



**CSUE** | Academic Resources  
ACADEMIC AFFAIRS

# Academic Budget Council

June 2024 Meeting

June 6, 2024—CP 1060-05 & Zoom





**Welcome new  
members!**



# Agenda

- Meeting Reminders
- Good News and Announcements
- Process Improvement
- Learning Opportunities
- Budget/Fiscal Updates
- Policy Changes
- 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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# Good News & Announcements



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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
  - TBD, Commencement, Year-End, have postponed the next meeting
  - Alicia, Lan, Yari, Ivan, Crystal, Mandy, and Bex



# Process Improvement

## Concur

### Concur – Ongoing Improvements

- Continue to share issues/areas needing improvement
- Continue to use the reports generated by Concur to close out outstanding transactions

#### Delinquent Transactions

Division	Number of Individuals	Number of Transactions
IT	9	94
HRDI	7	151
AA	58	952
A&F	10	111
SA	11	310
UA	4	33

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# Learning Opportunities



# Learning Opportunities

## Academic Affairs

- CSU Academic Resources Conference 2024



1. Quick intro: Who are you, and what department do you represent?
2. 1-2 Takeaways that you learned from the Conference that you can share with the group
3. Favorite Session?
4. How many times have you attended ARC, and what value does it bring to your own professional growth/development?

# 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 Fall 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
- 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 and Spring 2025

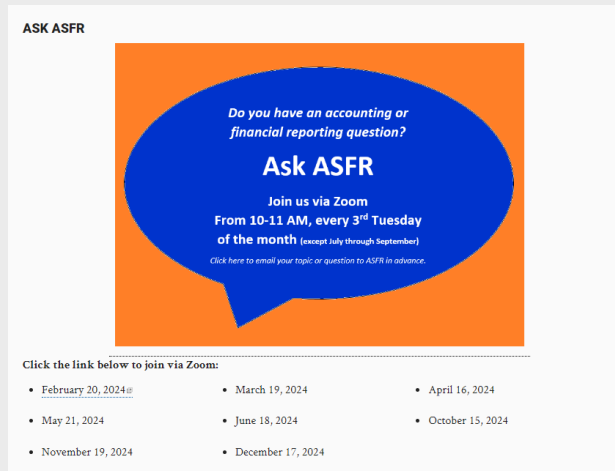


# Learning Opportunities

## Admin and Finance

- Ask ASFR monthly Zoom Sessions:

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



- Concur Drop-In Sessions, will resume in Fall 2024 - Dates TBD
- Alberto and the travel team presented to staff and faculty in the Colleges (all but one College)

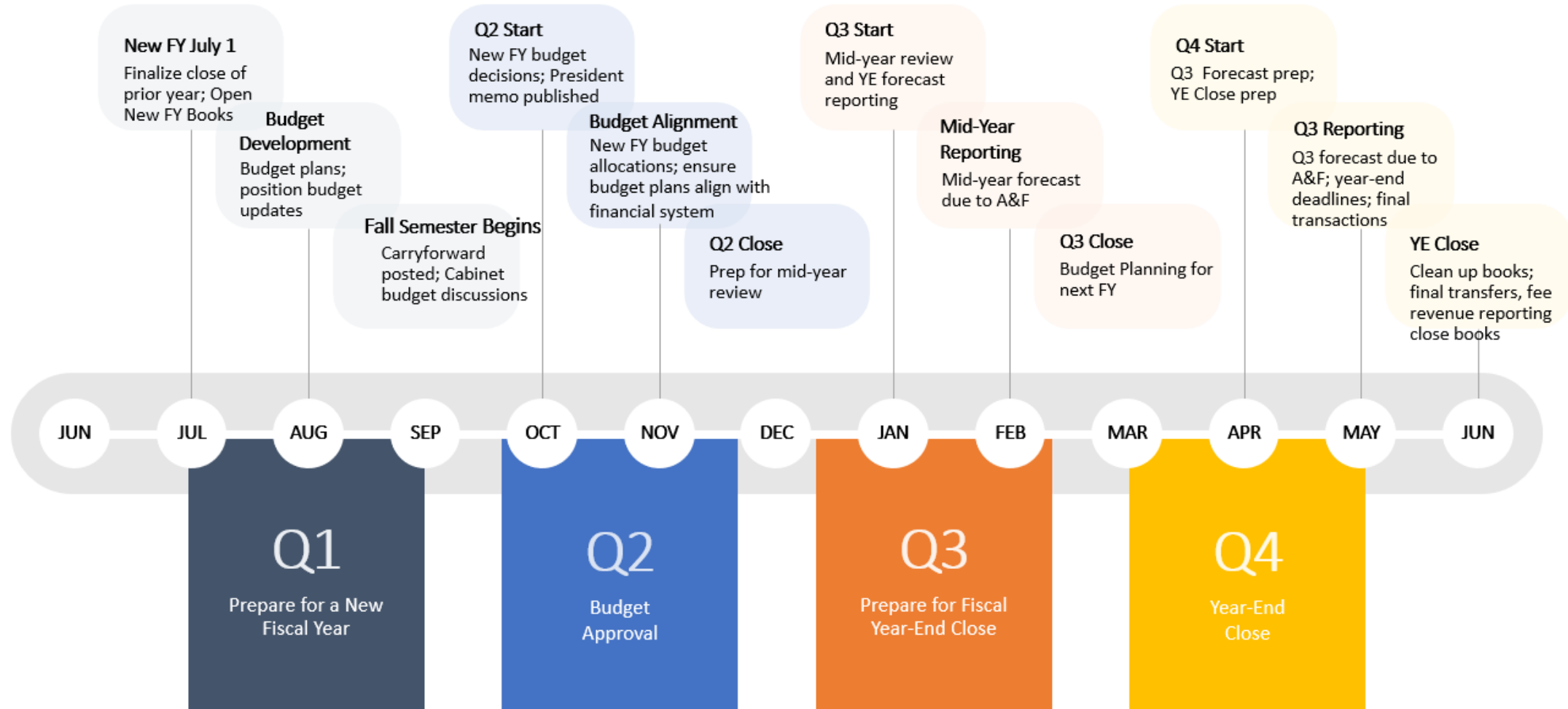
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# Budget/Fiscal Updates



# Budget Cycle

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



# Financial Reporting

- Campus reporting requirements
  - **May-June:** Close out 23-24 and prepare 24-25
  - **July:** Annual Fee Revenue Reports
  - **August:** Carry forward reporting (w/ planned use of funds to the Provost)
  - **October:** Position Budgeting



# Important Deadlines

## CONTRACTS & PROCUREMENT


### eBusiness Updates

### Year-end Deadline Reminders

- June 10 – May PCard Expense Reports are due
- June 20 – Staples orders shipped after this date will be posted in FY 2024
- June 21 – PCard purchases made after this date will be posted in FY 2024
- June 27 – All pending and June PCard Expense Reports are due

# Important Deadlines

- 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.

# Pending Extension Cost Recovery and Profit Share

Improved timeline and update to be shared with deans next week; more to come soon

Scheduled for 23-24			
College	Amt	Dept	Notes
COTA	\$ 115,624	10318	
CBE	\$ 425,566	10319	
CCOM	\$ 170,522	10324	
COE	\$ 1,883	10325	\$160k was fronted by VPAA earlier in the year
ECS	\$ 122,254	10320	
HHD	\$ 244,989	10321	
HSS	\$ 680,451	10322	
NSM	\$ 265,516	10323	
VPAA	\$ 479,531	10255	
<b>TOTAL</b>	<b>\$ 2,506,336</b>		

# New Faculty Onboarding Reimbursement

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  |

**UPDATE:** Revise bullet 3a to ETR if operating exp or PET if salaries.  
If PET, amount cannot exceed amt listed in chart on next slide.



# New Faculty Onboarding Reimbursement

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

	New Hires	Fixed Allocation @ 28,944 per	Negotiable Allocation (Start up)	Negotiable Allocation (Relocation)	Total Onboarding	Fixed Items	
COE	4	115,776	77,000	9,000	201,776	25,944	4 course releases; no benefits
HHD ( <i>one of three is pending</i> )	2	57,888	47,500	13,500	118,888	2,500	prof dev increased from 1500 to 2500
ECS	2	57,888	90,000	-	147,888	-	no MAG stipend (pool depleted)
Library	1	28,944	1,500	4,500	34,944		no IT (Division of IT covers IT needs)
CBE	7	202,608	570,000	40,000	812,608	500	Misc materials change from 667 to 500
NSM	3	86,832	265,000	13,000	364,832	28,944	Total per faculty
COTA	4	115,776	21,000	9,500	146,276		
HSS	7	202,608	75,500	23,500	301,608		
COMM	0	-	-		-		
<b>TOTAL</b>	<b>30</b>	<b>\$ 868,320</b>	<b>\$ 1,147,500</b>	<b>\$ 113,000</b>	<b>\$ 2,128,820</b>		

# Delegation of Authority

- Draft DOA guidelines developed
- Rolled out prior to June 30
- AVPs and Selected MPPs DOA in place by June 30

## Fiscal Delegation of Authority Guidelines

### What is Fiscal Delegation of Authority?

An individual with Fiscal Delegation of Authority has been designated to review and approve transactions and authorize the expenditure of funds. This delegation is tied to an individual's role and responsibilities within the institution.

### Expectations of an Individual with Fiscal Delegation of Authority

Individuals with Fiscal Delegation of Authority are expected to:

- Understand the nature or purpose of the expense/purchase and ensure supporting documentation is complete.
- Ensure the transaction is allowable and complies with all applicable rules, guidelines, and policies.
- Verify that the expense/purchase is utilizing the correct funding source (i.e. chartfield string)
- Ensure that adequate funds are available to cover the expense/purchase and, if a multi-year commitment, that budget plans are fiscally sound and sustainable.
- Ensure that the funding source is appropriate for the expense/purchase and complies with any applicable spending requirements.

In order to avoid conflict of interest issues, those delegated this authority cannot approve transactions reimbursing themselves and expenses cannot be approved by a person who reports directly or indirectly to the person being reimbursed. Since the approving official is receiving a direct benefit from their own reimbursement, they must obtain authorization for reimbursement from the next higher level of fiscal authority for these transactions. The exception is approval of the President's expenditures by the CFO.

### Fiscal Delegation of Authority Structure

Academic Affairs has established a standard Fiscal Delegation of Authority structure that was approved by the Provost and Vice President for Academic Affairs June 2024. The following structure will act as the basis for the assignment of fiscal authority for financial transactions and systems. The structure is applicable across all State, Philanthropic, and Auxiliary sources of funds.

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# Policy Changes



## **Policy/Procedure Changes: Accounts Payable & Travel Operations**

# **ACCOUNTS PAYABLE & TRAVEL OPERATIONS**

- International Travel
  - When traveling internationally to multiple destinations with no return, it counts as one trip
- Meals & incidentals per diem is a requirement and cannot be left out on Travel Expense
  - Travel should not be approved if the traveler has only \$2,500 available and the amount requested exceeds the per diem rate
- The Mileage Adjustment button should be used for adjustments to mileage and no other adjustments should be included
  - If there are budget constraints and travel was approved, enter the expense amount with a comment regarding budget limitation
  - Add expenses to be reimbursed after the per diem is reported



## **Policy/Procedure Changes: Hospitality**

# **ACCOUNTS PAYABLE & TRAVEL OPERATIONS**

Hospitality Policy now falls under the purview of Accounts Payable & Travel Operations:

- New policy include updates to per person meal rates and definitions of the different hospitality types
- New form will be transitioned to AdobeSign – soon to be released
- There are no changes to processing hospitality when submitting a Check Request, a signed and approved (prior to event) Hospitality Justification Form should be attached to an approved check request
- When using a PCard, a Hospitality Justification Form should be approved by the appropriate authority prior to incurring charges at the event. There are no changes to the reconciliation process. Forms should be submitted with itemized receipts attached.

# HR Reminder – When to Submit a Separation Form

- A separation form is only required when:
  - An employee is separating from the University
  - An employee has two positions and is vacating one of them (e.g. staff and part-time faculty)
- A separation form should **not** be submitted when an employee has a job change but stays at CSUF

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# Wrap-Up & Adjournment

