
Chapter 8

GLOSSARY

Budget Terms



Glossary

A

ABC

Activity Based Costing

Academic Support

Academic Support includes expenditures for the support services that are part of the institution's primary mission. Include(s) audio/visual services, academic computing support, ancillary support, academic administration, personnel development and curriculum development.

Academic Year (AY)

Refers to the time period beginning with the Fall Semester and ending with the Spring Semester.

Academic Year FTES

Refer to Annualized FTES

Accrual

When it is known that revenues are due, but they have not been received before the fiscal year-end deadline for depositing revenues. This posting, based on sound documentation of revenues due, is referred to as an accrual of revenues. If a department is certain they will be receiving an invoice for materials received but it has not materialized and the deadline for posting invoices is near, the accounting department can accrue the expense. This allows for proper reporting of revenues and/or expenditures in the fiscal year in which they were generated.

Allocation

A distribution of funds or an expenditure limit established for an organizational unit, department or function.

Annualized FTES

Fall FTES added to Spring FTES divided by two. Also referred to as Academic Year FTES.

AO

Allocation Order.

APP (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 appropriations, and the voters can also make appropriations.

ARRA

American Recovery and Reinvestment Act of 2009.

Auxiliary Enterprises (AE) / Funds, AKA Special Funds

Revenues generated by or collected from the enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, and college stores.

B

Backfill

An increase in resources to fill a void resulting from management decisions. For example, it refers to hiring an employee to “backfill” duties normally performed by an employee who is absent.

Base Budget

Permanent operating budget given to a unit to continuously carry out a basic, ongoing mission from one fiscal year to another. This is in contrast to one time funding, which is allocated for projects with a specific ending date. Campus wide budget allocations are made to the Division level ((i.e., to the Provost, Vice Presidents, and Centralized University Wide) in expenditure lines (Salaries & Wages, Benefits, Operating and Designated Line Items, Mandatory Cost Line Items, etc.)), which in turn allocate budgets to Colleges and Programs, which in turn allocate budgets to Departments.

Benefits

Benefits are commonly known as staff or employee benefits, i.e.: Social Security (OASDI), retirement (PERS), health coverage, dental coverage, vision, etc. The benefits available to an individual are dependent upon the employee’s collective bargaining unit’s negotiated contract.

Budget

A plan of operation expressed in terms of financial or other resource requirements for a specified period of time. At CSU Stanislaus, we have annual operating budgets, and we make budget adjustments or changes at the Division level. We also decentralize the budget management responsibilities.

Budget Act

An annual statute (law) authorizing State departments to expend appropriated funds for the purposes stated in the Governor’s Budget and amended by the Legislature.

Budget Letters

Budget Letters are distributed by the State of California’s Department of Finance. The CSU is exempt from most Department of Finance budget related directives. Any budget related directives issued by the Department of Finance that CSU Stanislaus may be required to respond to will be issued to the campus via a request out of the CSU Chancellor’s Office.

C

Cal Grant

California offers Cal Grants to undergraduate students who meet the financial, academic, and eligibility requirements. Cal Grant funding is free money to be used by California residents for educational expenses.

California Legislative Analyst's Office

Updates from Sacramento on the State of California budget.

California State Budget

Information about the State of California budget from the Department of Finance.

Campus Wide Resources

Resources that are essential to the operation of the campus and are independent from any particular division's core activities. Examples would be: utilities, risk pool premium, worker's compensation, industrial disability, non-industrial disability, unemployment insurance, and risk management, all of which are the financial responsibility of the university at large.

Campus Work Study (WS)

Federal Funds are allocated to the campus for the purpose of hiring students with qualifying financial needs. The Federal Work Study Funds are used to pay the student's salary.

Capital Projects/Capital Outlay Program

The erection, construction, alteration, painting, repair, improvement of any structure, building, road, or other improvement of the grounds or facilities of any kind, including campus utility systems. Capital projects may be subdivided into a variety of categories based on the size of the project in dollars or the source of funds.

CERF

Continuing Education Revenue Fund

CFO (Chief Financial Officer)

The Vice President of the Division of Administration and Finance serves as the campus CFO.

CMO

Cash Management Operations

CMS (Common Management Systems)

The CSU System's implementation of a shared suite of PeopleSoft application software, operated at a shared service center.

College Year

A reference to a 12 month year beginning with the Summer semester and followed by the Fall and Spring semesters.

College Year FTES

Fall FTES added to Spring FTES divided by two plus 1/2 Summer FTES. Also referred to as Calendar Year FTES.

Continuing Education

Also known within the CSU as **University Extended Education**, Continuing Education, offers both matriculated and non-matriculated courses through Special Session, Open University, Winter Session, Summer Session, International Programs and Services or Professional Development.

CO

CSU Chancellor's Office

CPA (Central Payroll Activity)

Monthly Transaction to fund payroll activity initiated by CMO

CPI

Consumer Price Index.

CPO (Cash Posting Order)

Transaction notice initiated by CMO to transfer cash balance between or within CSU banking institutions and SWIFT agency accounts.

CSU

The California State University is currently made up of 23 campuses overseen by the Chancellor's Office and its Trustees who are headquartered in Long Beach.

CSUPERB

California State University Program for Education and Research in Biology.

CSU Operating Fund

The CSU Operating Fund, became the University's principal operating fund in 2006/07. It is allocated to the campus via the CSU Chancellor's Office and includes appropriations from the General Fund of the State of California and Student Fee Revenues.

D

Decentralized Budgeting

Management of allocated resources are delegated along organizational lines from the President to the Provost/Vice Presidents, to Colleges or Program Center managers, to Departments.

Deficit

The excess of expenditures over revenues or budget allocation during an accounting period.

Deferred Maintenance

Deferred Maintenance is allocated for specific campus projects that are designed to continue the usefulness of a facility at its current or originally designed level of service. Examples include: repainting an exterior of a facility, reroofing, electrical repairs, plumbing repairs, and road repairs. [SUAM (State University Administrative Manual) Section 2601.01] Prior to 1995/96, deferred maintenance was called Special Repairs.

Designated Line Item

Special allocations of University funds that are made before baseline allocations are made to the University's program centers. These allocations are restricted to a specific type of expense that has university wide implication and are outside the normal scope of operation for any one program center, e.g., utility costs. The allocations cannot be transferred or used for any purpose other than that for which the funds were initially approved.

Discretionary Funding

Refers to funds coming to the campus that are not mandated for a specific use. Funding, even if designated for specific purposes, could be considered a university resource to be applied at the discretion of the campus President.

Donor Directed Scholarships

Scholarship funding originating from off campus sources and designed for specific students by the funding agency.

E

EAP

Employee Assistance Program: The EAP is a cost-free, confidential resource for the faculty and staff of California State University, Stanislaus community. The program provides licensed professionals who offer assessment, brief counseling, consultation and referrals to help resolve a broad range of personal, work, and family problems.

EO (Executive Order)

Official memo issued by the CSU Chancellor's Office to the campus presidents outlining their authority to take action on their campuses.

EOP (Educational Opportunity Program)

EOP serves low-income and ethnically underrepresented students disadvantaged because of economic and educational background. The program provides admission application, academic and financial assistance to eligible undergraduate students.

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 salary commitments, and cease to be encumbrances when they are paid or otherwise canceled.

External Auxiliaries/Auxiliary Organizations

These organizations are legally separate entities that provide services primarily to the University's students. Separate financial statements are issued for each of the four recognized Auxiliary Organizations, which are: (1) Associated Students Inc. (2) The Student Union (3) Auxiliary & Business Services and (4) Foundation

F

FFELP

Federal Funded Education Loan Program (FFELP) Stafford Loans

Stafford Subsidized: Eligible students must demonstrate financial need. Loans are from private lenders, but the federal government pays the interest while the student is in school at least half time, and/or during a six month grace period after leaving school, and during a period of deferment.

Stafford Unsubsidized: Eligible students do not have to demonstrate financial need. The borrower is responsible for interest from the time the loan is disbursed until it is paid in full. Payments can be deferred until the student is out of school and there are options to accrue the interest due.

PLUS Loans: Federal PLUS (Parent Loan for Undergraduate Students) is a loan that helps parents or guardians pay for college costs. Interest starts to accrue immediately and repayment begins within 60 days of the last disbursement.

Federal Work Study

A program for students who demonstrate financial need. The Federal Government provides funding for a portion of the payroll and the campus or off campus agencies match a portion.

Fees

Student Fees – Student fees are governed by CSU Trustee Policy (Executive Order 740). Trustees set the State University Fee and the Non-Resident Tuition Fee, and delegate to the campus the authority to propose and establish other mandatory and non-mandatory student fees. Such fees include miscellaneous course fees, student body fees (ASI), and fees for student union, parking, instructionally related activities, student recreation complex, continuing education, health services, and transcripts. Mandatory fees are collected at time of registration from all enrolled students who do not have a fee waiver. Non-mandatory (user) fees are collected from students who use the service provided.

Revenues from the State University Fee, Non-Resident Tuition and some miscellaneous fees are included in the campus budget under “Sources of Funds”. The use of other student fees are designated at the time they are established (student body fee, university union, parking, housing, etc.).

Financial Aid

Includes State University Grant and Equal Opportunity Program grants.

FIRMS

Financial Information Record Management System.

Foundation

An Auxiliary non-profit organization dedicated to promoting and assisting the educational services of the College.

FTE

Full time equivalent. Also refer to FTEF and FTES.

FTEF

Full Time Equivalent Faculty. A faculty member who works the required number of hours for full time employment, as determined by CSU system wide Human Resources.

FTES

Full-Time Equivalent Students. This calculation is derived from taking the total units enrolled per semester and dividing it by 15 units for undergraduate students or 12 units for graduate students.

Prior to 2006/07, the FTES calculation for all students was based on 15 units. The 2006/07 change in the calculation is referred to as 'rebenched' FTES.

Although the FTES calculation was rebenched at the start of 2006/07, no additional funds were allocated to the CSU or to the campuses for rebenched FTES generated prior to the 2006/07 enrollment growth.

FTES - Budgeted FTES

The number of FTES to be served by the campus for that academic and fiscal year. The campus is allocated additional State General Fund appropriation dollars for each additional Budgeted FTES. Effective with the 2006/07 academic and fiscal year, only resident FTES count toward meeting the Budgeted FTES target. This was imposed by the State Department of Finance so that General Fund appropriations were not allocated to cover the instructional cost for non-resident students.

Non-resident students pay a per-unit non-resident tuition fee in addition to the other mandatory registration fees paid by resident students. Non-resident tuition fee.

Fund

A legal entity that provides for the segregation of moneys 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.

FWS

Federal Work Study. Used in reference to the federal program or to students who work under the program.

FY (Fiscal Year)

For the State of California, and therefore the CSU and CSU Stanislaus, the fiscal year begins on July 1st and ends on following June 30th.

G

GAAP

Generally Accepted Accounting Principles.

GASB

Governmental Accounting Standards Board.

GF (General Fund)

Also known as State Appropriations. Expenditure authority from the State based upon its collected and/or estimated collection of revenues. On an annual basis, a portion of the State of California General Fund revenues is identified by the governor for use by the CSU system. The Office of the Chancellor then redistributes CSU's appropriation funding to the 23 CSU campuses along with an estimate of the student fee revenues each campus is expected to collect based upon their projected student enrollment.

GSI

General Salary Increase.

H

HR

Human Resources

I

In Class (Classification) Progression

This is a personnel action resulting in an increase to compensation for an employee as the result of a management decision to move an individual to a higher skill level within a job classification with specific skill levels. As with reclasses, equity adjustments, and hiring above a position's budgeted level, there are no central university funds set aside to cover costs associated with in-class progressions.

IPEDS (Integrated Postsecondary Education Data System)

IPEDS is the core postsecondary education data collection program for NCES (National Center for Education Statistics). Data are collected from all primary providers of postsecondary education in the country in areas including enrollment, program completion, graduation rates, faculty, staff, finances, institutional prices, and student financial aid.

Institutional Support

Institutional Support includes expenditures for the day-to-day operational support of the institution excluding physical plant.

Instruction Program

Instructional activities (Academic administration should be excluded) for both credit and non-credit functions. Includes general academic instruction, occupational and vocational training, special session instruction, community education, adult basic education and tutorial instruction conducted by the faculty for the institution's students.

IRA

Instructionally Related Activities.

ITAC

Information Technology Advisory Council.

L

LCD (Labor Cost Distribution)

A PeopleSoft HCM. A process that distributes salary and benefit costs by FIRMS CSU/State fund. CSU payroll is processed with the SCO in one fund; however, it is necessary for CSU to assign costs to the CSU/State fund that incurs the salary and benefit costs for internal campus and system-wide analyses and reporting purposes.

LF (Lottery Fund)

A portion of the California State Lottery is given to the CSU and is then distributed by the CSU Chancellor's Office to CSU Stanislaus as one of the CSU System's 23 campuses.

M

Marginal Costs (of Instruction)

The calculation for general fund dollars needed to support enrollment growth is based on the marginal cost formula developed at the request of the state legislature in cooperation and agreement with the Department of Finance and California State University and the Legislative Analyst Office. Marginal Cost is a negotiated funding standard used to quantify the incremental cost of adding one new full-time equivalent student at CSU.

Major Capital Outlay

Capital outlay (construction) project where the estimated total project cost is over \$400,000. State site acquisition projects, regardless of amount, are funded in major capital outlay.

Minor Capital Outlay

Capital outlay (construction) project where the estimated total project cost is \$400,000 or less.

MOU (Memorandum of Understanding)

An expression of the terms of agreement and responsibilities of the parties to a contract.

N

NACUBO

National Association of College and University Business Officers.

O

One Time Funding

Funds allocated on a one time basis, often for a designated project or use. Funds may be allocated in subsequent fiscal years but the funds are not intended to become a permanent addition to the recipient's base budget. This is different than base budget.

P

Perkins Loans

Perkins Loans are Federal low-interest loans for undergraduate and graduate students who have demonstrated a high financial need.

Provost's Division

Refer to Academic Affairs

PS (PeopleSoft)

The CSU System's choice of ERP (enterprise resource planning) software. Refer also to Common Management Systems (CMS).

R

Receipts

Revenues and/or Reimbursements to the CSU Operating Fund, which includes: Non-Resident Fee, Application Fee, State University Fee, Transcripts, Library fines, Late Registration Fee, etc.

Reimbursed Activities

A program within the General Fund that is fully funded from reimbursements received for services provided General Fund departments, special funds, and auxiliaries.

Revenues

Funds received from sources external to the CSU, e.g., student fees.

Revenue Funds

Self supporting funds that generate their own revenue independent of the State's CSU Operating Fund appropriation to the campus. These funds operate under the direct supervision of the campus Vice Presidents. Examples are the Student Health Service, Lottery, Continuing Education, Housing, and Parking operations.

RMP (Revenue Management Program)

In 2006 the Education Code was amended to allow the CSU to deposit fee money into a locally held trust. RMP refers to the implementation of business practices aimed at managing student fee revenues in the CSU Trust Fund.

S

SAM99 (State Administrative Manual Report #99)

A computer-generated analysis comparing campus financial records to State Controller accounts.

SCO

State (of California) Controller's Office.

SEOG (Supplemental Educational Opportunity Grant)

A Federal financial aid program.

SFR (Student-faculty ratio)

This quantity is defined as the ratio of full-time equivalent students (FTES) to full-time equivalent faculty. The figure is derived by dividing the number of Faculty FTE into the total enrollment, FTES, for the department, e.g., 200 FTES divided by the Faculty FTE for the department, 10, would calculate to an SFR of 20 (200/10). The SFR reported in this document has been provided by Institutional Research and cannot be duplicated by using the Academic FTE used in this report.

Shortfall

When a historic funding level is identified as insufficient to cover projected expenditures. An example would be a Utilities Shortfall.

SMIF (Surplus Monetary Investment Fund)

Managed by the State (of California) Controller's Office. The primary investment vehicle for cash balances in State operating funds.

Special Funds

Any fund created by statute that must be devoted to some special use in accordance with that statute. Special fund is also used to refer to "governmental cost funds" (other than General Fund), commonly defined as those funds used to account for revenues from fees where the use of such revenues is restricted by law for particular functions or activities of government. Sometimes the term is used to refer to all other funds besides the General Fund. For CSU Stanislaus, examples of special funds include the Parking, Housing, Student Health Center, Lottery, Continuing Education, Student Recreation Complex, Student Union, etc.

Special Repairs

Refer to Deferred Maintenance.

Stafford Loans

See Federal Family Education Loan Program (FFELP) Stafford Loans.

State Appropriation

The portion of the budget that is funded from the State.

State University Fee

This is the fee charged to all matriculated students by the California State University. The amount paid by the student is dependent upon their unit load, 6 units and under or greater than 6 units, as well as their classification, undergrad or graduate.

Statute

A written law enacted by the Legislature and signed by the Governor (or a vetoed bill overridden by two-thirds vote of both houses), usually referred to by its chapter number and the year in which it is enacted. Statutes that modify a State Code are "codified" into the respective Code (e.g. Government Code, Health & Safety Code).

Strategic Planning

In 2006/07 the campus published its latest Strategic plan, laying the foundation for a strategic planning process. Our strategic planning process is designed to be an open, consultative and iterative effort that produces a plan that will incorporate the principles of assessment and continuous improvement.

Student Services

Student Services includes expenditures for admissions, registrar activities, career guidance, counseling, financial aid administration and student health services. Include administrative allowance for Pell Grants.

STO

State Treasurer's Office.

SUAM

State University Administration Manual.

SUF (State University Fee)

A systemwide fee that must be paid by all students who enroll in or attend the university.

SUG (State University Grant)

A financial aid program unique to the CSU which provides grants to offset the impact of fee increases for eligible students, CSU sets aside one-third of incremental State University Fee revenue from enrollment growth and fee increases to address a continuing shortfall in student financial aid.

Support Budget

CSU Operating Fund base budget plus any one time funding for a given fiscal year.

System/System wide

System references the 23 universities and Chancellor's Office site under the governance of the Chancellor and Trustees of the CSU.

System wide refers to anything that applies to all 23 campuses.

SWAT

System wide Allocation Transfers.

T

Temporary Funding

Refer to One-Time Funding.

Trust Funds

"Money or property in the custody of a State agency not required to be deposited in a fund in the State Treasury ..." [SAM Section 19400]

U

UBAC (University Budget Advisory Committee)

UBAC advises the President on broad policy and priority issues related to the University's budget resources.

UBAC reviews the campus budget within the context of the campus strategic plan and annual goals, considers specific budgetary issues as requested by the President, and organizes and holds open hearings to review the relationships among division budget requests, the university's strategic priorities and the President's annual goals and/or priorities.

UG

Undergraduate

V

Vice President for Academic Affairs Division

Those departments, service units, and individuals that fall under the purview of the Vice President for Academic Affairs. Also referred to as the Office of the Provost.

Vice President for Administration and Finance Division

Those departments, service units, and individuals that fall under the purview of the Vice President for Business and Finance.

Vice President for Student Affairs Division

Those departments, service units, and individuals that fall under the purview of the Vice President for Student Affairs.

Vice President for University Advancement Division

Those department, service units, and individuals that fall under the purview of the Vice President for University Advancement.

W

WACUBO

Western Association of College and University Business Officers.

WASC

Western Association of Schools and Colleges.