

**MEADOW BROOK HALL OPERATING BUDGET FOR
CALENDAR YEAR ENDING DECEMBER 31, 2010**

1. **Division and Department:** Office of the President, Meadow Brook Hall

2. **Introduction:** The calendar 2010 operating budget for Meadow Brook Hall (MBH) is presented to the Board of Trustees (Board) for approval annually. Attached is the projected 2009 year-end budget performance and proposed budget for 2010, along with the budget assumptions. (See Attachments A and B.)

Since Board approval in December 2004, MBH has been operating under a “cultural center” model, providing public museum and educational programming and access for university, social and corporate events and activities.

In 2005, 2006, 2007, and 2008 MBH revenues exceeded expenses. Projections for 2009 suggest that revenues will once again exceed expenses.

3. **Previous Board Action:** The Meadow Brook Hall 2009 Calendar Year Budget was approved by the Board of Trustees on November 7, 2008.

4. **Budget Implications:** For the calendar year 2010 budget, an operating surplus of \$4,976 is projected.

5. **Educational Implications:** MBH will continue to share its architectural, art and historical resources with Oakland University’s students and faculty (See Attachment C).

6. **Personnel Implications:** None.

7. **University Reviews/Approvals:** The Meadow Brook Hall Budget Report was prepared by the Meadow Brook Hall Business Manager and Executive Director and was thoroughly reviewed by the Office of Budget and Financial Planning, the Financial Performance Review Committee, and the Vice-President for Finance and Administration prior to presentation to the President.

**Meadow Brook Hall Operating Budget
for Calendar Year Ending December 31, 2010
Oakland University
Board of Trustees
Finance, Audit and Investment Committee
November 4, 2009
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8. **Board Action to be Requested:** At the November 9, 2009 Formal Session the Board will be asked to accept the Meadow Brook Hall Calendar 2010 All Funds Budget.


9. **Attachments:**

- A. Meadow Brook Hall Proposed Budget – All Funds Calendar 2009 & 2010
- B. Meadow Brook Hall Budget Notes and Assumptions
- C. Meadow Brook Hall Student/Faculty Involvement

**Submitted by Executive Director Meadow Brook Hall
Geoffrey C. Upward:**


(Please Initial)

Reviewed by Secretary Victor A. Zambardi:


(Please Initial)

Reviewed by President Gary D. Russi:


(Please Initial)

Oakland University
Ancillary Activities Operating Budget
Meadow Brook Hall
Proposed Budget - All Funds
Calendar 2010

	2009 BUDGET	2009 ESTIMATED ACTUAL	2010 PROPOSED BUDGET
REVENUE:			
Operating Revenue	\$ 2,399,500	\$ 2,577,214	\$ 2,262,690
Allowance for Bad Debt	(10,000)	-	(10,000)
Retail Sales	30,000	30,000	35,000
Student Tuition Allocation	-	-	-
Marketing Support	49,000	49,000	49,000
Gifts and Grants	100,000	100,000	110,000
Investment Income	5,000	1,085	1,000
General Fund Support	-	33,902	-
Total Revenue	<u>\$ 2,573,500</u>	<u>\$ 2,791,201</u>	<u>\$ 2,447,690</u>
EXPENDITURES:			
Compensation	\$ 660,407	\$ 660,407	\$ 634,838
Supplies and Services	345,000	345,000	425,761
Food Service	1,280,000	1,385,485	1,182,750
Repairs and Maintenance	40,000	40,000	29,000
Cost of Retail Sales	17,000	21,409	19,000
Equipment	15,000	15,000	15,000
Insurance	56,000	56,000	50,000
Utilities	193,000	193,000	193,000
Debt Service	-	-	-
University Overhead	(65,075)	(65,075)	(106,635)
Other Transfers	-	-	-
Total Expenditures	<u>\$ 2,541,332</u>	<u>\$ 2,651,226</u>	<u>\$ 2,442,714</u>
Net Revenue	<u>\$ 32,168</u>	<u>\$ 139,975</u>	<u>\$ 4,976</u>
Restricted Funds Received		\$ 376,688	\$ 366,000
Restricted Funds Expensed		26,687	381,000
Restricted Fund Balance *	\$ 469,629	\$ 819,630	\$ 727,830
Unrestricted Fund Balance	396,141	503,948	508,924
Less: Major Capital Expenditures	-	76,800	623,200
Total Fund Balance	<u>\$ 865,770</u>	<u>\$ 1,246,778</u>	<u>\$ 613,554</u>
Chrysler & Motor Cities Gifts		\$ 15,112	
Garden Club Fund		68,753	
Matilda R Wilson Fund		652,898	
Costume Support Fund		4,750	
Organ Fund		1,317	
Restricted Fund Balance *		<u>\$ 742,830</u>	

**MEADOW BROOK HALL
BUDGET NOTES AND ASSUMPTIONS**

2009 NOTES

1. 2009 projected operating performance is based on actual revenue and expenses booked through August 31, 2009 and a revenue and expense forecast for the remainder of the year.
2. December 2008 receipt of the first \$366,000 installment from the Matilda Wilson Fund Challenge Grant is included in the restricted fund balance.
3. 2009 Wilson Fund match of \$366,000 is expected, although timing of the MBH fiscal year close is anticipated to split the total received between Calendar 2009 and Calendar 2010.

2010 Assumptions

1. Operating revenue for 2010 is projected to be \$136,810 less than the 2009 budget, based on estimates from our catering partner and an assumption of a continued flat or slightly lower economy. Weddings sold for 2010 are fewer by 9 than the number of 2009 weddings sold at the same point in time in 2008 (although on pace with 2006 and 2007 sales). Corporate and OU business projections have been reduced also.
2. Estimated Concours revenue and expenses for 2010 are included in Operating Revenue and Expenditures budget projections. Due to declining rental activity surrounding the event, net revenues are estimated at roughly \$50,000.
3. Net revenues from operations will be distributed as follows:

Operating/Maintenance Reserve	100 percent
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4. The new preservation work made possible by the Wilson Fund grant is under way. Construction work on the largest project in the program, renovation of the kitchen, begins in January and will run into April. The 2009 Budget reflects \$76,800 of the estimated \$700,000 major capital expenditure for the kitchen renovation and the 2010 Budget reflects the remaining \$623,200.

ATTACHMENT C

MEADOW BROOK HALL STUDENT/FACULTY INVOLVEMENT

Internships – 1 intern for Winter 2009
1 intern for Fall 2009

Student Employment – 14 students employed Winter 2009
11 students employed Summer 2009
12 students employed Fall 2009

Welcome Week (Free) Tours – more than 300 students

Oakland University Student Tours –373 students participated in the free Daily Tour Program at MBH for 2008.

Oakland University use of MBH – More than 170 OU Events with more than 5,600 attendees

Oakland University Attending OU Night during 2008 Holiday Walk – 160 Faculty/Staff Discounts

Other OU Programs – 10 OU Faculty/Staff tours, 59 OU Parent Orientation tours, 33 OU New Employee tours, more than 100 Meadow Brook Theatre tours

Collaboration with OU Writing Department to conduct a summer writing camp at MBH. The project was funded in part by a grant from the Aiken Foundation (social media initiatives).