

Glossary of Budget Related Terms

| Term | Definition |
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| Allocation | A distribution of funds or an expenditure limit established for an organizational unit or function. |
| Appropriation | An authorization to make expenditures or incur liabilities from a specific fund source. The University receives a General Fund appropriation annually from the State of California. Appropriations made by other legislation are generally available for three years, unless otherwise specified, and appropriations stating “without regard to fiscal year” (continuous appropriations) shall be available from year to year until expended. Legislation or the California Constitution can provide continuous appropriation, and the voters can also make appropriations. |
| Auxiliary Organizations | Separate legal entities authorized to provide essential services to the educational program of a CSU campus. Chico Auxiliary Organizations include the Associated Students, CSU Chico Research Foundation and the University Foundation. |
| Base (Baseline) Budget | A ‘Baseline Budget’ is the amount of University's General Operating Fund budget that is the permanent funding base for a division or a line item. Since we budget incrementally, baseline budgets can be adjusted at the beginning of the budget year for program or funding changes, and in the middle of the budget year for items such as salary increase actions. The baseline excludes any one-time funds made available to the division, unit or line item. |
| Capital Funds | Funds for the purchase of land, construction projects and equipment related to a construction project. Various funding sources are used for capital projects. |
| Carry Forward Funds | Non-recurring funds that are used in the current fiscal year. These funds are not permanent or ongoing. |
| Encumbrance | The commitment of part or all of an appropriation by a governmental unit for goods and services not yet received. These commitments are expressed by such documents as purchase orders, contracts, and future salaries, and cease to be encumbrances when they are paid or otherwise canceled. |
| Fee Waiver | Programs authorized by the CSU Trustees or the State of California to excuse identified students from paying all or part of registration fees due to the University. Examples of fee waiver include: employee fee waivers, 60+ fee waivers, veterans fee waivers, etc. |
| Final Budget | Final budget for State of California as well as the final budget for the campus for each fiscal year (July 1 st to June 30 th). |
| Fiscal Year | A 12-month accounting period during which obligations are incurred, encumbrances are made, and appropriations are expended. CSU fiscal year runs from July 1 through June 30. |
| FTES – Full-time Equivalent Students | This is a calculation taking the total units enrolled per semester and dividing it by 15 units for undergraduate students or 12 units for graduate students. |
| Fund | A legal entity that provides for the segregation of monies or other resources in the State Treasury for obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and balance, as well as its income and expenditures. |
| General Fund (State Support) | Main operating fund this is largely funded by state appropriation, tuition fees, nonresident tuition and other revenues. Expenditures includes salaries and benefits for faculty, staff, and students, maintenance and operations of the university, and student support services (library, admissions, registrar, advising). |
| Governor’s January Budget | The budget that the State Governor presents to the Legislature around January 10 of each year. It contains recommendations and estimates for the state’s financial operations for the budget year. It also displays the actual revenues and expenditures of the state for the prior |

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| | fiscal year and updates estimates for the current year revenues and expenditures. This publication is also produced in a web format known as the Proposed Budget Detail on the State’s Department of Finance website. |
| Headcount | Headcount enrollments represent the number of students actively enrolled at a campus for a specified census date. The census date is the close of the third week of instruction for campuses on a quarter calendar and the fourth week of instruction for campuses on a semester calendar. |
| Incremental Budgeting | Assumes a ‘permanent base’ will remain the same from year to year unless funds are added or taken away from the base as part of the campus budget process. Campus wide budget allocations are made to the Division level (i.e., to the Provost and Vice Presidents), which in turn allocate budgets to colleges/program centers, which in turn allocate budgets to departments. |
| Legislative Analysis Office (LAO) | A non-partisan organization that provides advice to the Legislature on fiscal and policy matters. For example, the LAO annually publishes a detailed analysis of the Governor’s Budget and this document becomes the initial basis for legislative hearings on the Budget Bill. |
| Marginal Cost of Instruction | CSU used to be funded at a marginal cost rate per FTES to fund direct instruction, academic support, student services, institutional support needs, and plant operations. The challenging budget years and our current budget do not fund the campuses at a full marginal cost rate per FTES. The methodology and request to the legislature is still done each year to recognize the costs needed per FTES. |
| May Revise Budget | An annual update to the Governor’s January Budget containing a revised estimate of General Fund revenues for the current and ensuing fiscal years, any proposals to adjust expenditures to reflect updated revenue estimates, presented by the Department of Finance to the Legislature around mid-May of each year. |
| Non-State Funds (Special Funds) | Funds managed on the Stateside that are not funded by General Fund (State support) dollars. Some examples of special funds include IRA, Lottery, Student Health Services, and self-support funds such as Continuing Education, Housing and Parking. |
| One-Time | Non-recurring funds that are used in the current fiscal year. These funds are not permanent or on-going. |
| Self-Support | Funds that are considered “self-support” where revenues must cover expenditures. Some examples of self-support funds are Continuing Education, Housing and Parking. |
| State University Grant (SUG) | See “Tuition Fee Discounts” |
| Trustee’s Budget | Annual CSU budget request to the Department of Finance, prepared by Chancellor’s Office staff, and approved by the CSU Board of Trustees around November of each year. |
| Tuition Fees (formerly State University Fee - SUF) | A system-wide fee approved by CSU Board of Trustees that must be paid by all students who enroll in or attend the CSU. |
| Tuition Fee Discount (formerly State University Grant - SUG) | Tuition Fee Discounts reflect CSU foregone revenue and General Fund grant appropriations. These discounts are the one-third set aside of the total projected revenue from increases in the State Tuition Fee rates and enrollment growth. The discounts are required to cover the tuition cost for the neediest of students. This term supplants what was formerly called State University Grants (SUG). |