GUIDELINES: Self-Support & Auxiliary Organizations Annual Budget Review and Approval

Guideline Administrator: Vice President for Administration & Finance/CFO

Authority: EO1059; EO 994; Title 5 42500; Ed Code 89900

Effective Date: 07/1/2020

Last Revised: N/A

Budget Guidelines Number: BG2001

OBJECTIVE AND PURPOSE

The objective is to review Auxiliary annual budget process to ensure that the Auxiliary Organizations are meeting the CSU’s requirement of good standing and to meet debt obligations in accordance with CSU policies and make recommendation to CFO for President’s approval.

POLICY SCOPE

EO 1059 (Utilization of Campus Auxiliary Organization), establishes the CSU policy for appropriate use of campus auxiliary organizations and augments and supplements all other existing CSU policies pertaining to auxiliary organizations.

Campus Oversight of Auxiliary Organizations

A. Campus auxiliary organizations shall not operate outside the regulation and oversight of the campus.

B. The campus president is responsible and accountable for prudent judgment in the utilization of campus auxiliary organizations, for ensuring the fiscal viability of campus auxiliary organizations, and for compliance with applicable CSU policies.

C. The campus Chief Financial Officer (CFO) shall be the primary responsible campus official in respect to administrative compliance and fiscal oversight of campus auxiliary organizations.

Accordingly, the Auxiliary Organization will undergo budget review process each year with Resource Planning and Budget. Following are the key dates (see APPENDIX for each unit's budget preparation timeline):

1. **Housing and Residential Engagement (HRE): March (first two weeks)** - Budget Office will provide a pro-forma Analysis, prepare an Annual Budget Review and forward analysis to CFO

2. **Parking and Transportation Services: March (first two weeks)** - Budget Office will provide a pro-forma Analysis and prepare an Annual Budget Review and forward analysis to CFO

3. **Extension and International Program (EIP): April** - EIP will prepare and forward its initial budget for Budget Office Review. Budget Office will prepare an Annual Budget Review and forward analysis to CFO
4. **CSUF Auxiliary Services Corporation (ASC): End of April** – to submit the first Budget Draft to the Budget Office. Budget Office will prepare an Annual Budget Review and forward analysis to CFO

5. **Associated Students, CSUF: April** - after ASI’s BOT’s budget approval, ASI will submit the fiscal year budget to the Budget Office. Budget Office will prepare an Annual Budget Review and forward analysis to CFO

6. **CSUF Philanthropic Foundation: April** - the Foundation will submit its preliminary budget to the Budget Office. Budget Office will prepare an Annual Budget Review and forward analysis to CFO

**ROLES, RESPONSIBILITIES, AND AUTHORITY**

The following are general levels of authority associated with the Budget Review Process of Auxiliaries:

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

The AVP of Resource Planning & Budget is responsible for enforcing the Auxiliary Organizations’ budget review procedure under the leadership of the Vice President for Administration & Finance/CFO.

**Director of Budget Planning & Resource Management** works with the Auxiliary entities and prepares the Annual Budget Review for each entity, as well as guide Enterprise entities on budget preparation and timely posting of detail budget distribution in the financial system.

**RESOURCE AND REFERENCE MATERIALS**

- [Education Code Section 89900](#)
- [Title 5 42500 Functions of Auxiliary Organization](#)
- [EO 1059 Utilization of Campus Auxiliary Organizations](#)
- [EO 994 Viewing: Financing and Debt Management Policy; Project Development and the Systemwide Revenue Bond Program](#)
Budget Preparation and Approval Process Timeline

ENTERPRISE ENTITIES’ BUDGET REVIEW PROCESS

**Housing and Residential Engagement (HRE)**
- March (first two weeks): Budget Staff will provide a pro-forma Analysis and prepare Annual Budget Review
- March (third week) - Vice President of Administration & Finance/Chief Financial Officer reviews the ‘Annual Budget Review’ along with Housing Room and Board rates proposed by HRE for approval
- March (last week) – April (first week): Housing Room and Board rates are published on [http://www.fullerton.edu/housing/](http://www.fullerton.edu/housing/)
- April (first week): Housing application opens
- May: HRE finalize its fiscal year budget
- May – June: The Budget Office staff reviews HRE’s budget
- July: HRE posts its detail budget in General Ledger

**Parking and Transportation Services**
- March (first two weeks): Budget Staff to provide a pro-forma Analysis and prepare Annual Budget Review
- March (3rd week) - Vice President of Administration & Finance/Chief Financial Officer reviews the ‘Annual Budget Review’ along with Housing Room and Board rates proposed by HRE for approval
- Parking publishes the rates for student parking, employee parking, and visitor parking on its website in advance for the upcoming semester.
- May – June: The Budget Office staff reviews Parking’s budget
- July: Parking posts its detail budget in General Ledger

**Extension and International Program (EIP)**
- April (first week): EIP prepared the initial budget
- April: The Budget Office staff prepares the initial ‘Budget Review’
- April: The CFO Reviews the ‘Budget Review’
- May: EIP to finalize its fiscal year budget
- May – June: The Budget Office staff prepares the final ‘Budget Review’
- July: EIP posts its detail budget in General Ledger
AUXILIARY ENTITIES' BUDGET REVIEW PROCESS

**CSUF Auxiliary Services Corporation (ASC)**
- March: Distribute budget packet to the Directors
- April: The budget packet due to ASC Finance
- April: Project review, revisions & adjustments – ASC Finance & the Directors
- April: Management budget review & preliminary approval
- April (end): ASC management to present 1\textsuperscript{st} draft of budget to ExComm and forward to the Budget Office
- May (end): ASC management to present 2\textsuperscript{nd} draft of budget to ExComm and forward to the Budget Office
- June (end): ASC management to present final budget to Board for approval and forward to the Budget Office

**Associated Students, CSUF**
- March: Finance Committee review and deliberations
- March: Finance Committee: AS and TSC Budget approval
- April: ASI Board of Directors: ASI Consolidated (AS and TSC) Budget approval
- May: 2021-22 Budget to CSUF President

**CSUF Philanthropic Foundation**
- March - Foundation begins working on its budget
- May (early) - The Finance & Investment Committee reviews and approves the budget
- May (end) – Final approval at Board of Governors meeting