



**CSUE** | Academic Resources  
ACADEMIC AFFAIRS

# Academic Budget Council

January 2024 Meeting

February 1, 2024 –CP 1060-05 & Zoom





**Welcome new  
members!**



# Agenda

- Meeting Reminders
- 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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# Process Improvement



# Process Improvement

## External Processes Managed by Campus Partners

- Concur
  - Concur system is still under review by Admin and Finance
  - Feedback on current updates & changes - January 19, 2024
  - Concur reports

# Process Improvement

## Internal Processes Managed by Academic Affairs

- Forms requiring VPAA review and approval
  - Need a volunteer to lead the review of campus forms; recommend changes to the workflow
- Access to resources, visibility of budget information and data
  - Academic Resources website development
  - What information would you like to see on the website?
- Are there other processes that need to be revamped or newly created?



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# Learning Opportunities



# Learning Opportunities

## Led by Academic Affairs

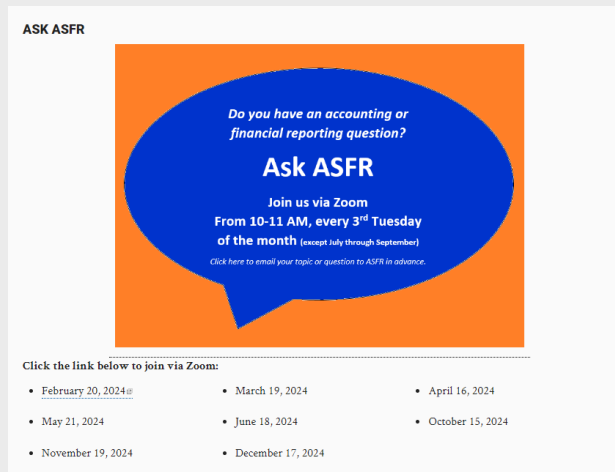
- Monthly brown bag sessions with VPAA Academic Resources
  - Session will continue as long as there's interest
  - Topics for March? Share with Bonnie at [blivictorino@fullerton.edu](mailto:blivictorino@fullerton.edu)
- Quarterly meetings with campus partners
  - Initially planned due to lack of training and communication
  - Since improvements have been made the new plan is to hold these meetings 1x per semester
- Annual [CSU Academic Resources Conference](#) (ARC)
  - Held May 28-31 in Ranch Mirage
  - Two staff per each college/library and a handful from VPAA/AVP units
  - Attendees cover \$500 and VPAA pays the difference
- Delegation of authority (required prior to granting DOA to AVPs and Chairs)

# Learning Opportunities

## Led by Admin and Finance

- Ask ASFR monthly Zoom Sessions:

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



- New Training on [CSUBuy](#) with Contracts and Procurement
  - Sessions February 8, 2024
  - Refresher on February 13, 2024

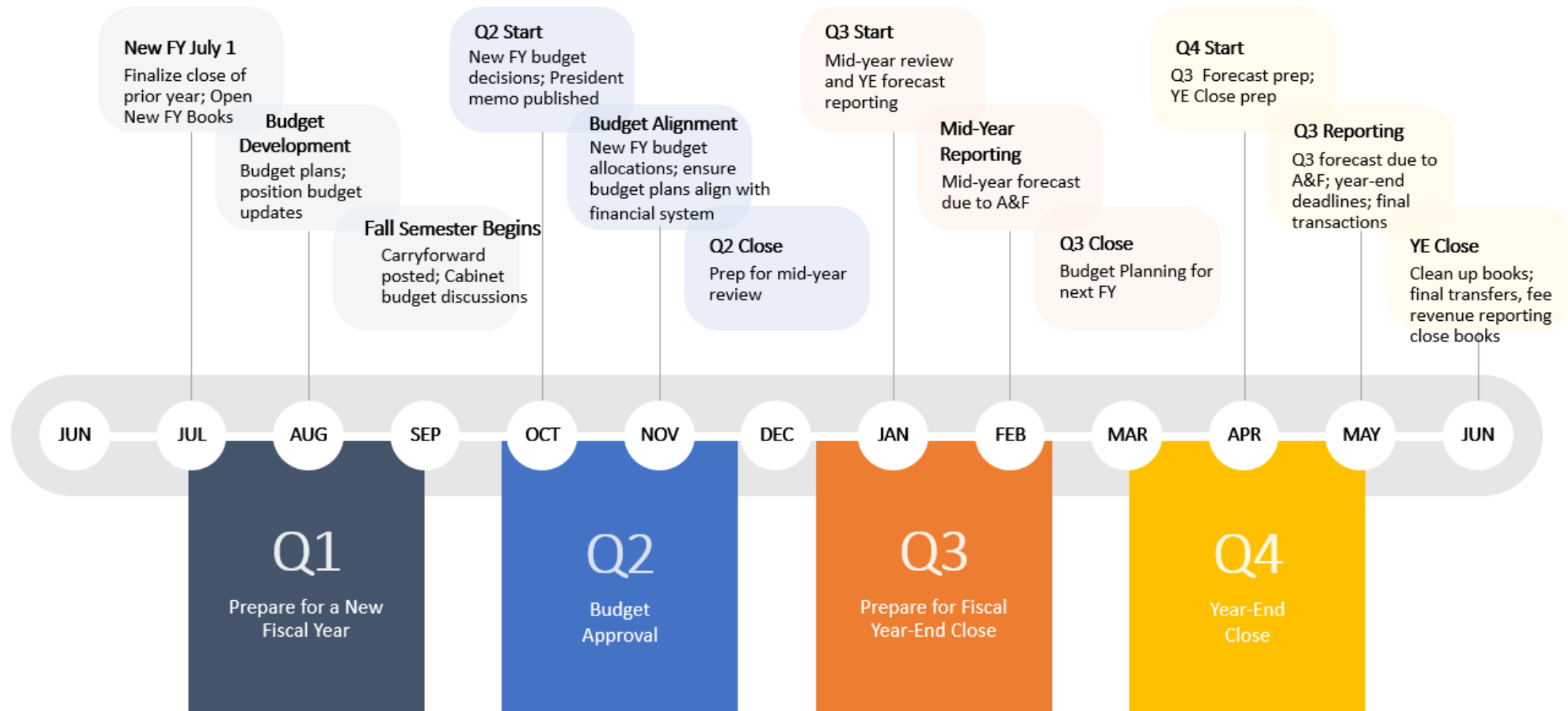
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# Budget/Fiscal Updates



# Budget Cycle

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





# Financial Reporting

- Campus reporting requirements
  - Mid-year budget review and year-end forecast (Jan-Feb) – VPAA with input from all
  - Q3 budget review and year-end forecast (Apr-May) – All
  - Annual fee revenue reports (July) - All
  - Year-end carryforward entries (with planned use of funds to the Provost) - All

# Mid-Year Review and Year-end Forecast

- Actual expenses Jul-Dec and projected expenses/transfers Jan-Jun
- High-level projection of each division's year-end balance
- Still unknowns at mid-year; estimate is based on what is known today
- Admin & Finance does not include funding for salary increases or associated increase to salary expenses in the mid-year review
- IRA not required (this year)
- VPAA will complete the mid-year review and forecast with input from colleges and AVP units (Colleges/AVP units complete Q3)

# Mid-Year Review and Year-end Forecast

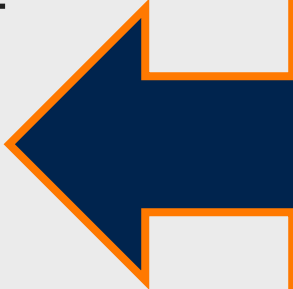
- Input from colleges and AVP units gathered through a series of questions, such as:
  1. What positions do you anticipate will be hired between Jan-June 2024? Please share the title, annual salary, and projected start date.
  2. Do you know of any positions that will vacate between Jan-June 2024? Please share name, employee ID, and projected end date. What is the projected vacation/sick time pay out?
  3. What other expenses or purchases >\$25k do you anticipate? This includes all forms of procurement/payment: purchase orders through C&P, work orders through CPFM, check requests, chargebacks, etc. Please provide a brief description and amount.
  4. Aside from ongoing fee revenue, cost recovery, and other known transactions, do you anticipate budget transfers in/out >\$25k? Please provide a brief description and amount.
  5. Do you have any other substantial transactions to report?
- Final questions will be shared by Feb 5-6

# Mid-Year Review and Year-end Forecast

- Pending allocations managed by VPAA include; figures shared Feb 5-6:
  - Summer instruction reimbursement - Feb 2024
  - Exceptional levels of service to students - Feb 2024
  - Salary adjustments for ARM changes and staff reassignments – Feb 2024
  - Over-enrollment – Mar-Apr 2024
  - EIP cost recovery for term MOUs (Summer, Winter, OU) – Apr-May 2024
- **TO BE CONFIRMED** - Expenses associated with 23-24 newly onboarded faculty are to be transferred from the college to a new University-wide account prior to the campus year-end deadline for expenditure transfers.

# 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 – Position Budgeting

- Position budgeting
  - Accountings of all positions
  - Ensure permanent positions are baselined
  - Identify alternate source of funds for non-baselined employees
- Position budgeting process will begin once salary increases/expenses post
  - Line by line entries to increase the budget for each position in accordance with the increase
  - Reporting process/template has changed - simplified

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# Good News & Announcements



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# Wrap-Up & Adjournment

