



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

October 4, 2024

Annual Institutional Residences Expense Report

[Board Policy R715, *Institutional Residences*](#), requires USHE institutions to submit an annual report summarizing the actual and budgeted expenses, as approved by the institution's respective board of trustees for institutional residences.

The Utah Board of Higher Education has requested an annual report summarizing the actual and budgeted expenses associated with institutional residences, including maintenance costs, custodial, domestic assistance, and insurance.

This report is intended to inform the Board about institutional residence expenditures, helping boards of trustees and institutions to monitor and maintain appropriate internal controls. It ensures that the institutional residence budgets and expenses are reviewed and approved annually, providing transparency regarding the facility's operation and maintenance costs.

The attached report summarizes each institutional residence's approved budget and expenditures for the past three fiscal years. Footnotes have been added to describe the following: any significant change from prior years, any significant variances between the budgeted and actual expenditures, and any significant capital improvements to the residence.

Commissioner's Recommendation

This is an information item only; no action is required.

Attachment

Attachment 1 – Annual Institutional Residences Expense Report