



BUDGET ADMINISTRATION & OPERATIONS

1600 Holloway Avenue
San Francisco, CA 94132

Main (415) 338-1463
Fax (415) 338-7186
Website budget.sfsu.edu
Email budget@sfsu.edu

DATE: JANUARY 17, 2025
TO: JEFF WILSON, VICE PRESIDENT AND CFO
ADMINISTRATION AND FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS
SUBJECT: ATHLETICS COST ALLOCATION PLAN FISCAL YEAR 2024-25

Handwritten initials 'DS' and 'ES' in a blue box

The Athletics Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan.

The fiscal year 2024-25 assessment indicates that the total amount due is \$210,644. Below are the specific details of the charge:

- Total Charge for FY24-25: \$183,710
Audited Variance for FY23-24: \$26,934
Total Billable Amount for FY24-25: \$210,644

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
Brandon Davis, Interim Director, Athletics
David Schachman, Director of Business Operations, SAEM

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration and Operations.

The Athletics Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by: Jeff Wilson
Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.01 CAP_FY_2024-25.Athletics



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FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS

DS
ES

SUBJECT: CAMPUS RECREATION – COST ALLOCATION PLAN FISCAL YEAR 2024-25

The Campus Recreation Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$280,957. Below are the specific details of the charge:

- Total Charge for FY24-25: \$223,496
Audited Variance for FY23-24: \$57,461
Total Billable Amount for FY24-25: \$280,957

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
David Schachman, Director of Business Operations, SAEM
Miguel Angel Hernandez, AVP for Student Life & Dean of Students
Demont Oliver, Director, Campus Recreation

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration and Operations.

The Campus Recreation Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by:

Jeff Wilson

Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

01/22/2025 | 11:17 AM PST

Date

Filename: 2.02 CAP_FY_2024-25.Campus_Rec



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DATE: JANUARY 17, 2025

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ADMINISTRATION AND FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS

DS
ES

SUBJECT: STUDENT HEALTH SERVICES AND COUNSELING & PSYCHOLOGICAL SERVICES –
COST ALLOCATION PLAN FISCAL YEAR 2024-25

The Student Health Services and Counseling & Psychological Services (SHS&CAPS) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is **\$677,662**. Below are the specific details of the charge:

- Total Charge for FY24-25: \$610,931
- Audited Variance for FY23-24: \$66,731
- Total Billable Amount for FY24-25: \$677,662

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
- David Schachman, Director of Business Operations, SAEM
- Dai To, Associate Vice President for Disability Access and Student Wellbeing, SAEM
- Annie Marlis, Director, Student Health Center
- Stephen Chen, Director, Counseling & Psychological Services
- Karen Boyce, Director, Health Promotion & Wellness

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration and Operations.

The SHSCPS Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by:
Jeff Wilson

Jeff Wilson, Vice President & Chief Financial Officer
Administration & Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.03 CAP_FY_2024-25.SHSCAPS



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ADMINISTRATION AND FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS
SUBJECT: COLLEGE OF PROFESSIONAL & GLOBAL EDUCATION -
COST ALLOCATION PLAN FISCAL YEAR 2024-25

DS
ES

The revised College of Professional & Global Education (CPaGE) Cost Allocation Plan (CAP) for Fiscal Year 2024-25 is submitted for your review and approval. Requirements of the CAP are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$367,785. Below are the specific details of the charge:

- Total Charge for FY24-25: \$320,375
Audited Variance for FY23-24: 47,410
Total Billable Amount for FY24-25: \$367,785

Your signature below will address the requirement that each CAP is approved annually. Upon your approval of the CAP, we will provide a copy of the approval to the following individuals:

- Amy Sueyoshi, Provost and Vice President, Academic Affairs
Alex Hwu, Associate Vice President and Dean, CPaGE
Michael Scott, Interim Vice Provost, Academic Resources
Angie Lipschuetz, Associate Dean, CPaGE
Elaine Feng, Finance Director, CPaGE

Any questions regarding the CAP analysis and final determination can be directed to Budget Administration and Operations.

The College of Professional & Global Education Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by:
Jeff Wilson
55B8D68471AA4B67
Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.04 CAP_FY_2024-25.CPaGE



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TO: JEFF WILSON, VICE PRESIDENT AND CFO ADMINISTRATION AND FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR BUDGET ADMINISTRATION AND OPERATIONS
SUBJECT: HOUSING, DINING & CONFERENCE SERVICES – COST ALLOCATION PLAN FISCAL YEAR 2024-25

DS ES

The Housing, Dining & Conference Services (HDCS) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$1,107,488. Below are the specific details of the charge:

- Total Charge for FY24-25: \$1,151,115
Audited Variance for FY23-24: (\$43,627)
Total Billable Amount for FY24-25: \$1,107,488

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Cesar Mozo, Associate Director of Financial Management, Office of the Vice President and CFO
Jeny Patino, Executive Director, HDCS
Marina Shevyakova, Director, Financial Services, HDCS

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration & Operations.

The HDCS Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by: Jeff Wilson
Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.05 CAP_FY_2024-25.HDCS



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TO: JEFF WILSON, VICE PRESIDENT AND CFO
ADMINISTRATION AND FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS
SUBJECT: SAN FRANCISCO STATE UNIVERSITY CHILDREN'S CAMPUS -
COST ALLOCATION PLAN FISCAL YEAR 2024-25

DS
ES

The San Francisco State University Children's Campus (Children's Campus) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$55,700. Below are the specific details of the charge:

- Total Charge for FY24-25: \$63,122
Audited Variance for FY23-24: (\$7,422)
Total Billable Amount for FY24-25: \$55,700

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
David Schachman, Director of Business Operations, SAEM
Dai To, Associate Vice President for Disability Access and Student Wellbeing, SAEM
Melissa Castillo, Interim Director, Children's Campus

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration & Operations.

The Children's Campus Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by:
Jeff Wilson
Jeff Wilson
Vice President and Chief Financial Officer,
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.06 CAP_FY_2024-25.Childrens_Campus



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ADMINISTRATION AND FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS

Handwritten initials DS and ES in a blue box

SUBJECT: SAN FRANCISCO STATE UNIVERSITY PARKING & TRANSPORTATION –
COST ALLOCATION PLAN FISCAL YEAR 2024-25

The San Francisco State University Parking and Transportation (Parking & Transportation) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$161,582. Below are the specific details of the charge:

- Total Charge for FY24-25: \$102,817
• Audited Variance for FY23-24: \$58,765
• Total Billable Amount for FY24-25: \$161,582

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
• David Schachman, Director of Business Operations, SAEM
• Reggie Parson, Assistant Vice President for Campus Safety & Chief of Police
• Joy A. Manaois, Director of Operations & Finance, Division of Campus Safety

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration & Operations.

The Parking & Transportation Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by: Jeff Wilson
JEFF WILSON, Vice President & Chief Financial Officer
Administration & Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.07 CAP_FY_2024-25.Pkg_and_Trans



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TO: JEFF WILSON, VICE PRESIDENT AND CFO
ADMINISTRATION AND FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS

SUBJECT: ASSOCIATED STUDENT, INC. AND STUDENT CENTER
COST ALLOCATION PLAN FISCAL YEAR 2024-25

DS
ES

The Associated Student, Inc. (ASI) and Student Center (CCSC) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is **\$112,227**. Below are the specific details of the charge:

- Total Charge for FY24-25: \$96,953
- Audited Variance for FY23-24: \$15,274
- Total Billable Amount for FY24-25: \$112,227

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jamillah Moore, Vice President, SAEM
- David Schachman, Director of Business Operations, SAEM
- Alejandro Rios, Executive Director, ASI
- Veronica Castillo, Assistant Executive Director, Business & Finance, ASI

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration & Operations.

The ASI and CCSC Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by:
Jeff Wilson

Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: 2.08 CAP_FY_2024-25_ASI_and_CCSC



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FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS

Handwritten initials 'DS' and 'ES' in a blue box

SUBJECT: SAN FRANCISCO STATE FOUNDATION – COST ALLOCATION PLAN FISCAL YEAR 2024-25

The San Francisco State Foundation Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$14,703. Below are the specific details of the charge:

- Total Charge for FY24-25: \$13,297
Audited Variance for FY23-24: \$1,406
Total Billable Amount for FY24-25: \$14,703

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Jeff Jackanicz, Vice President, University Advancement and President, SF State Foundation
Venesia Thompson Ramsay, AVP of Operations, University Advancement, and Secretary and CFO SF State Foundation
Vicky Lee, Director of Finance, SF State Foundation

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration and Operations.

The San Francisco State Foundation Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by: Jeff Wilson
Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: CAP_FY_2024-25.Foundation



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ADMINISTRATION & FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION AND OPERATIONS
SUBJECT: SAN FRANCISCO STATE UNIVERSITY CORPORATION –
COST ALLOCATION PLAN FISCAL YEAR 2024-25

Handwritten initials 'DS' and 'ES' in a blue box

The San Francisco State University Corporation (UCorp) Cost Allocation Plan for the fiscal year 2024-25 is attached for your review and approval. Requirements of the Cost Allocation Plan are outlined in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure the implementation of a documented cost allocation/reimbursement plan. The Budget office performed the annual analysis of the SF State auxiliaries and other self-supporting units to determine the required reimbursement amount to the University.

The fiscal year 2024-25 assessment indicates that the total amount due is \$184,746. Below are the specific details of the charge:

- Total Charge for FY24-25: \$169,195
Audited Variance for FY23-24: \$15,551
Total Billable Amount for FY24-25: \$184,746

Your signature below will address the requirement that each Cost Allocation Plan is approved annually. Upon your approval of the Cost Allocation Plan, we will provide a copy of the approval to the following individuals:

- Tammie Ridgell, Interim Executive Director, University Corporation (UCorp)
Shae Hancock, Interim Director of HR, University Corporation (UCorp)

Any questions regarding the Cost Allocation Plan analysis and final determination can be directed to Budget Administration and Operations.

The San Francisco State University Corporation Cost Allocation Plan for FY 2024-25 is approved:

DocuSigned by: Jeff Wilson
Jeff Wilson, Vice President, and Chief Financial Officer
Administration and Finance

Date 01/22/2025 | 11:17 AM PST

Filename: CAP_FY_2024-25.UCorp