



# STUDENT LEARNING FEE EXPENDITURE PLAN PROCEDURE

CALIFORNIA STATE UNIVERSITY, CHICO

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## Expenditure Plan Completion Process

An expenditure plan reporting template is to be used by each unit that receives Student Learning Fees (SLF) to inform the Campus Fee Advisory Committee (CFAC) of anticipated and planned expenditures. The template is an excel workbook and contains two different worksheets.

The template will be sent to units at the beginning of January and will be pre-populated with the unit name, the appropriate fiscal year, and the SLF budget that the unit will receive for that fiscal year. Units will be responsible for completing the remainder of the workbook. Please use the process below to complete the plan. Once complete, submit it to CFAC via the SLF email account at [slf@csuchico.edu](mailto:slf@csuchico.edu).

### In the “Expenditure Plan” worksheet (green tab):

1. There are 6 rows provided in the template. Rows may be added and deleted as necessary.
  - a. Please enter data for each column as shown for each proposed expenditure.
2. The last proposal row in the template, highlighted in gold, reflects planned rollover data (if any, from the “Planned Rollovers” worksheet (gold tab)). (see section below for more information)
  - a. Rows may be added for additional planned expenditures.
  - b. The number of gold rows in the worksheet should equal the number of Planned Rollover worksheets. (see instructions below).
  - c. Enter each planned rollover’s data in each column.

### In the “Planned Rollover” worksheet(s) (gold tab(s)):

1. Enter a description for the planned rollover and the submitter’s name.
2. Describe the planned rollover in the box.
3. Enter dollar amounts for each applicable expenditure category.
4. If you have additional planned rollovers, add more Planned Rollover worksheets to the workbook and complete as indicated above.
5. For each planned rollover, make sure there’s a corresponding row in the “Expenditure Plan” worksheet.
  - a. Some of the formulas may require adjusting if rows are added, so please double-check them before sending.

### Submit to CFAC

1. Save your excel workbook, print it, get the SLF committee head and the unit head signatures and email to [slf@csuchico.edu](mailto:slf@csuchico.edu) by the deadline indicated in the [timeline](#).