

<p style="text-align: center;">University Policy Statement California State University, Fullerton</p>

UPS 100.200

UNIVERSITY BUDGET PROCESS

1. The BAC makes recommendations to the administration (President and President's Administrative Board) concerning various aspects of the campus budget. The Committee has a specific role as detailed below. In addition, the President, any of the Vice Presidents, Academic Senate or its Executive Committee, may refer budget questions to it at any time.
2. The President and PAB are expected to seek advice from the BAC early in the budget cycle for the fiscal year 16 months hence (the normal CSU budget preparation timeline). The committee should be provided with advance information about items such as Budget Notes and Formula Input Variables. As preliminary budgets for the campus are being prepared, the committee should be asked for recommendations on such matters as enrollment targets.
3. The BAC should be consulted (at the same time as Deans, Directors, and the PAB) as Program Change Proposals unique to CSUF are being prepared for the fiscal year 16 months hence. Advice should also be sought regarding significant programs, which will have to be funded internally using campus resources, rather than being the subject of PCP's. The committee should provide recommendations about the relative priorities of all large budget items regardless of their source of funding.
4. The BAC should be asked to review budget proposals and provide recommendations as to specific budget allocations during the internal budget cycle as budget planning is taking place in preparation for and in response to the Governor's budget proposal for the following fiscal year.
5. The administration should provide the BAC with contingency plans in anticipation of the need for budget adjustments of the sort that are regularly required (mid-year Excess Reimbursements and discrepancies between final budget plans and final state allocations).
6. At the end of each Spring semester, the BAC shall appoint a subcommittee of members who will be available over the summer, in the event a quorum of the full committee is not available, to provide recommendations if last-minute changes in the budget allocation require immediate, significant budget adjustments.

7. The BAC shall develop a prioritized list of those budget items that are on the margin of fundability, enabling the President and PAB to move the funding cutoff point upward or downward on that list if the campus budget allocation is reduced or augmented.
8. The BAC is responsible for validating the campus baseline budget. To maintain this validation, the BAC shall establish a timetable for re-examining the baseline of a few cost centers each year. The administration shall provide the BAC with information showing what the current baseline budget is, broken down by cost center, and how that baseline has been derived.
9. Each year, the administration shall provide the BAC with the projected budgetary allocations for the current year and the actual expenditures for the previous year, broken down by cost center.

EFFECTIVE DATE: November 30, 1988

Supersedes: ASD 88-24