

## SF State Budget Forums, Fall 2020

Presented by:

**Jeff Wilson**  
 Interim VP & CFO  
 Administration & Finance

**Jennifer Summit**  
 Provost & VP  
 Academic Affairs



VP Wilson and Provost Summit invite you to a presentation on the university budget with the campus community. The event will be offered twice in November:

### Budget Forum dates and times:

**Thursday, November 5, 2020**

via Zoom

10:00am – 11:00am

**Friday, November 13, 2020**

via Zoom

10:00am – 11:00am

To RSVP for a forum and receive the Zoom link, please email Nancy Ganner at [ganner@sfsu.edu](mailto:ganner@sfsu.edu)

This presentation will offer an overview of budget planning and practices from the State of California, the CSU, and San Francisco State, along with San Francisco State’s largest Division, Academic Affairs. There will be time for questions afterwards.

To learn about the budget process before you attend, including a helpful “Understanding the SF State Budgeting System: a Layperson’s Guide”, please visit this page: <https://budget.sfsu.edu/content/budget-101>

### AGENDA:

- Welcome, Introduction and Objectives
- State of California Budget to the CSU Budget
- SF State University Budget
- Academic Affairs: Budget Planning in a Time of Fiscal Instability
- Q&A

# Glossary of Budget Terms:

## Base budget

Permanent, recurring allocations to a campus unit to achieve its mission each year.

## Budget

A plan that presents revenues (resources) to run the University and how those resources are allocated each year.

## B-Memos

Budget allocations memos distributed by the CSU Budget Office to provide information to the 23 campuses regarding fiscal year budgets and other important directives related to allocations.

## Carryforward

Resource allocations left unspent at the end of the fiscal year in the general operating fund; they do not recur each year – they are one-time funds.

## Fiscal Year

The CSU and SF State fiscal year begins on July 1 and ends on June 30. Most spending (except for reserve funds or trust funds) has to be completed within this period.

## Full-time Equivalent Students (FTES)

An important measure of the number of students at SF State:

- For undergraduate students, one FTES is calculated by dividing attempted units by 15 (e.g. if an undergraduate attempts 12 course units that equals .80 FTES (12 divided by 15);
- For graduate students, one FTES is calculated by dividing attempted (enrolled) units by 12.

## Funds

Unique accounting units where financial activity is recorded and monies are kept. Each fund operates as its own system where revenues and expenses are recorded. The main campus fund is the **general operating fund** where most revenues and expenses are recorded.

## General operating fund

The main operating fund. At SF State, the general operating fund for 2019–2020 had a budget of \$401 million. The general fund appropriation, or allocation, is approved by the legislature and governor and are then sent to the CSU for distribution to the campuses. Monies in this fund generally need to be spent by the end of the fiscal year.

## Governor's Budget

In January of each year, the Governor of California proposes a plan for obtaining adequate revenues and a plan for spending those revenues. The Legislative Analyst's Office (LAO) analyzes the proposal and publishes its findings. The Governor revises the proposal in May in what is called the **May Revise**. The legislature reviews this proposal and then votes to change and/or approve it. After, the Governor signs what the legislature has passed, the allocated funds then go to state agencies including the CSU.

## Headcount

The number of individual students (separate from academic unit load for FTES) at any one time.

## One-time only funding

Funding that is not part of a unit's permanent base budget but rather comes in one-time and should not be expected to be allocated again. One-time should not be used to support recurring expenses (e.g. permanent employees)

## Reserve fund

Monies set aside for future spending. Not all types of funds can have monies remaining in them at the end of the fiscal year to be carried forward into the next fiscal year.

## Restricted Fund

Restricted funds record financial activity and contain monies that can only be used for specific purposes. Restricted funds provide reassurance to donors and funders that their contributions are used in a manner they have designated.

## Capital Funds

Funds established to record the acquisition of land or pay the cost of planning and construction of new buildings, additions and modifications to existing buildings, and related capital equipment.

**Further information on the above terms and more can be found here: <https://budget.sfsu.edu/home>**