

UPS 100.201

PLANNING AND BUDGETING PROCESS

The following process is based upon the assumption that the CSU Trustees' Budget Request will be funded and implemented as proposed by the Trustees. If the assumption does not hold true, any decisions made pursuant to the process outlined below will change. Such changes may occur at various points along the process, such as:

- Governor's Budget release in January;
- May revise by the Department of Finance;
- Legislative committee action;
- Final passage of the budget;
- Governor enacts budget—potentially utilizing line-item veto authority;
- Chancellor's Office final CSU allocations; and
- President's review of changes that have transpired throughout the process.

Units preparing plans and budgets consistent with achieving Mission and Goals and pursuant to the process below, must consider this in their planning, and make contingent plans as appropriate.

Fall - March 1

University-wide and intra-divisional planning and budgeting activities guided by Mission and Goals, including discussions pertaining to reallocation decisions, and inter-divisional discussion on potential collaborative issues, as appropriate, take place during this time frame.

Fall -November 15

- Business and Financial Affairs prepares and submits to the President and the Senate budgeting resources and planning committee(s) a statement of anticipated changes in general fund revenue for next fiscal year, based upon the Trustees' recommended Budget.

- The Chancellor's Office, consistent with the enrollment growth and funding compact with the Governor, assigns the

campus its funded FTES target, based upon the Trustees' Budget, and contingent on funding.

- Business & Financial Affairs prepares an impact analysis showing the projected cost of faculty and related faculty workload issues at various potential FTES levels, based upon current year SFR and salary rate as a benchmark, along with costs and related support staff workload and infrastructure issues at the various FTES levels.

- The Vice President of Academic Affairs, after appropriate and timely consultation with the Deans Council, the Senate budgeting resources and planning committee(s), PAB, and others as appropriate submits a range of possible FTES targets for the campus to the President, together with the implications for Mission & Goals and impact on academic and support functions of the University.

- After appropriate and timely consultation, the President considers university-wide resource reallocation options.

Nov. 15 - November 30

- The President announces campus FTES target, and initiates the annual budget process by distributing guidelines and timetable to the campus community. The guidelines include:

- A) Estimated FTES target and projected new revenue for the upcoming fiscal year, based on Chancellor's Office announced budget.
- B) A statement of mandatory expenditures which must be budgeted, e.g., salary increases.
- C) President's reallocation decisions, based on Fall-November consultation.
- D) Forms and directions for completing and submitting University Initiatives proposals.
- E) New planning and budgeting proposals, process and parameters for above-baseline requests. Budget request categories will be identified, such as:
 - 1. Enrollment-related requests
 - 2. Operational and program expansion requests
 - 3. New initiatives requests

- Definitions of the kinds of requests that are appropriate for the various budget categories and limitations on requests, such as funds available for each category. All budget requests must be linked to university and unit Mission and Goals.

- The President communicates university planning and budgeting priorities to the Associated Students to ensure that its student fee process and fee decisions are informed by the university budget process and consistent with Mission, Goals and university priorities.

March 1 Divisions submit their planning and budgeting proposals to the Budget and Financial Affairs Office where they are compiled and distributed to the Senate budgeting resources and planning committee(s) and others as appropriate.

March 1 - April 15 Review process occurs. Written recommendations from the Senate budgeting resources and planning committee(s) will be submitted to the President by April 15.

June 15 University budget decisions are announced, contingent upon funding and subject to change.

June 15 - June 30 Intra-divisional budget reconciliation. Division Heads announce their budget decisions to their respective staff, contingent upon funding and subject to change.

August 15 Budget finalized as needed based on State and/or Chancellor's Office revisions. Final university budget communicated to the Senate budgeting resources and planning committee(s) and other university entities, as appropriate.

EFFECTIVE DATE: April 28, 1998
Supersedes: ASD 95-75 Revised