



**CSUE** | Academic Resources  
ACADEMIC AFFAIRS

# Academic Budget Council

**April 2024 Meeting**

April 4, 2024 –PLN-130 & Zoom





**Welcome new  
members!**



# Agenda

- Meeting Reminders
- Special Guests
- Process Improvement
- Learning Opportunities
- Budget/Fiscal Updates
- Good News and Announcements
- Wrap-Up and Adjournment

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# Meeting Reminders





# Meeting Reminders...

- The purpose of monthly ABC meetings is to:
  - Build community across colleges and departments
  - Create space for budget/administrative analysts to share with and learn from one another
  - Create space for budget/administrative analysts to voice common issues/challenges and together develop potential solutions
  - Share CSU, campus, and divisional policy, procedural, and staffing updates
- You are encouraged to share ways you/your unit have achieved efficiencies, your tips and tricks, and other nuggets of wisdom.
- Please share information from this meeting within your college/dept and across teams.
- Who's not here that should be? Share name and college/dept with Bonnie at [blivictorino@Fullerton.edu](mailto:blivictorino@Fullerton.edu).

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# **Special Guests**

## **Resource Planning and Budget**



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# Process Improvement



# Process Improvement

## Forms-VPAA Signatures

### Forms Task Force Report Out

- Forms requiring VPAA review and approval
  - Alicia to lead the review of campus forms; recommend changes to the workflow
  - Kick-Off Meeting TBD-Week of March 11-15
  - Alicia, Lan, Yari, Ivan, Deborah, Crystal, Mandy, and Bex



# Process Improvement

## Concur

### Concur – Ongoing Improvements

- Concur is in place on ~19 campuses – it is not going anywhere
- You should become friends with Concur 😊
- Lunch and learn led by Bonnie was held 4/4/24
- PowerPoint and travel checklist and helpful tips handouts shared with all on the meeting invite
- Continue to share issues/areas needing improvement

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# Learning Opportunities



# Learning Opportunities

## Academic Affairs

- Bi-monthly lunch and learn (brown bag) sessions with VPAA Academic Resources
  - Sessions will continue as long as there's interest
  - Topics for May 2024? Share with Bonnie at [blivictorino@fullerton.edu](mailto:blivictorino@fullerton.edu)
- Bi-monthly ABC Meetings with VPAA Academic Resources
  - Bi-Monthly and will alternate with lunch and learn sessions
  - Next ABC June 2024
- Semester meetings with VPAA Academic Resources and Campus Partners
  - Campus partner meetings 1x per semester
  - A call for topics will be shared in advance
  - Fall 2024


# Learning Opportunities

## Admin and Finance

- Ask ASFR monthly Zoom Sessions:

<https://financialservices.fullerton.edu/controller/asfr/services/Workshops.php>

ASK ASFR

A graphic with an orange background and a blue speech bubble. Inside the speech bubble, the text reads: "Do you have an accounting or financial reporting question?", "Ask ASFR", "Join us via Zoom", "From 10-11 AM, every 3rd Tuesday of the month (except July through September)", and "Click here to email your topic or question to ASFR in advance.".

Do you have an accounting or financial reporting question?

**Ask ASFR**

Join us via Zoom

From 10-11 AM, every 3<sup>rd</sup> Tuesday of the month (except July through September)

Click here to email your topic or question to ASFR in advance.

Click the link below to join via Zoom:

- [February 20, 2024 @](#)
- March 19, 2024
- April 16, 2024
- May 21, 2024
- June 18, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024



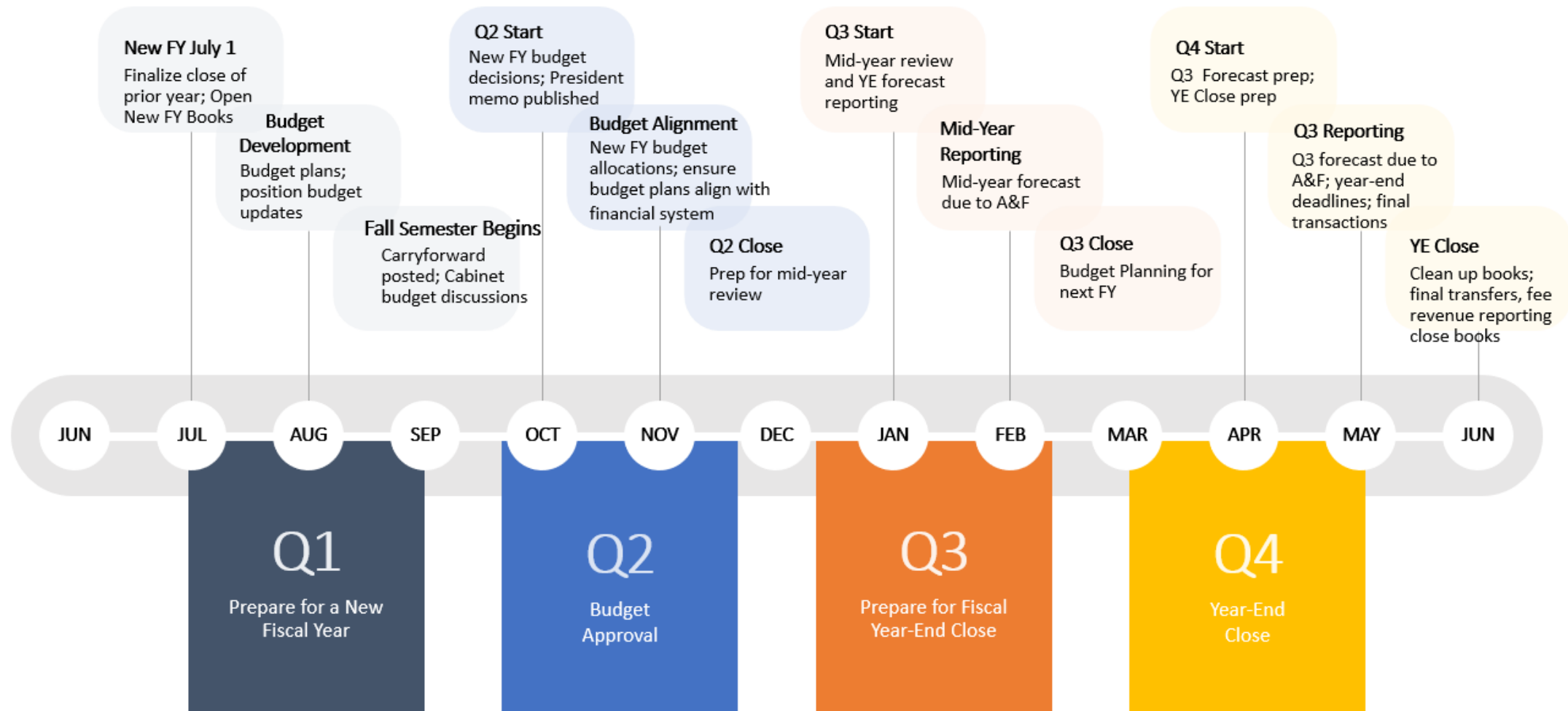
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# Budget/Fiscal Updates



# Budget Cycle

Fiscal Year July 1<sup>st</sup> – June 30<sup>th</sup>



# Financial Reporting

- Campus reporting requirements
  - **Apr-May:** Q3 budget review and year-end forecast - Week of April 22 (Template Shared)
  - **May-June:** FY 25-26 Budgets
  - **July:** Annual Fee Revenue Reports
  - **August:** Carry forward reporting w/ planned use of funds to the Provost
  - **October:** Position Budgeting

# Figures Due Colleges-Units

- Pending allocations managed by VPAA
  - Over-enrollment – April 2024
  - New Faculty Onboarding Expenses – by June 14, 2024 (see next slide for process info)
  - Extension (Term and Program MOUs) – by June 30, 2024




# New Faculty Onboarding

New Faculty onboarding reimbursement – submit expenses by **June 14**

- | Step # | Process for Reimbursement (Expenses Shifted from the college/department to University-wide Account)   |
|--------|---|
| 1      | Colleges record new faculty onboarding expenses directly to the college/appropriate department  |
| 2      | Prior to June 30 of each year, the dean's office submits a reimbursement request via email to VPAA  |
| 3      | The reimbursement request must include the following supporting documentation <ol style="list-style-type: none"><li>ETR template filled out with transfer amounts and college/dept chartfield strings</li><li>OBIEE drill down showing the expense on the books</li><li>Copy of a receipt or invoice with a detailed description of the expense (not required for course buy)</li><li>Copy of the faculty offer letter denoting the approved amount</li></ol> |
| 4      | Upon approval, the ETR is submitted by VPAA and expenses are transferred out of the college/dept  |

# Budget/Fiscal Updates – Fee Revenue

- Consolidated Course Fee (CCF) – THEFD 20364
- Instructionally Related Activity (IRA) – TA002
- Student Success Initiative Fee (SSI) - SSFGF
  - **NOTE:** Expenses must be shifted from THEFD to SSFGF otherwise you will lose the funding. You do not have to wait for SSFGF funds to post; expenses can be shifted in advance of the budget allocation. Use the projection we provide and start shifting expenses in advance.



FEE REVENUE MUST  
BE FULLY EXPENDED  
BEFORE YEAR-END.

YEAR-END BALANCES  
ARE PULLED CENTRAL  
TO VPAA.

# Budget/Fiscal Updates – Fiscal Services Contacts DL Lists

In efforts to help our Campus Partners serve you better, rather than emailing individuals. Have them use the DL-Lists; please share with your teams.



## Financial Services (DL) Department ListServ

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Please direct your inquiries to the appropriate DL-ListServ

Accounts Payable: [DL-ap@fullerton.edu](mailto:DL-ap@fullerton.edu)

Accounting Services & Financial Reporting: [DL-accounting@fullerton.edu](mailto:DL-accounting@fullerton.edu)

Budget: [DL-budget@fullerton.edu](mailto:DL-budget@fullerton.edu)

Contracts & Procurement: [DL-C\\_and\\_P@fullerton.edu](mailto:DL-C_and_P@fullerton.edu)

e-Business: [ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu)

Student Business Services: [DL-SBS-Staff@fullerton.edu](mailto:DL-SBS-Staff@fullerton.edu)

Travel: [DL-travel@fullerton.edu](mailto:DL-travel@fullerton.edu)

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# Good News & Announcements





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# Wrap-Up & Adjournment

