

University of Northern Iowa

ANNUAL FINANCIAL REPORT

1999-2000

For the year ending June 30, 2000



University of Northern Iowa

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For the year ending June 30, 2000

*Issued by the University of Northern Iowa
Cedar Falls, Iowa*

Office of the Controller

*Gary B. Shontz
Controller and University Secretary*



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University of Northern Iowa

INTRODUCTORY SECTION

1999-2000





November 17, 2000

To President Koob, Members
of the Board of Regents, State of Iowa,
and Citizens of the State of Iowa

In accordance with Iowa Code Sections 262.23 and 262.25, we are pleased to submit the Annual Financial Report for the University of Northern Iowa for the year ended June 30, 2000. The Controller's Office is responsible for both the accuracy of the presented data and the completeness and fairness of the presentation. We are confident that the information presented is accurate in all material respects and the necessary disclosures have been made which enable the reader to obtain an understanding of the University's financial activity and condition.

The report has been prepared in accordance with generally accepted accounting principles (GAAP) for governmental colleges and universities as promulgated by the Governmental Accounting Standards Board (GASB). As permitted by GASB, the financial statements are presented in conformity with GAAP as established by the American Institute of Certified Public Accountants (AICPA) and the National Association of College and University Business Officers (NACUBO). The report is presented in three sections as follows:

Introductory Section. Includes this transmittal letter, a Certificate of Achievement for Excellence in Financial Reporting, a listing of the governing board, and the University's organizational chart.

Financial Section. Includes the independent auditor's report on the financial statements, the financial statements, and notes to financial statements.

Statistical Section. Includes selected financial and nonfinancial data. This information is presented for the last ten years to facilitate the interpretation and analysis of trends affecting the financial health of the University. The Higher Education Price Index (HEPI) has been used to convert certain financial data to constant dollars. This conversion eliminates the effect of inflation and facilitates the determination of financial trends.

The University of Northern Iowa is governed by the Board of Regents, State of Iowa which holds the corporate powers of the University. Since the University is not deemed to be legally separate, the University is reported as an integral part of the (State of) Iowa Comprehensive Annual Financial Report. For reporting purposes, the University of Northern Iowa includes all departments, accounts, and activities of the University and its component unit, Friends of KHKE/KUNI. Refer to Note A in the Notes to Financial Statements for a complete description of the reporting entity.

Description of Institution. The University of Northern Iowa serves Iowa through a tripartite mission of education, research, and service. The University of Northern Iowa has served Iowa continuously for over 120 years. Founded in 1876 as Iowa State Normal School, the school became Iowa State Teachers College in 1909, and State College of Iowa in 1961. In 1967, the College achieved full university status and was renamed the University of Northern Iowa.

Today, the University of Northern Iowa is a comprehensive university of approximately 13,550 students and 800 faculty. The student body represents every county in Iowa, 43 states, and 67 foreign countries. Over 92 percent of the students are from the State of Iowa. Typically, more than 90% of UNI's freshmen rank in the top 50% of their high school class, with about 60% ranking in the top 30%. Innovative programs, such as Minorities in Teaching and its business counterpart, EXCEL, are helping increase the diversity of UNI's student body.

The University offers over 110 undergraduate majors, and graduate programs at the Master's, Specialist, and Doctoral levels. Building on its traditional strength in teacher education, the University of Northern Iowa offers nationally recognized programs in its colleges of Business Administration, Humanities and Fine Arts, Education, Natural Sciences, Social and Behavioral Sciences, and Graduate College.

The University is accredited by the North Central Association of Colleges and Universities. Individual programs are accredited by several national accrediting agencies. The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States.

ECONOMIC CONDITION AND OUTLOOK

The State University of Iowa, the Iowa State University of Science and Technology, the University of Northern Iowa, the Iowa Braille and Sight Saving School, and the Iowa School for the Deaf are governed by the Board of Regents, State of Iowa. The State of Iowa has a long and respected tradition for its commitment to education and, accordingly, provides the largest portion of the University's unrestricted operating revenues. Despite economic highs and lows, state appropriations have increased year after year. In fiscal year 2000, each dollar of tuition was matched by \$2.98 of state appropriations.

As detailed in Schedule 9, the University has enjoyed a steady trend of increased enrollments since 1995. The fall 1999 enrollment of 13,553 for all student levels, is an increase of 224 over the fall of 1998. Despite fluctuations, enrollment has increased 7.2% since 1991. Enrollment projections indicate a growth trend with enrollment approaching 14,056 by the year 2010.

MAJOR INITIATIVES

Major initiatives of the University of Northern Iowa are guided by the University's strategic plan. The 2000 fiscal year marked the culmination of one five-year strategic plan and development of another.

Strategic Planning. The four goals of the concluding plan were:

- 1) Intellectual Vitality: Create and maintain an intellectually demanding and stimulating environment for all members of the University community;
- 2) Community: Create and nurture a sense of community within the University;
- 3) Resources: Effectively manage internal resources and aggressively seek external resources to support University programs and aspirations; and
- 4) External Relations: Develop appreciation and support for the values, programs and services of the University.

Progress toward strategic plan goals and objectives is measured through "performance indicators," or quantitative measures against an established baseline for each goal and sub goal. This progress was presented to the Board of Regents, State of Iowa for approval. Highlights of progress for the 2000 fiscal year included:

- Intellectual Vitality–Availability of required courses to meet each student's program of study. Both individual student academic planning and the availability of required courses to meet each student's program of study have been significantly enhanced under this strategic planning initiative.
- Intellectual Vitality–Availability of off-campus courses. Headcount enrollments for off-campus courses have exceeded established goals.
- Community–Retention of protected groups. The retention rates for protected groups have slowly improved.
- Community–Use of decision support system. Through Access UNI, online enrollment, account, and budgetary reports are being used campus-wide.
- Resources–Dollars spent for faculty and staff on professional development opportunities. Dollars spent for faculty and staff professional development indicators have significantly increased.
- Resources–Dollar amount transferred annually from the UNI Foundation to the University. The UNI Foundation transferred an increasing amount of funds to the University for scholarships, designated projects, and capital projects.
- Resources–Size of building repair budget as a percent of the replacement value. The University has successfully achieved annual expenditures for building repairs that exceeded the original building repair budgets for the past five years. This was accomplished even though original budgets could not be increased fast enough to keep pace with inflation and the growth in new space.
- Resources–Availability of current transactional software for all processes. The University installed hardware, application support software, and database software in support of its Oracle Financials implementation.

- External Relations–Survey results from key populations: general public, legislators, decision leaders, and alumni. Survey results have guided the development of an integrated marketing plan that will assist in continuous assessment of target audience expectations for UNI programs and services.
- External Relations–Development of effective in-state networks. The statewide awareness of UNI has steadily increased through the increase in membership in the in-state network, UNITE, as well as through other outreach activities.

Improvement of capital, physical and informational resources. The improvements include:

- Data Access Program. The Data Access Program continues to bring central data and processes to faculty, staff and students, such as grade reports, degree audits, forms, financial aid and scholarship information, enrollment data, and budget and accounting information. Highlights of the year include rollout of the program of study degree audit program and enhanced electronic transcript delivery.
- Modern Executive Management Financial Information System (MEMFIS). The University is continuing a multi-year implementation of new Oracle Financials administrative systems, including: financials, budget development, purchasing and accounts payable, cash management, fixed assets, stores inventory, grants and contracts administration, non-student accounts receivable, and human resources and payroll. These systems will be phased in between July, 2001 and January, 2003.
- Physical Facilities. During the 2000 fiscal year, the University hosted the gala opening of the Gallagher-Bluedorn Performing Arts Center, a \$22 million facility funded through a partnership of state appropriations and private donations. Also, renovations continued on Lang Hall, built in 1901, the oldest academic building on campus.

Enhanced external relationships. Dollars transferred to the University from the UNI Foundation for scholarships reached a record level. At the same time, the Foundation initiated a campaign to raise \$75 million by 2005. A key component of the campaign is a new sports arena.

Integrated marketing. A campus-wide effort to coordinate and maximize the University's marketing efforts got under way, with a goal of making UNI the first choice of Iowa students.

Service to Iowa. UNI provides comprehensive assistance and economic development for Iowa's communities and small businesses. UNI's "Service to Iowa" programs are a tangible link between the University and the State of Iowa's needs. Fiscal year 2000 has been a period of measurable success. This is demonstrated by more than \$5.7 million in federal, state, business-derived and private support dollars for the University's technology transfer and business/community-related activities. These programs have served more than 3,100 business and 400 community clients, involving nearly 30,000 individuals in all 99 of Iowa's counties. UNI outreach programs provided opportunities for 1,400 students and 57 faculty members to become involved in economic development and technology transfer activities. Several of these projects were conducted with other Regents universities, community colleges and state agencies, resulting in a doubling of project activity with these partners in the past year. Outreach and assistance programs also have benefited individual citizens directly. Most important to the individuals affected are the more than 3,200 new jobs created and several thousand more retained, at least partly due to efforts of the University's outreach programs.

FINANCIAL INFORMATION

Internal Control Structure and Budgetary Controls. Management of the University is responsible for establishing and maintaining a system of internal controls. In fulfilling this responsibility, estimates and judgements are routinely made to assess the expected benefits and related costs of internal control policies and procedures. The objective of internal control is to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles.

The adequacy of internal control procedures is reviewed by the Office of Auditor of State as an integral part of the annual audit. In addition, the University's Operations Auditor performs periodic reviews of specific internal control procedures.

Management also maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Board of Regents, State of Iowa. Budgetary control is established by account and function within an individual fund. A position control system is used to manage the staff salary budget. Budgetary control is also exercised over sponsored projects as defined in grant and contractual agreements with external agencies. In addition, capital projects are con-

trolled by Board approved budgets. The University also maintains an encumbrance accounting system as a significant element of the budgetary control system. At year-end, legally encumbered amounts for the General Educational Fund are carried to the next fiscal year without reversion of appropriations. For further information on encumbrances refer to Note A of the Notes to Financial Statements.

As demonstrated by the statements included in the financial section of this report, University management continues to meet its responsibility for sound fiscal management.

University Functions. The University accounts for operations through the fund groups described in Note A. The following schedule presents a comparison of educational and general revenues for the fiscal year ended June 30, 2000 to the prior year's revenues. All amounts in this letter are expressed in thousands.

Current Funds Revenues - Educational & General				
	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from 1999</u>	<u>Percent of Increase (Decrease)</u>
Unrestricted				
Tuition & Fees	\$ 39,829	27.8	2,382	6.4
Federal Appropriations	387	0.3	85	28.1
State Appropriations	88,611	61.8	4,412	5.2
State Appropriations-Tuition Replacement	4,627	3.2	(98)	(2.1)
Federal Grants & Contracts	626	0.4	58	10.2
State Grants & Contracts	317	0.2	88	38.4
Other Gifts, Grants & Contracts	687	0.5	(6)	(0.9)
Investment Income	1,250	0.9	29	2.4
Sales & Services of Educational Activities	7,043	4.9	13	0.2
Total Unrestricted	<u>143,377</u>	<u>100.0</u>	<u>6,963</u>	
Restricted				
Federal Appropriations	2,030	8.6	518	34.3
State Appropriations	331	1.4	252	319.0
Federal Grants & Contracts	13,088	55.4	1,455	12.5
State Grants & Contracts	3,708	15.7	356	10.6
Other Gifts, Grants & Contracts	4,333	18.4	2,031	88.2
Endowment Income	117	0.5	48	69.6
Total Restricted	<u>23,607</u>	<u>100.0</u>	<u>4,660</u>	
Total Revenues - Educational & General	<u>\$ 166,984</u>		<u>11,623</u>	

Changes in revenue were highlighted by:

- Tuition and Fee revenue increased \$2.382 million primarily due to a 4.50% increase in the basic fees for fiscal year 1999-2000. In addition, the fall 1999 headcount was 224 more than the previous year (see Schedule 9).
- Restricted Federal Appropriations increased \$.518 million due to three new federal appropriated programs of Global Health Corps, Paint and Coating Compliance Enhancement, and Training Opportunities Program. Funding for the Playground Safety program was increased.
- State Appropriations increased \$4.412 million, the direct result of appropriations for salary increases and programs. Restricted State Appropriations increased due to a new state appropriation for the Iowa Waste Reduction Center.

- Restricted Federal Grants & Contracts increased \$1.455 million because of increased support of Camp Adventure, U.S. Grown Agriculture-Based Laboratory Research, and Rural Business Enterprise. Federal Grants & Contracts increased due to new programs such as National Board Certification Candidate Support Program and McNair Post Baccalaureate Program.
- Restricted Other Gifts, Grants, and Contracts increased \$2.031 million as a result of various programs receiving new or increased funding, increased scholarship support from the UNI Foundation, and donated software.

The following schedule presents a comparison of educational and general expenditures and mandatory transfers for the fiscal year ended June 30, 2000 to prior year's expenditures and transfers.

Current Funds Expenditures & Mandatory Transfers - Educational & General				
	<u>Amount</u>	<u>Percent of Total</u>	<u>Increase (Decrease) from 1999</u>	<u>Percent of Increase (Decrease)</u>
Unrestricted				
Instruction	\$ 54,318	41.1	2,438	4.7
Research	961	0.7	43	4.7
Public Service	7,777	5.9	(484)	(5.9)
Academic Support	22,608	17.1	1,005	4.7
Student Services	5,319	4.0	554	11.6
Institutional Support	15,042	11.4	(1,941)	(11.4)
Operation & Maintenance of Plant	14,292	10.8	(1,369)	(8.7)
Scholarships & Fellowships	6,230	4.7	132	2.2
Mandatory Transfers	<u>5,730</u>	<u>4.3</u>	<u>(149)</u>	<u>(2.5)</u>
Total Unrestricted	<u>132,277</u>	<u>100.0</u>	<u>229</u>	
Restricted				
Instruction	3,578	15.2	2,080	138.9
Research	1,575	6.7	343	27.8
Public Service	9,677	41.0	1,367	16.5
Academic Support	1,143	4.8	704	160.4
Student Services	8	-	8	-
Scholarships & Fellowships	7,766	32.9	152	2.0
Mandatory Transfers	<u>(140)</u>	<u>(0.6)</u>	<u>6</u>	<u>(4.1)</u>
Total Restricted	<u>23,607</u>	<u>100.0</u>	<u>4,660</u>	
Total Expenditures & Transfers - Educational & General	<u>\$ 155,884</u>		<u>4,889</u>	

Changes in expenditures and mandatory transfers were highlighted by:

- Expenditures in all functional categories increased over the previous year due to a 4 percent average increase in salary, wage, and fringe benefit expense. Other changes are explained below.
- Restricted Instruction increased \$2.080 million due to donated software.
- Restricted Public Service increased \$1.367 million due to increased support of Camp Adventure, Iowa Training Opportunities Program, and Painting and Coating Compliance Enhancement.
- Restricted Academic Support increased \$.704 million because of the following new programs: New Technology and Quality Education, McNair Post Baccalaureate Program, and Teaching Quality through Partnerships.

- Institutional Support decreased \$1.941 million due to a rebate of the life and disability insurance premium, and an accounting convention which requires recording service revenues as negative expenditures.
- Operation and Maintenance decreased \$1.369 million due to lower utility costs, and lower expenditures for building repair projects.

Auxiliary Enterprise Operations. The University's Auxiliary Enterprise Fund is comprised primarily of the Residence System, J.W. Maucker Student Union, Intercollegiate Athletics, the Field House, and the Performing Arts Center. While the auxiliary enterprises are managed as essentially self-supporting activities, the General Educational Fund provides support to certain auxiliaries where the emphasis is on student and public service rather than full reimbursement of all costs. This support is provided to J.W. Maucker Union, Intercollegiate Athletics, the Field House, the Performing Arts Center, and the Wellness and Recreation Center.

The major auxiliaries operate under formally approved budgets which, in the case of auxiliaries funded by bond issues, provide for all mandatory transfers to improvement funds and debt service funds. Management's objective is to maintain Plant Fund reserves at levels adequate to properly maintain and improve auxiliary facilities through renovation, alteration, and equipment replacement.

Debt Administration. Outstanding revenue bonds totaled \$88.803 million at fiscal year-end. This amount consists of \$46.963 million in Academic Building Revenue Bonds, \$33.045 million in Residence System Bonds, and \$8.795 million in Field House Bonds.

Revenue bonds totaled \$78.418 million outstanding for the previous fiscal year. The net increase of \$10.385 million is detailed in Note H of the Notes to Financial Statements.

Cash Management. It is the responsibility of the Board of Regents, State of Iowa and its *ad hoc* Banking Committee to set investment policy in accordance with Chapter 12C of the Code of Iowa. The Board delegates management and oversight responsibility at the University to the Vice President of Administration and Finance and Treasurer. Investment transactions are reviewed by the Operations Auditor.

By Board policy, the University funds may be invested in the following instruments: 1) obligations of the United States government, its agencies and instrumentalities, 2) certificates of deposit and other evidences of deposits at federally insured depository institutions, 3) prime bankers' acceptances, 4) commercial paper or other short-term corporate debt, 5) repurchase agreements, 6) investments authorized for the Iowa Public Employee Retirement System, 7) open-end management investment companies organized in trust form registered with the Securities and Exchange Commission under the Investment Company Act of 1940, and 8) the Common Fund for Non-Profit Organizations. The primary goals of the investment policy, in order of priority, are: 1) safety of principal, 2) maintaining the necessary liquidity to match expected liabilities, and 3) obtaining a reasonable return.

The University operates an unrestricted portfolio, a restricted portfolio, and an endowment portfolio. The University uses professional managers for endowment funds and a portion of unrestricted funds. Restricted funds and the remaining unrestricted funds are invested by the University Controller. Investment performance is measured using the total return method prescribed by the Association for Investment Management and Research (AIMR). Board policy requires that institutional treasurers adopt a "buy and hold" philosophy. For that reason, it is understood that institutional portfolios may not perform as well as the indices. However, performance of the institution's portfolio is evaluated relative to, and expected to compare favorably with, the following indices:

For the Operating Portfolio:

- 1) 91-Day Treasury Bills
- 2) Merrill Lynch 1-3 yr. Government
- 3) Merrill Lynch 1-3 yr. Government/Agency

For the Restricted Portfolio:

- 1) Merrill Lynch 1-3 yr. Government

For the Endowment Portfolio:

- 1) Standard and Poor's 500 Stock Index
- 2) Lehman Intermediate Government/Corporate Index
- 3) MSCI EAFE Index

The average yields were as follows:

- Operating portfolio 5.42 percent
- Restricted portfolio 4.94 percent
- Endowment portfolio 16.14 percent

The University's investment performance ranks favorably on a weighted basis with the above noted indices.

Risk Management. The State of Iowa self-funds on behalf of the University for losses related to workers' compensation of all University employees, general liability (tort claims), and property (casualty losses) other than that belonging to auxiliary enterprises. For further information refer to Note K of the Notes to the Financial Statements.

OTHER INFORMATION

Independent Audit. The Office of Auditor of State is required by Chapter 11 of the Code of Iowa to annually audit all departments of the State. The accompanying financial statements of the University of Northern Iowa have been audited by the Office of Auditor of State in accordance with generally accepted auditing standards and Chapter 11 of the Code of Iowa.

In addition, the Office of Auditor of State conducts a single audit under the requirements set forth in the Single Audit Act and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Certificate of Achievement. The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the University of Northern Iowa for its Annual Financial Report (AFR) for the fiscal year ended June 30, 1999. This was the eighth consecutive year that the University has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current annual financial report continues to meet the Certificate of Achievement Program's requirements, and we are submitting it to GFOA to determine its eligibility for another certificate.

Acknowledgements. Appreciation is expressed to the Office of the Controller, Office of University Marketing and Public Relations, and other University offices for their efforts in assisting us in the preparation of this report.

This report expresses our commitment to maintain our financial statements in conformance with the highest standards of financial accountability. This commitment also extends to the presentation of informative and accurate statistical information. We believe the report clearly conveys that the University of Northern Iowa is a fiscally sound and dynamically managed institution that is positioned to meet the educational and service needs of the citizenry.

Respectfully submitted,

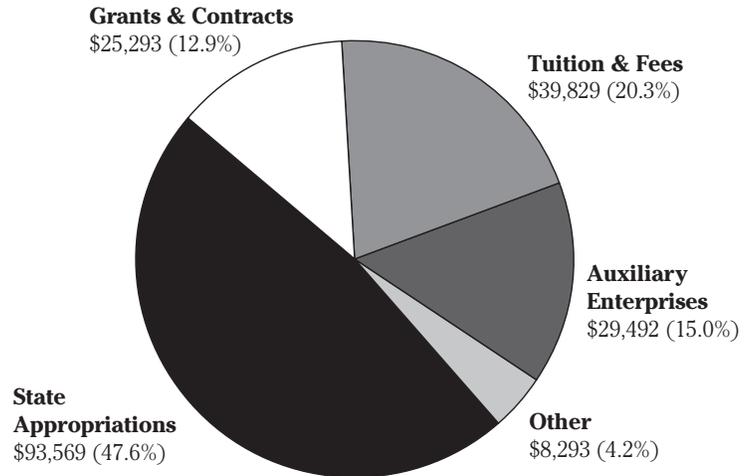
Gary B. Shontz
Controller and
Secretary /Treasurer

Eunice Dell
Interim Vice President for Administration
and Finance

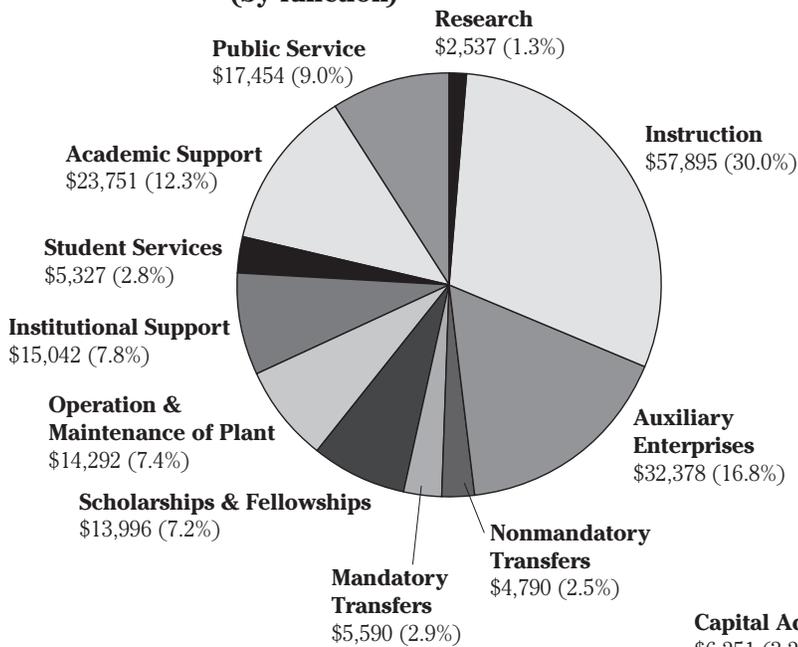
University of Northern Iowa
Sources and Uses of Current Funds

June 30, 2000
 (expressed in thousands)

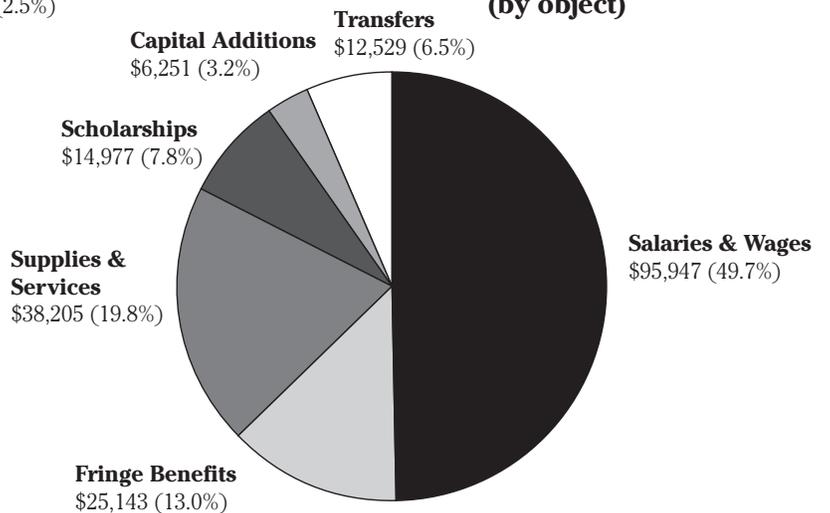
**Revenues
 (by source)**



**Expenditures & Transfers
 (by function)**



**Expenditures & Transfers
 (by object)**



Certificate of Achievement for Excellence in Financial Reporting

Presented to

University of Northern Iowa

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 1999

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Cary Brueck
President

Jeffrey L. Esler
Executive Director

The Governing Board

1999-00

The University of Northern Iowa, together with the State University of Iowa, the Iowa State University of Science and Technology, the Iowa Braille and Sight Saving School, and the Iowa School for the Deaf, is governed by the Board of Regents, State of Iowa consisting of nine members.

Board of Regents, State of Iowa

Officers of the Board

Owen J. Newlin, President
Frank J. Stork, Executive Director

Members of the Board (As of June 30, 2000)

	<u>Term Expires</u>
Ellengray G. Kennedy, Bancroft	June 30, 2001
Roger Lande, Muscatine	June 30, 2001
Beverly A. Smith, Waterloo	June 30, 2001
Lisa E. Ahrens, Osage	June 30, 2003
David J. Fisher, Des Moines	June 30, 2003
Dr. Clarkson L. Kelly, Jr., Charles City	June 30, 2003
David G. Neil, La Porte City	June 30, 2005
Owen J. Newlin, Des Moines	June 30, 2005
Dr. Deborah A. Turner, Des Moines	June 30, 2005

Officers of the University (As of June 30, 2000)

President of the University
Robert D. Koob, B.A., Ph. D.

Vice President and Provost
Aaron M. Podolefsky, B.A., M.A., Ph. D.

Vice President for Administration and Finance and Treasurer
John E. Conner, B.S., M.A.
(Resignation effective October 13, 2000)

Vice President for Educational and Student Services
C. Renee Romano, B.A., M.S. Ed., Ph. D.

Controller and University Secretary
Gary B. Shontz, B.B.A., M.A.E., Ed. S.

Vice President for University Advancement
William D. Calhoun, Jr., B.A., M.A.

Executive Assistant/Director of External Relations
Patricia L. Geadelmann, B.A., M.A., Ed.D.

Board of Regents, State of Iowa

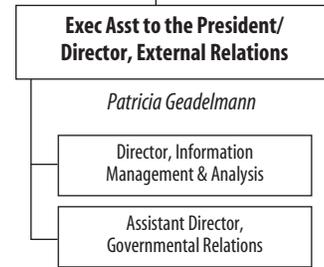
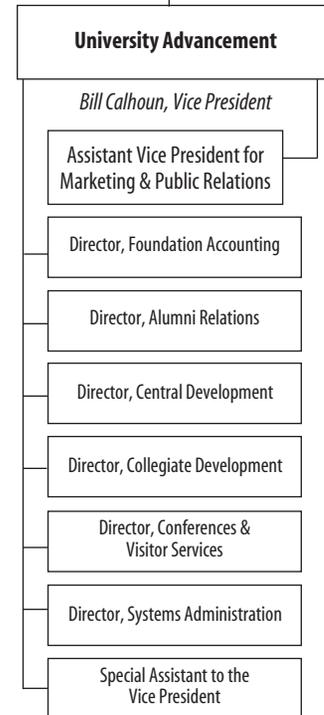
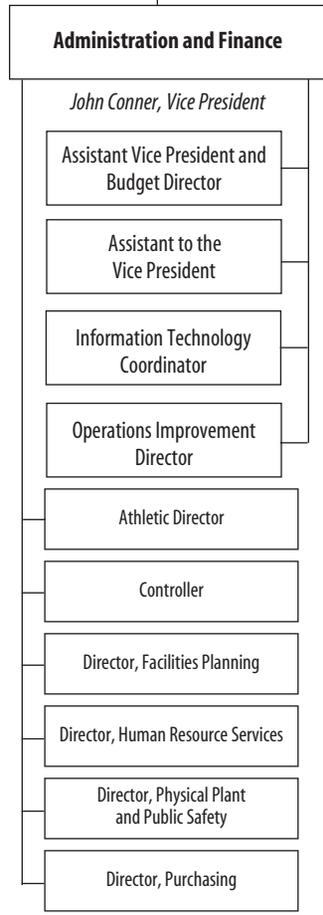
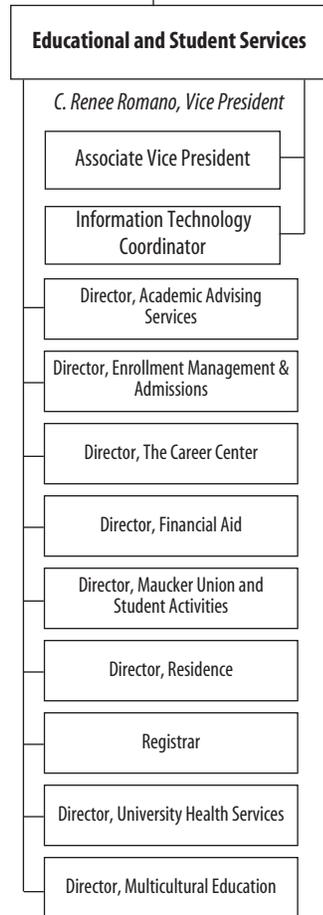
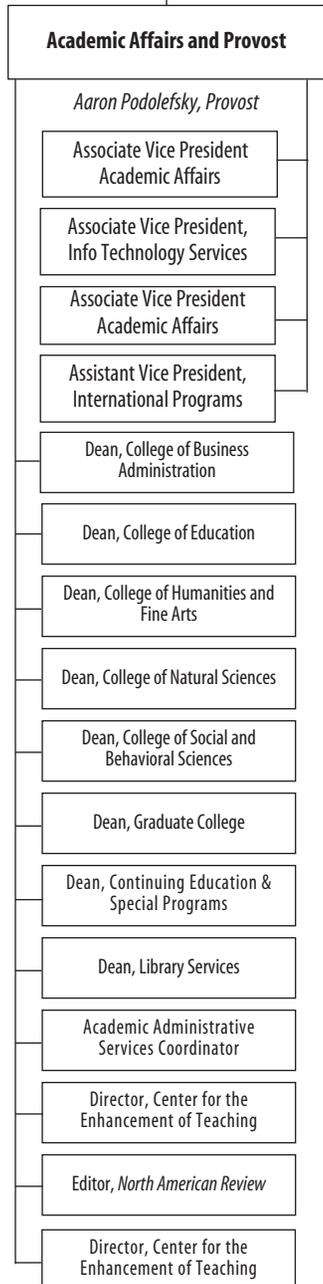
President
Robert D. Koob

**Assistant to the President for
Compliance and Equity Management**
Winston Burt

Operations Auditor
Tim McKenna

Administrative Assistant
Doris Miller

Special Assistant/Marketing
Carol Bodensteiner



**University of Northern Iowa
Administrative Organization
1999-2000**