Policy: Budget Oversight

**Policy Administrator:** Vice President for Administration & Finance/CFO

**Authority:** ICSUAM Section 2002.2

**Effective Date:** 10/12/2017

**Last Revised:** 03/26/2018

**Budget Policy Number:** BP1701

**Policy Purpose**

As required by the Chancellor’s Office, the CSUF Budget Oversight Policy establishes written policy and guidelines for the university’s budget management practices. The CSUF Budget Oversight Policy provides the framework for reviewing and certifying the financial performance of Divisions and their units’ operating funds.

**Policy Scope**

The scope of this policy includes comprehensive budgetary reviews of all revenues and expenditures supported by General/Operating fund(s). Quarterly reviews comparing budgeted and actual revenues and expenditures must be documented, including actions taken to resolve discrepancies.

**Roles, Responsibilities, and Authority**

The following are general levels of authority associated to budget oversight:

**Assistant Vice President of Resource Planning & Budget**

The AVP of Resource Planning & Budget is responsible for enforcing university budget policy under the leadership of the Vice President for Administration & Finance/CFO.

The Office of Resource Planning & Budget schedules and provides standard reports for distribution to each division. Division submittal and issues or concerns are reviewed by Resource Planning & Budget.

**Division Vice President**

The Division VP assigns responsibility of the division’s budget management to a Budget Officer.

**Division Budget Officer**

The Division Budget Officer oversees proper management and integrity of the division’s budget, ensuring compliance with all university regulations concerning management of the related budget(s), confidentiality or records, security requirements, and other related provisions on behalf of the Vice President for their respective division.
This role has the authority to approve all expenditures from the division/sub-divisional units for which they are assigned responsibility by either a division head or the President. The Budget Officer is provided with appropriate access and approver authority for all budget management systems and processes.

Responsibilities Include:

1. Reconcile and certify quarterly the division’s financial records with official University reports
2. Verify expenditures are authorized, appropriate, and accurate
3. Verify the accuracy of budget allocations
4. Ensure funds are expended for their intended purposes and within the designated time periods
5. Ensure baseline permanent funding will be in place for all permanent employees by the end of fiscal year
6. Document an action plan prior to end of fiscal year for resolving any anticipated budgetary salary structural deficits
7. Perform financial projections during Q2 and Q3
8. Complete the Budget Certification Form and submit to the Resource Planning and Budget Office.

**Department Budget Manager**

The Budget Manager role is defined by either the Vice President or the designated Budget Officer to have authority to act independently on their behalf for a specific department. This role may only be assigned to a management level position, to one who has the qualification for performing budget management activities. The delegation must be made in writing and the Budget Officer is responsible for keeping this delegation current and for acting immediately to make appropriate changes as personnel changes occur. The Budget Manager must agree to a confidentiality statement and will ensure appropriate accountability measure to guarantee compliance with university policies.

**Additional Information**

- Attachment A – Quarterly Budget Review (Template)

**Resources and Reference Materials**

- Education Code, Division 8, Part 55, Chapter 6, and Article 2 §89720 et seq. and Article 4 §89756
- Board of Trustees of the California State University, Standing Orders, Section VI, Parts d and h
- Executive Order 1000 Delegation of Fiscal Authority and Responsibility
- Integrated CSU Administrative Manual, Section 2000 Budget, Policy Number 2002.00
- California State Auditor Report 2016-122, April 2017