

SRM Model Report and Allocation Reference

ITEM	REPORT	LOCATION OF REPORT	NOTES	METHOD OF ALLOCATION	METHOD OF CALCULATION
Actual Revenue and Expenses	ACSRM	Accounting Services	<ul style="list-style-type: none"> Generated monthly by Accounting Services once a month closes and emailed to business managers Shows all funds includes only actual revenue and expenses, no projections 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
Assigned Revenues			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Allocated directly to unit (i.e., course fees, departmental revenues and auxiliaries). <ul style="list-style-type: none"> Other designated revenue: Other activities such as conferences and other one-time events will be assessed the Auxiliary Responsibility Unit's University Participation Assessment. 	<ul style="list-style-type: none">
Cost Allocation and Strategic Investments			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> https://wmich.edu/sites/default/files/attachm ents/u335/2021/Cost%20Allocation%20and%20Strategic%20Investments.pdf 	<ul style="list-style-type: none">
Course Fee Revenue	Course fee revenue report	Cognos	<ul style="list-style-type: none"> https://cognmsp1.cc.wmich.edu/ibmcognos/bi/?perspective=home <ul style="list-style-type: none"> 90.40.20 Course Fee Revenue by Department Generated per each course in a specific year. Break down by department 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Credit Hours and FTE	Credit Hour and FTE – FY XXXX-XX Budget	Budget Office	<ul style="list-style-type: none"> https://wmich.edu/budget/budget-model/srm-reporting Shows credit hours for UG students and FTEs for Grad students for the previous two years. Uses a 2-year smoothing 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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			average, which then calculates to a percentage of the total.		
	Strategic Resource Management Metrics; SRM Revenue Allocation Metrics; Student Credit hours by Course Prefix by Department	Cognos	<ul style="list-style-type: none"> • https://cognmsp1.cc.wmich.edu/ibmcognos/bi/?perspective=home <ul style="list-style-type: none"> ○ 01.00.90 Strategic Resources Management Metrics ○ 90.15.10 Revenue Allocation Metrics (provides 4 years of data for SCH and FTE) ○ 56.25 Student Credit Hours by Course Prefix 	<ul style="list-style-type: none"> • Cognos SRM Dashboard Quick Guide: https://wmich.edu/sites/default/files/attachments/u335/2021/Cognos%20SRM%20Dashboard%20Quick%20Guide_0.pdf 	<ul style="list-style-type: none"> •
F&A Cost Recoveries		Office of Research and Innovation	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Allocated based on the current administration approved guidelines recommended by the Research Policy Council. 	<ul style="list-style-type: none"> • Colleges – 90% (College 70%, Department 10% and Primary Investigator 10%) <ul style="list-style-type: none"> ○ OVPR research initiatives – 10% ○ Allocations will take place in June
FYXX SRM Budget	SRM Budget Model	Budget Office	<ul style="list-style-type: none"> • The SRM budget for a particular fiscal year, including revenue and expense • https://wmich.edu/budget/budget-model/srm-reporting 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
General Ledger	GLOW	PeopleSoft Financials	<ul style="list-style-type: none"> • User Guide: https://wmich.edu/sites/default/files/attachments/u2594/2022/Glow%20User%20Guide%202022_0.pdf 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Revenue Allocation			<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • https://wmich.edu/sites/default/files/attachments/u335/2021/Revenue%20Allocation.pdf 	<ul style="list-style-type: none"> •

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Space Allocation	FYXXXX-XX Space Allocation Calculation	Budget Office	<ul style="list-style-type: none"> Colleges completed Space Audits before the SRM model was implemented. See the Space Management Policy for further details: https://wmich.edu/policies/space-management https://wmich.edu/budget/budget-model/srm-reporting https://wmich.edu/sites/default/files/attachments/u335/2022/Space%20allocation%20calculation%20FY2023.pdf 	<ul style="list-style-type: none"> Allocated based on net assignable square footage unless included as a direct expense to the unit 	<ul style="list-style-type: none"> The first step in the process was for each college/area claimed their specific spaces by building through the space-claiming database. The second step was to work with the Registrar's Office on space the colleges actually control/schedule and they provided the detail of allocation by college (not department level) of use of those spaces. The final step was to look at each building and allocate any unclaimed space across the users of each building. Based on our claiming process, colleges claimed spaces they specifically occupied as offices. What typically was left as unclaimed space were classrooms, hallways, restrooms, etc. Those spaces also bear a cost such as custodial, maintenance etc. so needed to be part of the allocation process. Once steps one and two of the claiming process were completed, the Office of Business and Finance looked at each building as to occupants. They then took all of the unclaimed space in that building and allocated it out to the occupants based on square footage % claimed by each college.
	Strategic Resource	Cognos	<ul style="list-style-type: none"> https://cognmsp1.cc.wmich.edu/ibmcognos/bi/?perspective=home 		<ul style="list-style-type: none">

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	Management Metrics		<ul style="list-style-type: none"> ○ 01.00.90 Strategic Resources Management Metric 		
State Appropriations			<ul style="list-style-type: none"> • 	Allocated by college of primary program based on FTE	<ul style="list-style-type: none"> •
Strategic Allocation Plan (Academic Affairs)	Final Strategic Allocation (Subvention)	Provost	<ul style="list-style-type: none"> • sent to RUs at the beginning of the fiscal year • permanent funds will be added to or pulled from the dean’s reserve (expense side) and the SRM account (revenue side) depending on overall impact line. This keeps the RU general fund budget in balance. 	<ul style="list-style-type: none"> • See the model here: https://wmich.edu/sites/default/files/attachments/u335/2022/VPAA%20Strategic%20Investment%20Plan%20Schematic.pdf • 	<ul style="list-style-type: none"> • Refer to model
Strategic Allocation Quality Indicators (Academic Affairs)	Final Strategic Allocation (Subvention)	Provost	<ul style="list-style-type: none"> • sent to RUs at the beginning of the fiscal year • permanent funds will be added to or pulled from the dean’s reserve (expense side) and the SRM account (revenue side) depending on overall impact line. This keeps the RU general fund budget in balance. 	<ul style="list-style-type: none"> • https://wmich.edu/sites/default/files/attachments/u335/2022/Academic%20Affairs%20SRM%20Qualitative%20Indicators%20-%202022-09-15-Website.pdf 	<ul style="list-style-type: none"> • Refer to Quality Indicators
SRM Account (11-xxxx960)	GLOW	PeopleSoft Financials	<ul style="list-style-type: none"> • User Guide: https://wmich.edu/sites/default/files/attachments/u2594/2022/Glow%20User%20Guide%202022_0.pdf • Account 4188 holds the F&A expense budget • Accounts 4888 and 8888 are set up to hold the strategic investment (to/from) the Central pool (meaning each college either gives or receives funds from the “central pot”). 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

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Tuition, Undergraduate ¹	Revenue Budget Summary	Budget Office	<ul style="list-style-type: none"> • https://wmich.edu/sites/default/files/attachments/u335/2022/SRMREV_FY2023_Budget.pdf • 	<ul style="list-style-type: none"> • Undergraduate tuition (excluding differential tuition) – Pooled and netted with institutional financial aid and allocated 100% to college of instruction based on student credit hours 	<ul style="list-style-type: none"> • Tuition allocations will be determined by using a two-year smoothing average <ul style="list-style-type: none"> o Budgets will be booked based on the prior two years of FTE and student credit hour data o Actuals will be transferred based on the current and prior year semester data • Tuition revenue allocations will be transferred to the colleges based on a schedule that calls for 80% of revenue to be transferred at census, 10% of revenue to be transferred at the end of the semester/session, and any remaining revenue to be transferred after all adjustments/write-offs have been made at the end of the fiscal year.
Tuition, Graduate ¹	Revenue Budget Summary	Budget Office	<ul style="list-style-type: none"> • https://wmich.edu/sites/default/files/attachments/u335/2022/SRMREV_FY2023_Budget.pdf 	<ul style="list-style-type: none"> • Allocated to college of program of study based on FTE 	<ul style="list-style-type: none"> • Tuition allocations will be determined by using a two-year smoothing average <ul style="list-style-type: none"> o Budgets will be booked based on the prior two years of FTE and student credit hour data o Actuals will be transferred based on the current and prior year semester data

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Tuition, Differential ¹			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Allocated to college assessing the tuition 	<ul style="list-style-type: none"> Tuition revenue allocations will be transferred to the colleges based on a schedule that calls for 80% of revenue to be transferred at census, 10% of revenue to be transferred at the end of the semester/session, and any remaining revenue to be transferred after all adjustments/write-offs have been made at the end of the fiscal year.
UPA	FYXXXX-XX SRM UPA Calculation	Budget Office	<ul style="list-style-type: none"> https://wmich.edu/budget/budget-model/srm-reporting 	<ul style="list-style-type: none"> Based on total central expenses. Percentage to be covered by College RU's divided by College RU Revenues gives the College RU UPA Rate Percentage to be covered by Auxiliary RU's and Designated Activities divided by Total Auxiliary and Designated Activities Revenue gives the Auxiliary and Designated Activities UPA Rate 	<ul style="list-style-type: none">

NOTES:

¹Tuition allocations will be determined by using a two-year smoothing average. Budgets will be booked based on the prior two years of FTE and student credit hour data. Actuals will be transferred based on the current and prior year semester data. Please use the **Credit Hour and FTE Template** to calculate College RU percentage of undergraduate tuition, graduate tuition, and state appropriation. The **SRMREV report** reflects the budgeted undergraduate tuition, graduate tuition, and state appropriation per College RU.

Cognos SRM Dashboard Quick Guide: https://wmich.edu/sites/default/files/attachments/u335/2021/Cognos%20SRM%20Dashboard%20Quick%20Guide_0.pdf

ITEMS TO WORK ON:

- **Revenue generated from specific courses.** We receive the total tuition revenue disbursement amount but no behind the scenes data on which courses/programs that revenue is being generated from. To drill down SRM to program levels, revenue generation per course would be helpful.
 - To be fair, we can somewhat manually model this on our own, by taking the grand total tuition generated, running reports to determine credit hour generation per program, then proportioning that to the total revenue to determine a revenue figure per program.
- We get revenue based on **FTE headcount of students** but we never get to see **the list of students contributing to that revenue generation**. As we work through SRM it would be helpful to actually see the students and their programs/colleges they are classified as contributing to that revenue number. This is how we've been able to identify students who are classified as CEHD technically but actually are in a CHHS programs and take their courses, but we're getting the FTE revenue allocation along with their tuition revenue (as a grad student). This helps us weed through how to determine what MOU's we may need to develop with other colleges to transition over tuition revenue for courses they actually taught.
- **Year-end actuals for all the colleges.** Basically, the SRM budget model report with actuals for 2021/22.
- **Lack of transparency in the way the UPA for Differential Tuition is charged** to the SRM account and not DT directly.