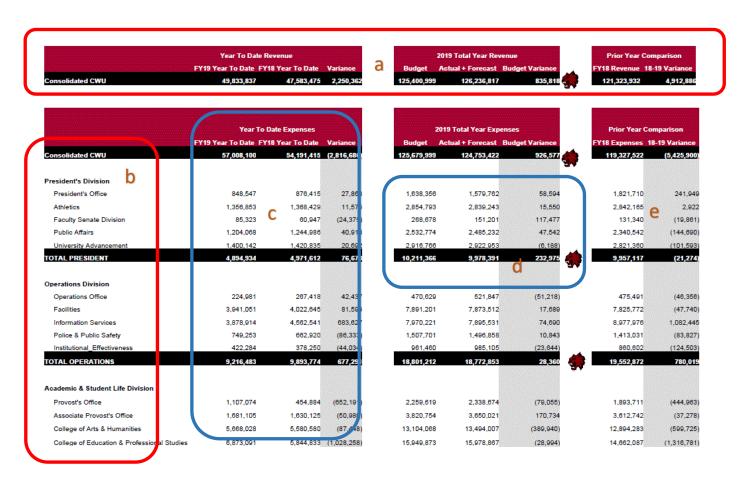
## How to read a Package B report

## Package B



Package B: State General Funds For the month ended December 31, 2018 As of 1/16/19



How to read this report: The title indicates that the accounting information is through December 31<sup>st</sup>. This report is only describing the State General Fund.

**State General Funds** - This is where we record State Allotments, tuition revenue from the 3 academic quarters, and pay for the majority of the faculty and administrative staff. This is the primary operating fund of the university and is used for the mission of educating students. The costs include providing clean and operational facilities, instructional and support costs.

- **a)** This rows shows data about all revenue to the State General Fund in total without any distinction by division.
- **b)** The rows are the main operational divisions of the university.
- c) Year to Date Expense. These columns show information for July1 to December 31<sup>st</sup> for FY19 (left) and FY18 (right) and the change in the figures for the six month period (in this example).
- **d)** The total expense budget for the row (left) and then Year to Date Expenses plus forecasted figures for the remaining months for the row. The budget variance shows how much under or <over> budget the row will be if the forecast holds.

<b>e)</b> These columns show information about the prior year. <b>This can be useful.</b> For example, the first row shows that in the first six months the expense for the President's Office was \$27k less this year than last. Comparing to the entire previous year might help to understand the forecast to the end of the year.