088	-	659,088	659,088	1	1	2022	Funds held by Administration to deal with any critical infrastructure or operational needs.
29	969-9703	Information Technology (ERP, Equipment, etc.)	Oracle Online Temporary Licensees	92,940	92,940	-	92,940	1	1	2022	ERP training from vendor for new employees in departments
30	969-9711	Information Technology (ERP, Equipment, etc.)	ERP Training for new employees	164,000	-	164,000	164,000	1	1	2022	ERP training from vendor for new employees in departments
31	969-9804	Information Technology (ERP, Equipment, etc.)	Server Equipment	55,261	55,137	124	55,261	1	1	2022	Server Equipment and parts replacements.
32	969			-	-	-	-				
33				-	-	-	-				
34				-	-	-	-				
35				-	-	-	-				
Total as of July 1, 2021: *				\$ 10,134,373	\$ 5,721,406	\$ 4,412,966	\$ 10,134,372				

*Note: Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

This color indicates a change or update since last presented.

The University of West Florida
2021-2022 University E&G Carryforward Spending Plans - Supplemental Details (Fixed Capital Outlay Plans)
Pursuant to 1011.45, Florida Statutes
July 1, 2021

Line Item #	Carryforward Spending Plan Category	Specific Project Title/Name	Description	Project(s) Cost to be Funded from Current Year E&G Carryforward Balance	Restricted	Committed	E&G Carryforward Funds Budgeted for Expenditure During FY22	Carryforward Expenditure Timeline			Comments/Explanations
					Restricted Balance As of July 1, 2021	Committed Balance As of July 1, 2021		Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1	Minor, < \$2M: Renovation, Repair or Maintenance	Water Well #2 (Replacement)	Replacement of failed Water Well #2	\$800,000	\$0	\$800,000	\$800,000	1	1	2022	Water Well #2 has failed and requires replacement. The water well was originally constructed in the late 1960's and is over 50 years in age. The internal wall casing has deteriorated and is non-repairable.
2				\$0	\$0	\$0	\$0				
* Total Minor Carryforward As July 1, 2021 :				\$800,000	\$0	\$800,000	\$800,000				
Major Carryforward Projects (>\$2M)¹											
3	Major, \$2M-\$5M: Renovation, Repair or Maintenance	B40 Med Voltage Switchgear	Medium Voltage Switchgear Replacement Project	\$37,710	\$0	\$37,710	\$37,710	5	5	2022	Final punch list items needed to complete the project; power outages will be scheduled during Winter Break 2021 to complete the project; project includes electrical design, pre-fabricated building, cabling and electrical, and equipment.
4	Major, \$2M-\$10M: Completion of Remodeling or Infrastructure	Building 54-Fire Mitigation	Building 54 fire mitigation retrofit project	\$1,100,000	\$0	\$1,100,000	\$1,100,000	2	1	2023	Funds estimated to be needed to cover additional costs for the Bldg. 54, Fire Mitigation (PECO) project
				\$0	\$0	0	\$0				
* Total Major Carryforward As July 1, 2021 :				\$1,137,710	\$0	\$1,137,710	\$1,137,710				
1. As defined in Board of Governors Regulation 14.003(2). Fixed Capital Outlay Totals :				\$1,937,710	\$0	\$1,937,710	\$1,937,710				

* Note: Should agree with respective restricted/contractual and/or committed category totals on "Summary" tab.

This color indicates a change or update since last presented.