

CSU

**ICSUAM
Section 2000
Budget**

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CSU Policy

Operational Content

Section Title: Budget

Policy Number: 2001.00

Policy Title: Campus Reserves

Policy Effective Date: 10/1/2015

Last Revision Date: 12/09/16

Policy Objective

It is the policy of the CSU that the campus chief financial officer must annually direct the distribution of reserves in order to designate reserves for various purposes in accord with this policy.

Policy Statement

Each campus and the chancellor's office must designate reserves in amounts and for purposes described in this policy.

The campus chief financial officer (CFO) is responsible for establishing reserves to ensure that amounts are consistent with campus plans and requirements for each of the CSU operating funds listed in Table 1.

Reserve for economic uncertainty may be established in each of the CSU operating funds in order to limit impacts of cyclical state recessions and to support year-to-year consistency in the university's operations. Designations for "reserve for economic uncertainty" may accumulate up to an amount that is no more than one-half of the projected annual operating budgets in each of the CSU funds for which the reserve is established.

In addition, other reserve designations should be established as applicable in each of the CSU operating funds for specific capital projects, capital renovation, facilities maintenance, and repair, encumbrances, catastrophic events, or any other specified purpose consistent with the underlying funding requirements and restrictions. Designated reserves must be accounted for annually using the appropriate Financial Information Recording Management System (FIRMS) reserve object code. The current primary designated reserve object codes are listed in Table 2. Annually, after year-end legal closing, the System Budget Office in the Office of the Chancellor

will prepare a summary of the campus CSU operating funds reserve designations for the CSU Executive Vice Chancellor and Chief Financial Officer's review.

Table 1

CSU Fund	CSU Fund Description
441	TF-Extended Education Operations
444	TF-Campus Partners
452	TF-Facility Revenue Fund-Health Facilities Fees
463	TF-Instructionally Related Activities Trust
464	TF-International Programs Trust
471	TF-Parking Revenue Fund-Fines and Forfeitures
472	TF-Parking Revenue Fund-Parking Fees
481	TF-Lottery Education Fund
485	TF-CSU Operating Fund
531	TF-Housing-Operations and Revenue
534	TF-Campus Union-Operations and Revenue

Table 2

Reserve Object Codes
304010 Designated for Capital Improvement/Construction
304011 Designated for Equipment Acquisition
304012 Designated for Program Development
304013 Designated for Future Debt Service
304014 Designated for Facilities Maintenance and Repairs
304016 Designated for Outstanding Commitments
304017 Designated for Catastrophic Events
304018 Designated for Encumbrances
304021 Designated for Financial Aid
304022 Reserve for Economic Uncertainty
304023 Designated for CE/EE Campus Partners

**Executive Vice Chancellor and Chief Financial Officer Business and Finance Approved:
12/21/2016**

CSU Policy

Operational Content

Section Title: Budget

Policy Number: 2002.00

Policy Title: Budget Oversight

Policy Effective Date: 10/12/2017

Last Revision Date: New

Policy Objective

It is the policy of the CSU that the campus chief financial officer ensure budget reviews occur during the fiscal year that compare budgeted and actual revenues and expenditures and take action to resolve any discrepancies.

Policy Statement

Each campus and the chancellor's office must establish written policies and procedures that specify the minimum level and frequency of reviews to monitor budget performance.

Reviews to compare budgeted and actual revenues and expenditures must be documented, occur at least twice per year, and include any actions taken to resolve discrepancies. The documentation should be retained in accordance with campus written retention policies. Documentation should include details on the research to be conducted, a resolution plan, expected and final completion dates.

Executive Vice Chancellor and Chief Financial Officer Business and Finance Approved: 10/13/2017

Policy Operational Content

Applicability and Areas of Responsibility

Revision History

Resources and Reference Materials

Useful Guidelines

Related Principles

Sound Business Practices

Laws, State Codes, Regulations and Mandates

- [California State Auditor Report 2016-122, April 2017](#)
- [Parts d. and h. of Section VI of the Standing Orders of the Board of Trustees of the California State University](#)
- [Education Code, Division 8, Part 55, Chapter 6, and Article 2 §89720 et seq. and Article 4 §89756](#)
- [Executive Order 1000 Delegation of Fiscal Authority and Responsibility](#)