

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III. Q

TOPIC: Office of the UCAT President Budget Report

#### BACKGROUND

Per UCAT policy 555.3.6, "A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board." The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the President for the current fiscal year through Dec 31, 2014 as well as check and credit card registers for Sep - Dec 2014.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Credit Card Transaction Report

Budget progress report



**Utah College of Applied Technology**  
**Check Register**  
September through December 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	09/18/2014	10757	Automated Business Products	-25.43
Bill Pmt -Check	09/18/2014	10758	BH Development, LC	-1,515.00
Bill Pmt -Check	09/18/2014	10759	DATC	-500.00
Bill Pmt -Check	09/18/2014	10760	Fluid Studio	-25,000.00
Bill Pmt -Check	09/18/2014	10761	Fuelman	-1,298.29
Bill Pmt -Check	09/18/2014	10762	Jared Haines	-57.00
Bill Pmt -Check	09/18/2014	10763	MATC	-172,140.47
Bill Pmt -Check	09/18/2014	10764	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	09/18/2014	10765	Stephanie Rikard	-112.00
Bill Pmt -Check	09/18/2014	10766	Zachary Barrus	-42.00
Bill Pmt -Check	09/19/2014	10767	Kristin Smith	-19.33
Bill Pmt -Check	09/19/2014	10768	Michael Madsen	-293.72
Bill Pmt -Check	09/19/2014	10769	Richard Tranter	-13.02
Bill Pmt -Check	09/19/2014	10770	Steve Moore	-163.98
Bill Pmt -Check	09/19/2014	10771	Tom Bingham	-19.95
Bill Pmt -Check	09/19/2014	10772	Mark Dennis	-135.58
Bill Pmt -Check	10/08/2014	10773	Lehi Police Department	-750.00
Bill Pmt -Check	10/17/2014	10774	Automated Business Products	-98.15
Bill Pmt -Check	10/17/2014	10775	BATC	-205,097.83
Bill Pmt -Check	10/17/2014	10776	BH Development, LC	-1,040.00
Bill Pmt -Check	10/17/2014	10777	Carr Printing	-805.00
Bill Pmt -Check	10/17/2014	10778	Dana Miller	-436.42
Bill Pmt -Check	10/17/2014	10779	DATC	-143,025.00
Bill Pmt -Check	10/17/2014	10780	DXATC	-84,875.00
Bill Pmt -Check	10/17/2014	10781	Fluid Studio	-50,000.00
Bill Pmt -Check	10/17/2014	10782	Fuelman	-816.98
Bill Pmt -Check	10/17/2014	10783	HA YES! Graphic Design	-2,700.00
Bill Pmt -Check	10/17/2014	10784	MATC	-127,434.25
Bill Pmt -Check	10/17/2014	10785	OWATC	-144,825.00
Bill Pmt -Check	10/17/2014	10786	Snow College	-66,100.00
Bill Pmt -Check	10/17/2014	10787	SWATC	-84,875.00
Bill Pmt -Check	10/17/2014	10788	TATC	-69,075.00
Bill Pmt -Check	10/17/2014	10789	UBATC	-111,575.00
Bill Pmt -Check	10/17/2014	10790	USU Eastern	-56,250.00
Bill Pmt -Check	10/17/2014	10791	Veterans Support Center	-500.00
Bill Pmt -Check	11/04/2014	10792	Council on Occupational Education	-600.00
Bill Pmt -Check	11/04/2014	10793	IC Group	-264.00
Bill Pmt -Check	11/04/2014	10794	Jordan Rushton	-180.14
Bill Pmt -Check	11/04/2014	10795	Stephanie Rikard	-63.60
Bill Pmt -Check	11/04/2014	10796	Utah Division Of Risk Management	-1,526.43
Bill Pmt -Check	11/04/2014	10797	UWHEN	-1,000.00
Bill Pmt -Check	11/26/2014	10798	Automated Business Products	-170.59
Bill Pmt -Check	11/26/2014	10799	Fuelman	-831.55
Bill Pmt -Check	11/26/2014	10800	IC Group	-1,094.17
Bill Pmt -Check	11/26/2014	10801	Jared Haines	-178.00
Bill Pmt -Check	11/26/2014	10802	Lorenzo Day	-325.00
Bill Pmt -Check	11/26/2014	10803	UEN	-1,403.22
Bill Pmt -Check	11/26/2014	10804	Utah Business Magazine	-2,500.00
Bill Pmt -Check	11/26/2014	10805	Utah Dept of Admin Services	-80,653.18
Bill Pmt -Check	11/26/2014	10806	Zachary Barrus	-67.00
Bill Pmt -Check	12/23/2014	10807	USPS	-166.00

**Utah College of Applied Technology**  
**Credit Card Detail Report**  
September through December 2014

Sep - Dec 14

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
09/09/2014	WF Card - 9996	Ivory Ridge Sinclair	7.40
09/09/2014	WF Card - 9996	McDonald's	10.30
09/09/2014	WF Card - 9996	Wash Barn	10.00
09/09/2014	WF Card - 9996	Lin's	21.08
09/09/2014	WF Card - 9996	Crown Burger	37.64
09/09/2014	WF Card - 9996	Dairy Queen	37.84
09/09/2014	WF Card - 9996	Carl's Jr.	4.50
09/09/2014	WF Card - 9996	Maddox	57.71
09/09/2014	WF Card - 0010	Thanksgiving Point	43.52
09/09/2014	WF Card - 0010	Mozy Pro	440.10
09/09/2014	WF Card - 0010	McDonald's	13.98
09/09/2014	WF Card - 0010	Liquid Web	14.95
09/09/2014	WF Card - 0010	Amazon Web Services	35.47
09/09/2014	WF Card - 0010	Amazon	195.89
09/09/2014	WF Card - 4403	Cubby's	91.57
09/09/2014	WF Card - 4403	Harmon's	16.45
09/09/2014	WF Card - 4403	USPS	2.03
09/09/2014	WF Card - 4403	Courtyard	89.20
09/09/2014	WF Card - 4403	Courtyard	89.20
09/09/2014	WF Card - 4403	Amazon	199.12
09/09/2014	WF Card - 4403	Allen's Camera	483.34
09/09/2014	WF Card - 4403	My Tire Guys	55.46
09/09/2014	WF Card - 4403	Maverik	12.22
09/09/2014	WF Card - 4403	McGee's Stamp & Trophy	31.00
09/09/2014	WF Card - 4403	Jimmy John's	45.74
09/09/2014	WF Card - 4403	Wal-Mart	6.87
09/09/2014	WF Card - 4403	Utah DMV	5.00
09/09/2014	WF Card - 4403	Newegg	8.99
10/09/2014	WF Card - 4403	Macey's	19.30
10/09/2014	WF Card - 4403	Kneader's	146.37
10/09/2014	WF Card - 4403	USPS	4.28
10/09/2014	WF Card - 4403	Walmart	50.09
10/09/2014	WF Card - 4403	Macey's	8.20
10/09/2014	WF Card - 4403	UT Notary	75.00
10/09/2014	WF Card - 4403	Christopherson Travel	340.20
10/09/2014	WF Card - 4403	Lehi Bakery	13.35
10/09/2014	WF Card - 4403	Macey's	7.20
10/09/2014	WF Card - 4403	Wild Mustang Grill	73.34
10/09/2014	WF Card - 4403	Christopherson Travel	161.10
10/09/2014	WF Card - 4403	Wal-Mart	21.31
10/09/2014	WF Card - 4403	McGee's Stamp and Trophy	11.00
10/09/2014	WF Card - 4403	USPS	1.82
10/09/2014	WF Card - 4403	Kohl's	47.16
10/09/2014	WF Card - 4403	Apple Spice Junction	471.53
10/09/2014	WF Card - 4403	Lehi Bakery	17.58
10/09/2014	WF Card - 4403	Harmon's	8.22
10/09/2014	WF Card - 4403	Jimmy John's	57.00

**Utah College of Applied Technology**  
**Credit Card Detail Report**  
September through December 2014

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/09/2014	WF Card - 4403	Wal-MARt	48.84
10/09/2014	WF Card - 4403	McGee's Stamp and Trophy	11.00
10/09/2014	WF Card - 4403	Zurcher's	22.28
10/09/2014	WF Card - 4403	Alaska Air	256.20
10/09/2014	WF Card - 4403	Wal-Mart	101.49
10/09/2014	WF Card - 4403	Eventbrite	50.00
10/09/2014	WF Card - 4403	Maddox	50.00
10/09/2014	WF Card - 4403	Cubby's	66.74
10/09/2014	WF Card - 4403	Wal-Mart	21.31
10/09/2014	WF Card - 4403	UEA Conference	450.00
10/09/2014	WF Card - 9996	Wash Barn	10.00
10/09/2014	WF Card - 9996	Crown Burger	17.47
10/09/2014	WF Card - 9996	Granny Annie's	18.23
10/09/2014	WF Card - 9996	7-11	10.44
10/09/2014	WF Card - 9996	Cappeletti's	28.59
10/09/2014	WF Card - 9996	Texaco	20.00
10/09/2014	WF Card - 9996	Brasa'a	20.15
10/09/2014	WF Card - 9996	Smith's	21.56
10/09/2014	WF Card - 0010	UMA	375.00
10/09/2014	WF Card - 0010	Costco	225.00
10/09/2014	WF Card - 0010	Kohler's	2.11
10/09/2014	WF Card - 0010	Liquid Web	14.95
10/09/2014	WF Card - 0010	CVS Flags	387.45
10/09/2014	WF Card - 0010	Amazon Web Services	35.81
10/09/2014	WF Card - 0010	UMA	850.00
10/09/2014	WF Card - 0010	Capitol Dining	87.97
11/11/2014	WF Card - 0010	Anazon	226.46
11/11/2014	WF Card - 0010	Amazon	39.99
11/11/2014	WF Card - 0010	Lehi Bakery	26.05
11/11/2014	WF Card - 0010	Carl's Jr.	6.13
11/11/2014	WF Card - 0010	Amazon	434.24
11/11/2014	WF Card - 0010	Amazon	76.99
11/11/2014	WF Card - 0010	Liquid Web	14.95
11/11/2014	WF Card - 0010	Amazon Web Services	36.96
11/11/2014	WF Card - 0010	Amazon	24.62
11/11/2014	WF Card - 0010	Wal-Mart	19.75
11/11/2014	WF Card - 9996	Guadalahankey's	22.93
11/11/2014	WF Card - 9996	McDonald's	15.47
11/11/2014	WF Card - 9996	My Tire Guys	71.95
11/11/2014	WF Card - 9996	Wash Barn	10.00
11/11/2014	WF Card - 9996	McDonald's	40.51
11/11/2014	WF Card - 9996	Guadalahankey's	36.78
11/11/2014	WF Card - 9996	O'Reilly Auto Parts	35.37
11/11/2014	WF Card - 9996	Prarie Schooner	32.46
11/11/2014	WF Card - 4403	McGee's	26.00
11/11/2014	WF Card - 4403	USPS	68.00
11/11/2014	WF Card - 4403	Alphagraphics	153.34

**Utah College of Applied Technology**  
**Credit Card Detail Report**  
September through December 2014

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/11/2014	WF Card - 4403	Wal-Mart	139.13
11/11/2014	WF Card - 4403	USPS	16.70
11/11/2014	WF Card - 4403	Macy's	52.36
11/11/2014	WF Card - 4403	Pizza Hut	159.23
11/11/2014	WF Card - 4403	Wal-Mart	38.92
11/11/2014	WF Card - 4403	Avenue Bakery	17.68
11/11/2014	WF Card - 4403	McGee's Stamp and Trophy	16.00
11/11/2014	WF Card - 4403	Wal-Mart	10.63
11/11/2014	WF Card - 4403	USPS	13.09
11/11/2014	WF Card - 4403	Kneader's	167.94
11/11/2014	WF Card - 4403	Lehi Bakery	16.15
11/11/2014	WF Card - 4403	Hyatt Hotel	637.48
11/11/2014	WF Card - 4403	Wal-Mart	33.36
11/11/2014	WF Card - 4403	Zupa's	56.83
11/11/2014	WF Card - 4403	Best Buy	40.54
11/11/2014	WF Card - 4403	Delta	653.70
11/11/2014	WF Card - 4403	Delta	59.00
11/11/2014	WF Card - 4403	Amazon	74.97
11/11/2014	WF Card - 4403	Tai Pan Trading	170.86
11/11/2014	WF Card - 4403	USPS	49.00
12/09/2014	WF Card - 9996	McDonald's	12.34
12/09/2014	WF Card - 9996	Egg & I	27.33
12/09/2014	WF Card - 9996	Little America	41.56
12/09/2014	WF Card - 9996	ZAGG	246.19
12/09/2014	WF Card - 9996	O'Reilly Auto Parts	15.02
12/09/2014	WF Card - 0010	Liquid Web	14.95
12/09/2014	WF Card - 0010	Amazon Web Services	35.15
12/09/2014	WF Card - 0010	Costa Vida	15.38
12/09/2014	WF Card - 0028	Delta	25.00
12/09/2014	WF Card - 0028	Crowne Plaza	378.01
12/09/2014	WF Card - 0028	SLC Airport Parking	36.00
12/09/2014	WF Card - 0028	Yellow Cab	33.00
12/09/2014	WF Card - 4403	McGee's Stamp and Trophy	69.95
12/09/2014	WF Card - 4403	Cubby's	38.59
12/09/2014	WF Card - 4403	Office Depot	43.82
12/09/2014	WF Card - 4403	My Tire Guys	44.78
12/09/2014	WF Card - 4403	Wal-Mart	234.62
12/09/2014	WF Card - 4403	Lowe's	771.66
12/09/2014	WF Card - 4403	Wal-Mart	113.33
12/09/2014	WF Card - 4403	Wal-Mart	30.72
12/09/2014	WF Card - 4403	Utah DMV	6.00
12/09/2014	WF Card - 4403	My Tire Guys	45.00
12/09/2014	WF Card - 4403	Apple Spice Junction	235.76
12/09/2014	WF Card - 4403	Harmon's	18.54
12/09/2014	WF Card - 4403	Macey's	36.87
			<b>13,215.30</b>

Sep - Dec 14



*Utah College of Applied Technology  
Office of the President*

*Fiscal Year 2015 Office Budget as of 12/31/2014*

<b>Revenue</b>	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
UCAT Administration Ongoing Appropriation	1,841,500	920,750	50.0%
Equipment Appropriation	561,100	280,550	50.0%
Custom Fit Appropriation	3,159,200	1,579,600	50.0%
One-time Marketing/Messaging Fund	200,000	100,000	50.0%
One-time Disabled Scholarship Fund	100,000	50,000	50.0%
Perkins Leadership Fund for Professional Development	25,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
Equipment Flow Through to Campuses	(551,500)	(275,750)	50.0%
Custom Fit Flow Through to Campuses	(3,150,000)	(1,575,000)	50.0%
Admin Line Item to Campuses	(400,000)	(200,000)	50.0%
<b>Total State Budget for President's Office</b>	<u><u>1,955,300</u></u>	<u><u>965,150</u></u>	<u><u>49.4%</u></u>

<b>Expenditures</b>	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
Salaries, Payroll Tax & Benefits	1,259,790	619,039	49.1%
Building Occupancy Costs	135,000	80,653	59.7%
Internal Auditing	30,000	-	0.0%
Professional Development Conference	40,000	-	0.0%
Equipment Purchases	20,000	1,556	7.8%
Employee Travel	15,000	4,913	32.8%
Board Meetings	11,500	1,737	15.1%
UCAT System Meetings	12,500	3,305	26.4%
Marketing	220,000	69,875	31.8%
Automobile Expenses	13,000	5,928	45.6%
Annual Report	7,500	2,700	36.0%
Supplies & Misc. Expenses	48,200	27,080	56.2%
Memberships	13,000	12,200	93.8%
Scholarships for Disabled (one-time)	100,000	100,000	100.0%
Unallocated	29,810	-	0.0%
<b>Total Expenditures</b>	<u><u>1,955,300</u></u>	<u><u>928,986</u></u>	<u><u>47.5%</u></u>