University Budget 101

CALIFORNIA STATE UNIVERSITY, CHICO

February 2015
University Budget 101

- What funding sources are available?
- How are funds allocated?
- How do I spend the funds?
- Who do I call for help?
Allocating Funds

2014-15 General Operating Fund - $190M

- State Support
- Tuition Fees & Other Fee Revenues
State of California
Governor’s January Budget → May Revise → Final June Budget

Higher Education - $12.6 Billion
8% of State Budget

California State University - $2.7 Billion
21% of Higher Education Budget

CSU, Chico - $92 Million
4% of CSU Campus Budgets

07/08 was $120M

14/15 Amounts
HYBRID ALLOCATION MODEL

- **Centralized** – Mandatory costs are funded first: compensation, benefits, financial aid, utilities, insurance
- **Incremental** – Allocation of remaining funds to each officer (President/division VPs) as a percentage of their permanent base

CHICO’S BUDGET MODEL FOR OVER 17 YEARS

- Campus Budget Plans available online at [www.csuchico.edu/bud/budgetplans/](http://www.csuchico.edu/bud/budgetplans/)
<table>
<thead>
<tr>
<th></th>
<th>2013/14</th>
<th>2014/15</th>
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<tbody>
<tr>
<td>State Support Allocation</td>
<td>85,954,532</td>
<td>92,245,032</td>
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<td>Tuition Fees</td>
<td>83,084,000</td>
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<td>Other Fees &amp; Revenue</td>
<td>11,998,718</td>
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Budgeted Revenues $190M

- Tuition Fees: $85,593,000 (45%)
- Other Fees & Revenue: $12,570,502 (7%)
- State Support Allocation: $92,245,032 (48%)
## CSU, Chico Operating Budget

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Centrally Managed Allocations $42.6M

- Financial Aid $22.7M
- Utilities $5.5M
- Insurance $2.3M
- Health, CCF, SLF, MBA $5.6M
- Other Misc. $0.4M
- 2014/15 Compensation $3.5M
- Reserves $1.2M
- Enterprise Systems $1.5M

2014/15 To be distributed

Financial Aid $22.7M
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Officer Allocations $147.7M

2014/15

- President: $0.9M (1%)
- Provost: $105.7M (71%)
- VP Business & Finance: $23.2M (16%)
- VP Student Affairs: $13.9M (9%)
- VP University Advancement: $4.0M (3%)

Total: $147.7M
## CSU, Chico Operating Budget

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$9.4M
How are new operating funds allocated?

New Base Funding $9.4M

Centralized, Mandatory Costs $6.6M
- Compensation
- Retirement/Health
- Utilities
- Insurance
- Financial Aid

Incremental Allocation $2.8M
- VPAA 72%
- VPBF 16%
- VPSA 9%
- VPUA 3%
Allocating Other State Funds

- Lottery
- Instructionally Related Activities (IRA)

*Other State Funds include: Health Facilities, Financial Aid, Enterprise & Internal Service, Student Union, Capital Projects, and Misc Trust Funds
Other State Funds - Lottery

- Supplemental, direct support of instructional programs from the State:
  - 2014/15 Campus Allocation: $1.3M
  - Future Scholars: $30K Scholarships
  - VPAA: $1M Campus Based
  - VPSA: $86K Teacher Diversity
  - VPSA: $119K Retention

- Spending Guidelines:
  [http://www.csuchico.edu/bud/lottery](http://www.csuchico.edu/bud/lottery)
Other State Funds - IRA

- Out-of-classroom activities and experiences integrally related to the formal instructional offering

- 2014/15 Est Fee Rev $3.9M

- Information & Spending Guidelines
  [http://www.csuchico.edu/ira](http://www.csuchico.edu/ira)

- Athletics & Rec Sports $2.7M

- IRA Programs $1.2M
Self-Support Funds

- Revenues must cover expenditures
- Do not receive state support
- Annual debt costs for infrastructure improvements:
  - Housing - $4.3M
  - Parking - $735K

2014/15 Projected Revenues

- Housing: $21M
- Regional & Continuing Education (RCE): $4.5M
- Parking: $1.2M
Auxiliary Organization Funds

- Separate legal entities authorized to provide essential services to CSU educational programs

2014/15 Projected Revenues

- AS: $20M
- RF: $40M
- UF: $15M
CSU, Chico Divisions

VP Divisions, Departments, & Funds
<table>
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<tr>
<th>State Funds 71% $105.7M</th>
<th>Other Non-State Funds</th>
<th>Auxiliary Organization Funds</th>
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<tr>
<td>Colleges</td>
<td>Lottery</td>
<td>Research Foundation (RESP)</td>
</tr>
<tr>
<td>Information Resources</td>
<td>IRA</td>
<td>University Foundation</td>
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<tr>
<td>Undergraduate Education</td>
<td>Continuing Education</td>
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<tr>
<td>Graduate Studies</td>
<td>CERF, Campus Partners</td>
<td></td>
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<tr>
<td>Office of International</td>
<td>Misc Funds</td>
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<tr>
<td>Ed Faculty Affairs</td>
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<td>RESP</td>
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<tr>
<td>Institute for Sustainable Dev</td>
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<td>Academic Senate Office</td>
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<td>Continuing Education</td>
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<tr>
<td>Additional Funds</td>
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<tr>
<td>Consolid. Course Fees</td>
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<td>Student Learning Fees</td>
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<td>MBA Fees</td>
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<tr>
<td>State Funds 16%</td>
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<tr>
<td>$23.2M</td>
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<td>Parking</td>
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<tr>
<td>Capital Projects</td>
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<tr>
<td>Print Shop</td>
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<tr>
<td>Livescan</td>
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<tr>
<td>Energy Rebates</td>
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<tr>
<td>Misc Funds</td>
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- FMS
- Financial Services
- University Police
- HR/Payroll
- Environmental Health & Safety
- Planning, Design, & Construction
- Business Information Technology
- Risk Management
- Business Services
- Staff Council
# VP Student Affairs

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<th>State Funds 9% $13.9M</th>
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<th>Auxiliary Organization Funds</th>
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<td>Enrollment Management Admissions, Academic Advising, Office of the Registrar Financial Aid &amp; Scholarship Career Center EOP Accessibility Resource Ctr Student Judicial Affairs Student Life &amp; Leadership Diversity and Inclusion Athletics</td>
<td>Student Health Center Housing IRA – Athletics Career Center Misc Funds</td>
<td>Associated Students</td>
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Additional Funds:
- Student Health Svcs, CADEC, Counseling & Wellness
# VP University Advancement

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<td>$4.0M</td>
<td>IRA – Box Office</td>
<td>University Foundation</td>
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<td>Research Foundation</td>
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<td>(Chico Performances)</td>
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<td>Development</td>
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<td>Call Center</td>
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<td>Box Office</td>
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<td>University Public Events</td>
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<td>Public Affairs</td>
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<td>Alumni / Parent Relations</td>
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<td>Advancement Services</td>
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Budget and Finance Help

- Where does the money come from and what are the eligible uses of our funds?
  - University Budget Office

- How much money does my department get?
  - Division/College/Unit Budget Contact

- How do we spend the money?
  - Financial Services
Financial Services

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Michelle Korte
Director, Financial Accounting & Reporting
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University Budget
Financial Accounting & Reporting
Student Financial Services
Procurement & Contract Services

Budget Transfers
Campus Budget Plans
Lottery
MBA Fees
Student Fees
Misc Course/Student Learning Fees
LCD
Dept ID’s
Program Codes

Accounting
Journal entries/corrections
CPO processing
Non-student Customer Billing/Receivables
Reimbursed Time Payroll Transfers
Fixed Asset Accounting
Financial Reporting
Accounts Payable
Funds
Accounts
Financial Services

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**Sara Rumiano**
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**Melissa L. Taylor**
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(530)898-5851

- 1098-T Tax Reporting
- Financial Aid Disbursement & Refunds
- Parking Decal Sales
- Perkins Loan Collections
- Registration & Tuition Fees/
Fee Waivers
- Student Accounts
- University Cashiering
- Payroll distribution

- Contracts
- Hospitality
- Office Max
- Procurement Card
- ESM – Campus
- Marketplace
- Requisitions/Purchase
- Orders
- Leases
- Licenses
- MOU’s
- Real Estate

- 1099 Reporting
- Chargebacks
- Invoices/Check Distribution
- Non-Resident Alien Tax Info
- Petty Cash
- Accounts Payable
- Travel
## Glossary of Budget Related Terms

- Allocation
- Auxiliary Organizations
- Base (Baseline) Budget
- Capital Funds
- Final Budget
- Fiscal Year
- FTES
- General Fund (State Support)
- Governor’s January Budget
- Headcount
- Legislative Analysis Office (LAO)
- Marginal Cost of Instruction
- May Revise Budget
- Non-State Funds (Special Funds)
- One-Time
- Self-Support
- Trustee’s Budget
- Tuition Fees (State University Fee)
- Tuition Fee Discount (formerly SUG)

Available online at [www.csuchico.edu/bud/](http://www.csuchico.edu/bud/)
Questions?

- Thanks for attending.
- Presentation available on University Budget website.
  www.csuchico.edu/bud/