



## BOARD OF TRUSTEES Report

<b>To:</b>	Board of Trustees & Capital Assets and Finance Committee	<b>Date of Report:</b> 11/22/2018
<b>From:</b>	Vice-Principal (Finance and Administration)	<b>Date of Approval:</b> N/A
<b>Subject:</b>	<b>Financial Update to the Board of Trustees</b>	<b>Date of Board Committee Meeting:</b> 12/14/2018
<b>Responsible Portfolio:</b>	Vice-Principal (Finance and Administration)	<b>Date of Board Meeting:</b> 12/14/2018

### 1.0 PURPOSE

For Approval    For Information    For Discussion

### 2.0 MOTION/DISCUSSION

This report is for information only.

### 3.0 EXECUTIVE SUMMARY

This report provides the Board of Trustees and the Capital Assets and Finance Committee with an overview of projected financial results for both the Operating and Ancillary Funds and some Affiliated Entities.

#### **2018-19 Projected Financial Results**

The Operating Fund is currently projecting an unfavourable variance that will increase the planned drawdown on reserves by \$2.6M. This increase is due to one-time salary anomaly payments and renovation costs partially offset by higher revenue in the Faculties due primarily to higher international student enrolment.

Ancillary Operations are currently expecting a favorable variance of \$1.1M against budget. The variance is due to increased food sales and increased conference volume combined with savings in food services contract and a decrease in projected repairs and alterations.

Additional details are presented in the analysis section of this report.

#### 4.0 INPUT FROM OTHER SOURCES

- Budget and Planning

#### 5.0 ANALYSIS

##### Operating Budget

A summary version of the 2018-19 Operating Budget is presented in the table below.

	Amounts presented in millions		
	Approved budget	Projected actuals	Variance
Student Fees	355.9	368.2	12.3
Government Grants	214.5	212.7	(1.8)
Investment Income	14.6	15.6	1.0
Other revenue*	10.5	10.9	0.4
<b>Total revenues</b>	<b>595.5</b>	<b>607.4</b>	<b>11.9</b>
<b>Expenditures</b>			
Faculties & Schools Allocations	360.2	370.4	10.2
Shared Services Allocations	147.7	148.9	1.2
Utilities	15.5	15.5	-
Student Aid	30.9	30.9	-
Other Allocations **	16.7	16.9	0.2
Flow through expenses, net of recoveries	11.4	11.7	0.3
Indirect costs of research to external entities	1.6	1.6	-
Transfer to Pension reserve	(16.0)	(16.0)	-
Unit spending greater than budget allocation	7.7	10.3	2.6
Transfer to capital budget	11.5	11.5	-
<b>Total expenditures</b>	<b>587.2</b>	<b>601.7</b>	<b>14.5</b>
<b>Budget surplus</b>	<b>8.3</b>	<b>5.7</b>	<b>(2.6)</b>
Excess funding from carryforwards	7.7	10.3	2.6
Contributed to pension reserve	(16.0)	(16.0)	-
<b>Contributions to reserves</b>	<b>(8.3)</b>	<b>(5.7)</b>	<b>2.6</b>

\*Other revenue is comprised of unrestricted donations, other income, and research overhead.

\*\*Other allocations is comprised of infrastructure renewal, board priorities and compliance, and contingency.

##### Revenues

The bulk of the revenues in the operating fund are driven by enrolment. Preliminary enrolment information shows that we are above target against our overall budgeted enrolment at the undergraduate level and below target at the graduate level. At the undergraduate level, the mix between domestic and international has shifted, and a higher proportion of international undergraduate students than budgeted is resulting in higher than budgeted student fee revenue.

### Student Fees

Overall student fees are showing a positive variance of \$12.3M.

Amounts presented in millions		
Type	Variance	Comments
For Credit	11.7	Undergraduate tuition is projecting a \$13.8M positive variance primarily due to higher than planned international enrolment in the Faculty of Arts and Science, offset by a \$2.1M decrease in graduate tuition, primarily related to lower than expected enrolment in select professional graduate programs.
Non-credit	0.2	Non-credit tuition is projecting a modest \$0.2M positive variance primarily due to increases in the Industrial Relations Centre and Education offerings which is offset by lower than expected enrolment in the Queen's Executive Development Centre programs in the Smith School of Business.
Other	0.4	Nominal increases in the Student Assistance Levy and other fees.
<b>Total</b>	<b>12.3</b>	

### Government Grants

Overall government grants are showing a negative variance of \$1.8M as the Ministry has confirmed that undergraduate flow-through funding, which was received in 2017-18 as one time only, will not continue in 2018-19.

### Investment Income

Investment income is showing a positive variance of \$1.0M as a result of higher than budgeted short-term investment returns due to both higher than budgeted interest rates and short-term cash balances. Although the Pooled Investment Fund has experienced income to date of \$7.1M as at September 30, given the volatility of financial markets only the budgeted revenue of \$5.2M has been included in the projected revenue.

### Other Revenue

Other revenue is projected to be \$0.4M higher than budgeted due to an increase in projected research overhead.

### Expenditures

#### Faculties & Schools Allocations

Faculties and Schools Allocations are expected to be \$10.2M higher than budget, primarily as a result of the projected increase in tuition offset by a reduction in grant revenues. Under the budget model, tuition and grant revenues are attributed directly to the Faculties and Schools.

#### Shared Service Allocations

Shared service costs are expected to be \$1.2M higher than budget primarily as a result of projected increases in centrally funded employee benefits.

#### Other Allocations

The increase of \$0.2M in other allocations is due to unplanned incremental revenues flowing to the university fund. The incremental revenues include an increase in university fund contributions related to increased

tuition revenue and short-term investment income, offset by the impact of increased shared service expenses.

**Unit spending greater than budget allocation**

Units are projecting a drawdown of carryforwards of \$10.3M, an increase of \$2.6M over the originally budgeted drawdown of \$7.7M. Details on these variance are reported below.

Amounts presented in millions	
Variance	
Faculties and Schools	15.6
Shared Services	(4.0)
Central Reserves	(14.2)
<b>Total</b>	<b>(2.6)</b>

Faculties and Schools are projecting to experience a \$15.6M favourable variance from their budgeted contribution to carryforward of \$0.8M. \$10.2M of this variance is due to stronger enrolment performance, mainly driven by higher than planned undergraduate international enrolment within the Faculty of Arts and Science. The remaining \$5.4M variance is mainly a result of savings from higher than anticipated position vacancies and early retirements.

Shared service units are projecting \$4.0M additional draw on carryforward funds. This is primarily due to increases in library renovation costs, financial aid, and various one-time project costs within IT services.

Central reserves are seeing a reduction in carryforward of \$14.2M. Approximately half of this reduction relates to allocations for Mitchell Hall from reserves that had been set aside for this purpose, which were not reserves in the budget. The remainder of the drawdown central reserve relates to salary anomaly payments under the QUFA collective agreement for the years 2008/2010. In the past, the university set aside an annual allocation into a reserve to cover these retroactive payments and as the timing of the payout was unknown it was not budgeted.

**Ancillary Operations**

See Appendix I for the Queen’s University 2018-19 Ancillary Financial Report.

The projected deficit for the Ancillary Operations is \$0.7M compared with the budgeted deficit of approximately \$1.8M.

**Housing and Hospitality**

Housing and Hospitality includes Residences, Community Housing, Event Services, and the Donald Gordon Centre. The total projected surplus for this group is \$1.3M compared with the budgeted surplus of \$0.2M. Actual year-end surpluses will be used to finalize contributions to university operations.

Projected revenue has increased \$0.4M, due to increased retail food sales, catering sales, and increased conference volume.

Projected expenditures are \$0.7M lower than budget due to lower food costs, a decrease in insurance costs under the reciprocal insurance program, and less repairs and maintenance requirements.

## Parking

Projected revenue and expenses are comparable to projections.

## Other

Ancillary functions also include the Enrichment Studies Unit and Queen's Executive Decision Centre. The Enrichment Studies Unit has experienced a decrease in enrolment, resulting in a decreased projected revenue over budget. The decrease in projected expenses over budget can be attributed to staffing vacancies and a decrease in accommodation costs associated with the decrease in enrolment.

## Affiliated Entities

The information summarized below are the combined operations of the Bader International Study Centre, which include the operations of the Bader International Study Centre (BISC) and Herstmonceux Castle Enterprises Limited (HCE). The combined BISC amounts are not a full consolidation; as a result, there may be some sales and expenses between the entities, which will be eliminated through consolidation at year end. All amounts below are reported in pound sterling.

	BISC			HCE			Combined BISC		
	Budget 2018-19	Projected		Budget 2018-19	Projected		Budget 2018-19	Projected	
		Actuals 2018-19	Variance		Actuals 2018-19	Variance		Actuals 2018-19	Variance
<b>REVENUE</b>	£ 4,771	£ 4,328	-£ 443	£ 639	£ 631	-£ 8	£ 5,410	£ 4,959	-£ 451
Non-interest expenditures	£ 4,529	£ 4,293	-£ 236	£ 591	£ 584	-£ 7	£ -	£ -	£ -
Interest	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,121	£ 4,877	-£ 243
<b>EXPENDITURES</b>	£ 4,529	£ 4,293	-£ 236	£ 591	£ 584	-£ 7	£ -	£ -	£ -
<b>SURPLUS (DEFICIT)</b>	£ 241	£ 35	-£ 207	£ 48	£ 47	-£ 1	£ 5,121	£ 4,877	-£ 243
							£ 289	£ 81	-£ 208

The decrease in the BISC revenue is due to reduced student enrolment in the summer. The decrease in expenses is due to staff vacancies and a reduction in repairs and alterations.

## 6.0 STRATEGIC ALIGNMENT / COMPLIANCE

A key responsibility of the Board of Trustees and the Capital Assets and Finance Committee is approval of the operating budget. The financial update provides information on projections against the approved budget and an opportunity for the Board to ask questions of management. It is an important element of Board fiduciary oversight.

## 7.0 FINANCIAL IMPLICATIONS

The primary purpose of the Financial Update is to report on expected financial results of the Operating Fund and ancillary operations. Maintaining a balanced operating budget is critical to Queen's financial health and its ability to meet objectives.

## 8.0 ENTERPRISE RISK ASSESSMENT

Review of financial progress reports compared to Board approved budgets is an important mitigation factor in addressing a number of the top risks in the enterprise risk framework.

## **9.0 COMMUNICATIONS STRATEGY**

This document is posted on the Queen's University website and is available to the public. See [Financial Services - Publications](#) for all reports.

## **ATTACHMENTS**

APPENDIX I – Queen's University 2018-19 Ancillary Financial Report

## APPENDIX I – Queen’s University 2018-19 Ancillary Financial Report

Queen's University 2018-19 Ancillary Financial Report (000's)												
	Housing and Hospitality			Parking			Other**			Total Ancillary		
	Budget 2018-19	Projected Actuals 2018-19	Variance	Budget 2018-19	Projected Actuals 2018-19	Variance	Budget 2018-19	Projected Actuals 2018-19	Variance	Budget 2018-19	Projected Actuals 2018-19	Variance
<b>REVENUE</b>	\$ 86,886	\$ 87,292	\$ 406	\$ 3,204	\$ 3,202	\$ (2)	\$ 1,305	\$ 1,132	\$ (173)	\$ 91,395	\$ 91,626	\$ 231
Non-interest expenditures	\$ 64,396	\$ 63,797	\$ (599)	\$ 1,299	\$ 1,306	\$ 7	\$ 1,300	\$ 1,072	\$ (228)	\$ 66,995	\$ 66,174	\$ (821)
Interest	\$ 5,041	\$ 4,931	\$ (110)	\$ 2,432	\$ 2,432	\$ -	\$ -	\$ -	\$ -	\$ 7,473	\$ 7,363	\$ (110)
<b>EXPENDITURES</b>	\$ 69,437	\$ 68,728	\$ (709)	\$ 3,731	\$ 3,738	\$ 7	\$ 1,300	\$ 1,072	\$ (228)	\$ 74,468	\$ 73,537	\$ (931)
<b>Net Surplus (Deficit) before Capital and Contributions to University Operations</b>	\$ 17,449	\$ 18,564	\$ 1,115	\$ (527)	\$ (536)	\$ (9)	\$ 5	\$ 60	\$ 55	\$ 16,927	\$ 18,089	\$ 1,162
Deferred Maintenance	\$ (8,200)	\$ (8,200)	\$ -	\$ (525)	\$ (525)	\$ -	\$ -	\$ -	\$ -	\$ (8,725)	\$ (8,725)	\$ -
Debt Servicing - Principal	\$ (6,321)	\$ (6,321)	\$ -	\$ (902)	\$ (956)	\$ (54)	\$ -	\$ -	\$ -	\$ (7,223)	\$ (7,277)	\$ (54)
Contributions to University Operations	\$ (2,738)	\$ (2,738)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,738)	\$ (2,738)	\$ -
<b>SURPLUS (DEFICIT)</b>	\$ 190	\$ 1,305	\$ 1,115	\$ (1,954)	\$ (2,017)	\$ (63)	\$ 5	\$ 60	\$ 55	\$ (1,759)	\$ (651)	\$ 1,108

Queen's University 2018-19 Ancillary Budget (000's) Operating Reserves												
OPENING RESERVE	\$ 9,840	\$ 6,439	\$ 3,401	\$ (17,954)*	\$ (18,176)	\$ 222	\$ 386	\$ 386	\$ -	\$ (7,728)	\$ (11,351)	\$ 3,623
SURPLUS (DEFICIT) - PLANNED ALLOCATION TO (FROM) RESERVES	\$ 190	\$ 1,305	\$ 1,115	\$ (1,954)	\$ (2,017)	\$ (63)	\$ 5	\$ 60	\$ 55	\$ (1,759)	\$ (651)	\$ 1,108
<b>CLOSING RESERVE</b>	\$ 10,030	\$ 7,744	\$ 4,516	\$ (19,908)	\$ (20,193)	\$ 159	\$ 391	\$ 446	\$ 55	\$ (9,487)	\$ (12,002)	\$ 4,731

2018-19 Ancillary Budget (000's) Capital Reserve												
OPENING RESERVE	\$ 11,221	\$ 13,760	\$ (2,539)	\$ 6,091	\$ 5,993	\$ 98	\$ -	\$ -	\$ -	\$ 17,312	\$ 19,753	\$ (2,441)
Planned Contribution	\$ 8,200	\$ 8,200	\$ -	\$ 525	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ 8,725	\$ 8,725	\$ -
Deferred Maintenance Expenditure	\$ (7,590)	\$ (7,245)	\$ 345	\$ (655)	\$ (655)	\$ -	\$ -	\$ -	\$ -	\$ (8,245)	\$ (7,900)	\$ 345
<b>CLOSING RESERVE</b>	\$ 11,831	\$ 14,715	\$ 2,884	\$ 5,961	\$ 5,863	\$ (98)	\$ -	\$ -	\$ -	\$ 17,792	\$ 20,578	\$ 2,786

\* The accumulated deficit, created by the debt servicing payments, is projected to be reduced to zero 7 years after the debt servicing payments are completed. The debt will be repaid in full in fiscal 2040/41.

\*\* Other is comprised of the Enrichment Studies Unit and the Queen's Executive Decision Centre.