CSUMB Annual Budget Life-Cycle

Contact
S. Mackey AVP, Finance
Y. Anglin Director, Budget
12/6/2021
CSUMB Annual Budget Life-Cycle

• Five Phase Budget Process
  • P1 – Development (Jan – Apr)
  • P2 – Review (Apr)
  • P3 – Finalize (May)
  • P4 – Implementation (Jul – Sep)
  • P5 – Adjustments (Nov – Dec)

• Divisional Budget Development is in parallel w/ P1
  • Each Division has developed their own internal budget processes. Budget Office advises, but has little involvement in the detail processes within any division.
  • Dates are somewhat adjustable depending on the need.
Budget Development Overview

P1 – Budget Development
Jan - Apr
- Jan 10 – Governor budget
- Jan 26 – SBC
- Feb 28 – CO prelim budget
- Mar 14 – CSUMB prelim
- Mar 24 – SBC
- Mar 30 – All campus budget req due
- Apr 7 – Budget office compiles budget requests

P2 – Budget Review
Apr
- 2nd week Apr – VP review
- Apr 29 – SBC Divisional Presentations

P3 – Budget Finalized
May
- May 6 – Gov revision "May Revise"
- May 10 – SBC (as needed)
- May 13 – CO issue final allocation
- May 13 – Executive Review
- May 13 – President Approval

P4 – Budget Implementation
Jul - Sep
- Jul 14 – Final Division non-Base budget allocations due
- Jul 15 – Base budget posted
- Sep 30 – Final budget adj posted

P5 – Budget Adjustment
Nov - Dec
- Nov 8 – out-of-cycle req due
- Nov 30 – VP review
- Dec 2 – SBC
- Dec 16 – Final allocation notification and posting
Budget Development Overview - Division

P1 – Budget Development
Jan - Apr
• 2nd week Apr – VP review
• Apr 29 – SBC Divisional Presentations

P2 – Budget Review
Apr
• May 6 – Gov revision "May Revise"
• May 10 – SBC (as needed)
• May 13 – CO issue final allocation
• May 13 – Executive Review
• May 13 – President Approval

P3 – Budget Finalized
May
• Jul 14 – Final Division non-Base budget allocations due
• Jul 15 – Base budget posted
• Sep 30 – Final budget adj posted

P4 – Budget Implementation
Jul - Sep
• Nov 8 – out-of-cycle req due
• Nov 30 – VP review
• Dec 2 – SBC
• Dec 16 – Final allocation notification and posting

Divisional Budget Development
Kickoff Dec 14
Template Jan 10
Submit Mar 30
Budget Development Timeline & Process

- 10 Jan 21: Gov Budget
- Mar – Apr 21: CSUMB Budget Development
- 28 Feb 21: CO prelim Budget
- 1 Jul 21: FY21/22 Begin
- May 21: VP Budget Review
- May 21: CSUMB Consolidated Budget
- “May Revise”: Gov Budget
- Jun 21: CSUMB Budget President Approved
- June 21: CA State Budget Finalized
- June 21: CO Final Budget Allocation
- SBC Meeting

- 1 Jul 21: FY21/22 Begin
## Budget Development Overview - Task List

### Phase 1 – Budget Development

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10, 2022</td>
<td>Governor’s Budget Released</td>
</tr>
<tr>
<td>January 28</td>
<td>Strategic Budget Committee Meeting</td>
</tr>
<tr>
<td>February 28</td>
<td>Chancellor’s Office issues preliminary campus budgets by the end of February</td>
</tr>
<tr>
<td>March 14</td>
<td>Budget Office develops CSUMB Preliminary Budget Projection</td>
</tr>
<tr>
<td>March 18</td>
<td>Position Lists 2022-23 due from Divisions to the Budget Office/Questica</td>
</tr>
<tr>
<td>March 24</td>
<td>Strategic Budget Committee Meeting</td>
</tr>
<tr>
<td>March 30</td>
<td>FY 2022-23 Proposed Lottery, EEIP, and Parking budgets due from Divisions to Budget Office</td>
</tr>
<tr>
<td></td>
<td>FY 2022-23 ALL 1X, Mandatory and other Base Budget Requests due from Divisions</td>
</tr>
<tr>
<td>April 7</td>
<td>Budget Office consolidates all 1X, Mandatory and other Base Budget requests and revises CSUMB Preliminary Operating Fund Base Budget Projections</td>
</tr>
</tbody>
</table>

### Phase 2 – Budget Review

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Week of April</td>
<td>Vice Presidents review a revised Preliminary Operating Fund Budget Projections, including all 1X, Mandatory and other Base Budget requests</td>
</tr>
<tr>
<td>April 29</td>
<td>Strategic Budget Committee Meeting for Division Presentations</td>
</tr>
</tbody>
</table>
Budget Development Overview - Task List

Phase 3 – Budget Final
- **Approx. May 6** Governor’s revised budget “May Revise”
  - Budget Office may Revise Budget Projection based on impact of May Revise to campus Proposed operating budget
- **May 10 – HOLD** Strategic Budget Committee Meeting
- **May 13** FY 2023-24 Position lists due from divisions
  - State Budget Finalized
  - Chancellor’s Office issues final allocations
  - Final budget decisions made by campus executive leadership
  - President approves budget

Phase 4 – Budget Implementation
- **July 14** Remaining Operating Trust budgets due from divisions, Including all Extended Ed Revenue Sharing trusts (Academic Affairs) and all Instructionally Related Activities trusts (TLXXX)
  - Resubmission of Lottery, EEIP and Parking budgets (after close for Inclusion of 2022-23 beginning equity)
- **July 15** 2022-23 Base Budgets will post to dept accounts
- **July 29** Campus Community Notified of Final Allocations
- **Aug 31**: 2022-23 Trust Fund Budgets to the Budget Office
- **Sept 30**: 2022-23 Mandatory / 1X Budget Requests will post to Departmental accounts
Budget Development Overview - Task List

Phase 5 – Budget Adjustments

• November 8  Out of cycle 1X Budget requests due to the Budget Office
• November 30  Vice Presidents review and approve out of cycle 1X Budget request
• 1st Week of Dec  Strategic Budget Committee Meeting Information
• December 16  Campus Community Notified of Final Out of cycle 1X Budget Allocations

… REPEAT… Dec 2022 Budget office w/ Divisional Financial Officers.