

LUNCH -AND- LEARN

Intro to Budget

February 15, 2023

CSUDH

Lunch and Learn Save the Dates

Wednesday, May 24, 2023 12pm – 1pm

Wednesday, August 16, 2023 12pm – 1pm

Wednesday, November 8, 2023 12pm – 1pm



Agenda – Intro to Budget

- I. Chartfield Values & Chartfield String
- II. Budget Terminology & Concepts
- III. Budget Planning
- IV. Budget Summary
- V. Q&A

Budget Presentation Website: <https://www.csudh.edu/budget-plan-admin/budget-presentation/>



Chartfield Value

- **Chart of Accounts / Chartfield Elements**
- **The CSU established different categories to organize and distinguish EVERY SINGLE financial transaction**
- **Put the chartfield values together to create a Chartfield String**



Chartfield String



Accounting / PeopleSoft Resource: <https://www.csudh.edu/accounting-services/general-accounting/cms-ps/>



Account	Fund	Department	Program	Class	Project
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ACCOUNT

- **WHAT**
- **What is this financial transaction for? What type of transaction is this?**
- **Examples: Revenue, salary, software purchase, supplies, etc.**



Chartfield String

Account	Fund	Department	<i>Program</i>	<i>Class</i>	<i>Project</i>
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FUND

- **SOURCE OF FUNDS**
- **From what pot of money is this transaction being funded from?**
- **Examples: Operating Fund (AADHT), Student Success, Course Fee, Housing, Parking**



Account	Fund	Department	<i>Program</i>	<i>Class</i>	<i>Project</i>
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DEPARTMENT

- **WHO**
- **Which campus department is responsible for this transaction?**
- **Examples: Budget Office, History Department, the “VP’s”**



Chartfield String

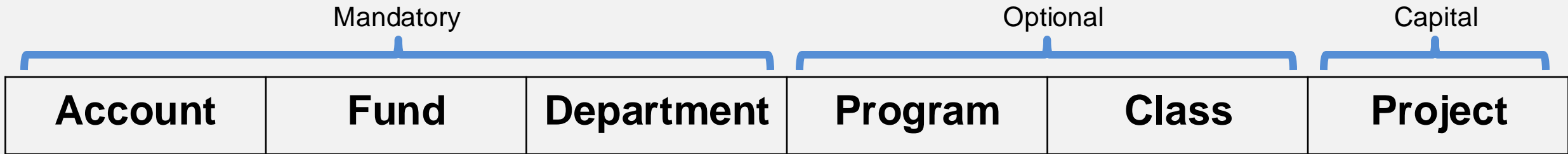
Account	Fund	Department	<i>Program</i>	<i>Class</i>	<i>Project</i>
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PROGRAM / CLASS / PROJECT

- **Optional**
- **Additional tracking and delineation for reporting**
- **Defined internally by the division or the university**



Chartfield String – Tells a Story



- 1) The CSUDH Basic Needs department issued emergency grants to students. These funds were allocated by the State for CSU's Basic Needs Initiatives.

609008 – AADHT – 40013 – SA183

- 2) Housing will hire additional student workers for Residence Life.

601303 – HT101 – 46010



Chartfield String - Purpose

- **Chartfields are used for every single financial transaction:**
 - Budget: transfers, allocations, position funding
 - Accounting: accounts payable, expense transfers
 - Procurement: requisitions, purchase orders
- **Now that we've reviewed some of the building blocks and technical jargon, let's go over budget terminology and concepts.**



Budget Terminology

- **Budget:** YOUR PLAN, funds, available monies, allocations
- **Actuals:** YOUR ACTIVITY, expenditures, revenue collected, payroll, paid invoices, accounting
- **Encumbrances:** purchase orders (POs), requisition, open/close, earmarked, spoken for, planned/future spending, reservation of budgeted funds
- **Balance Available:** BBA, positive/negative, surplus/deficit

Budget – Actuals – Encumbrances = Balance Available



Base VS One-time

BASE	ONE-TIME
Ongoing	Temporary
Recurring	Carryforward
Permanent	Adjusted / Revised
Original	Salary Savings
Consistent	Reserves / Fund Balances

BASE FUNDS : FIXED COSTS

ONE-TIME FUNDS : VARIABLE COSTS



Base VS One-time

BASE / FIXED	ONE-TIME / VARIABLE
Ongoing	Temporary
Recurring	Carryforward
Permanent	Adjusted / Revised
Original	Salary Savings
Consistent	Reserves / Fund Balances

Base/Fixed Examples:

- **Funds:** State allocation, tuition revenue
- **Permanent Personnel:** T/TT faculty, management, support staff, IRPs
- **Operating Expenses:** Annual contracts and licensing

One-time/Variable Examples:

- **Funds:** Over-enrollment tuition, carryforward
- **Temporary Personnel:** emergency hires, part-time faculty, stipends
- **Operating Expenses:** Implementation or start-up costs



Creating a Budget Plan

Ask these questions:

- What are our fixed costs?
- How much base funding do we have?
- What positions are permanent and part of the baseline?
- What positions are needed to be part of the baseline?
- What operating expenses are fixed? Can they be supported with one-time funding?
- What are our variable costs?
- How much one-time funding did we receive?
- What are the costs that fluctuate or change based on enrollment, vacancies, etc.?



Creating a Budget Plan – Blue Book

- **Blue Book – excel spreadsheet template to create budget plan**
 - **Breakdown by account and funding source**
 - **List of positions: incumbent/vacant, FTE, salary**
 - **Operating expenses**
- **Budget plan will tie to your base and one-time allocation**
- **Uploaded to PeopleSoft by Chartfield**
- **Majority of costs are personnel**



Creating a Budget Plan – Blue Book Example

Account	Job Title	FTE	Last Name	First Name	Monthly Salary	Annual Salary	Baseline Fiscal Year Budget	FTE	One-Time	FTE
Faculty Salaries (FT & PT)										
601801	Professor	1.00	Smith	John	6,666.67	80,000.00	80,000.00	1.00		
601804	Part-time Faculty	0.20	Various		0.00	0.00		0.00	10,000.00	0.20
	SUBTOTAL:	1.20			6,666.67	80,000.00	80,000.00	1.00	10,000.00	0.20
Management/Supervisor Salaries										
601201		0.00			0.00	0.00	0.00	0.00		0.00
	SUBTOTAL:	0.00			0.00	0.00	0.00	0.00	0.00	0.00
Support Staff Salaries										
601300	Staff Coordinator	1.00	Toro	Teddy	4,166.67	50,000.00	50,000.00	1.00		0.00
	SUBTOTAL:	1.00			4,166.67	50,000.00	50,000.00	1.00	0.00	0.00
Total Salaries and Wages		2.20			10,833.33	130,000.00	130,000.00	2.00	10,000.00	0.20
Operating Expenses and Equipment										
613001	Contractual Services						2,000.00			
660001	Postage and Freight						0.00		1,000.00	
Total Operating Expenses and Equipment							2,000.00		1,000.00	
Grand Total		2.20			10,833.33	130,000.00	132,000.00	2.00	11,000.00	0.20

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Budget Summary

THIS YEAR	BASE	ADJUSTED	TOTAL BUDGET	ACTUALS	ENCUMB	TOTAL EXPENSE	BALANCE AVAILABLE
Faculty	\$80,000	\$10,000	\$90,000	\$50,000		\$50,000	\$40,000
Staff	\$50,000		\$50,000	\$55,000		\$55,000	(\$5,000)
Contracts	\$2,000		\$2,000	\$1,000	\$1,000	\$2,000	\$0
Postage		\$1,000	\$1,000	\$2,000		\$2,000	(\$1,000)
Total	\$132,000	\$11,000	\$143,000	\$108,000	\$1,000	\$109,000	\$34,000
NEXT YEAR	BASE	ADJUSTED	TOTAL BUDGET	ACTUALS	ENCUMB	TOTAL EXPENSE	BALANCE AVAILABLE
Faculty	\$80,000	\$40,000	\$120,000			\$0	\$120,000
Staff	\$50,000	(\$5,000)	\$45,000			\$0	\$45,000
Contracts	\$2,000		\$2,000			\$0	\$2,000
Postage		(\$1,000)	(\$1,000)			\$0	(\$1,000)
Total	\$132,000	\$34,000	\$166,000			\$0	\$166,000



Q&A

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