



**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 19, 2022

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

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR 
BUDGET ADMINISTRATION AND OPERATIONS

SUBJECT: COST RECOVERY UNIVERSITY POLICE DEPARTMENT FISCAL YEAR 2021-22

Budget Administration and Operations requests approval for the annual Cost Recovery for University Police Department (UPD) service to Self-Supported and Auxililary units for Fiscal Year 2021-22.

Department	Amount
Athletics	7,777
Campus Recreation	14,425
Student Health	59,768
CEL	30,417
HDCS	1,041,329
Children's Campus	11,226
ECEC	1,245
Student Center	2,601
UCorp	3,053
TOTAL	\$1,171,841

Approved:

DocuSigned by:

55B8D68471AA4B5... Vice President and Chief Financial Officer
Administration and Finance

Date 01/22/2022 | 9:59 AM PST

Filename: UPD Cost Allocation FY2021-22

ES/JK



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SF STATE DATA - Current Sals -
San Francisco State University
Auxiliary Funded UPD Personnel Cost Distribution Plan - Current Staffing Plan
[Service Duration Figures 2020/2021]

	(a)	(b)	(c)	(d)	(e)	(f)	(g)			
Department	Service Frequency	Freq Wt'd Ave. 0.25	'20-'21 Service Duration	Duration Wt'd Ave. 0.25	Weighting Totals	Unit's Percent of Total Weighting	Salary	Distributed Cost Benefits	Total	
1. University (GF)	1,875	469	18,045	4,511	4,980	N/A	\$1,744,429			
Note: For information only. Not included in the calculation of weighting totals, total weighting percentage and total distributed cost.										
2. Student Center	80	20	30	8	28	0.59%	\$4,761	2,138	\$6,899	
3. Univ. Housing	940	235	15,664	3,916	4,151	88.86%	\$718,661	322,668	\$1,041,329	
4. CEL	45	11	440	110	121	2.60%	\$20,992	9,425	\$30,417	
5. Athletics	13	3	111	28	31	0.66%	\$5,367	2,410	\$7,777	
6. Mashouf	26	7	204	51	58	1.23%	\$9,955	4,470	\$14,425	
7. Student Health	63	16	890	223	238	5.10%	\$41,248	18,520	\$59,768	
8. Children's Campus	23	6	156	39	45	0.96%	\$7,748	3,479	\$11,226	
5. Total	1,190	298	17,495	4,374	4,671	100.00%	\$808,732	363,108	\$1,171,840	

AEF Personnel Budget	
808,732	Salaries
363,108	Benefits

GF%	68.3%
Aux%	31.7%

NOTES:

Calls for Service Data Used are from FY20/21
 CEL 30% Service Calls/Frequency for Winter Session Only
 Student Center includes U-Corp and ECEC
 Mashouf Wellness calls for service used from summer to fall 2020 only
 Foundation location cannot be extracted based on location
 Parking not included since they are directly billed by UPD for services

Proposed Salary Budget with Benefits =	\$2,553,161
Base Salary Budget Funded in GF =	\$1,744,429
Salary Cost Difference to be Funded by AEF	\$808,732



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DATE: JANUARY 19, 2022

TO: GLORIA TSEUNG, ASSOCIATE CONTROLLER
GOVERNMENTAL ACCOUNTING, FISCAL AFFAIRS

FROM: JEFF WISLON, VICE PRESIDENT AND CFO
ADMINISTRATION AND FINANCE

SUBJECT: REQUEST TO BILL/INVOICE FOR AUXILIARY ENTERPRISE FUNDED
UNIVERSITY POLICE DEPARTMENT POSITIONS FOR FISCAL YEAR 2021-22

This is a request for Fiscal Affairs to invoice Auxiliary entities serviced by the University Police Department (UPD) – Housing, Dining & Conference Services (HDCCS), College of Extended Learning (CEL), and Associated Students – for Auxiliary Enterprise Funded UPD Officer positions in accordance with the University’s plan for these charges.

Please see that attached document for the details of the invoice to each area; payments due from these areas should be abated back to the General Fund:

Chartfield Strings

Department	Amount	Acct #	Fund #	Dept #
Athletics	7,777	580094	NG001	7020
Campus Recreation	14,425	580094	NG001	7020
Student Health	59,768	580094	NG001	7020
CEL	30,417	580094	NG001	7020
HDCCS	1,041,329	580094	NG001	7020
Children’s Campus	11,226	580094	NG001	7020
ECEC	1,245	580095	NG001	7020
Student Center	2,601	580095	NG001	7020
UCorp	3,053	580095	NG001	7020
TOTAL	\$1,171,841			

If you have any questions, please contact me at extension 82862.

Thank you in advance for your assistance.

ATCH: UNIVERSITY POLICE DEPARTMENT AUXILIARY ENTERPRISE FUNDED POSITIONS
FISCAL YEAR 2021-22

COPY: JENNIFER SUMMIT, PROVOST AND VP, ACADEMIC AFFAIRS
JAMILLAH MOORE, VP, STUDENT AFFAIRS & ENROLLMENT MANAGEMENT
JASON PORTH, VP, UNIVERSITY ENTERPRISES
JOHN GATES, INTERIM ASSOC. VP, FISCAL AFFAIRS
JENNY PATINO, EXEC. DIR., HOUSING DINING AND CONFERENCE SERVICES
ELENA STOIAN, EXEC. DIR., BUDGET ADMINISTRATION AND OPERATIONS.
STEPHANIE SHRIEVE-HAWKINS, DIR., ATHLETICS

Filename: 3.1 Cost_Recovery_FY_2021.Req_to_Bill_for_UPD
ES/JK

**University Police Department
Auxiliary Enterprise Funded Positions
Fiscal Year 2021-22**

- | | |
|---|---|
| I. Athletics | \$7,777 |
| Invoice to: | Stephanie Shrieve-Hawkins, Director
Athletics |
| | |
| II. Campus Recreation | \$14,425 |
| Invoice to: | Jamillah Moore, Vice President
Student Affairs & Enrollment Management |
| | Michael Wong, Director
Campus Recreation |
| | |
| III. Student Health Services | \$59,768 |
| Invoice to: | Jamillah Moore, Vice President
Student Affairs & Enrollment Management |
| | Roger Razzari Elrod, Director
Student Health Services |
| | |
| IV. College of Extended Learning | \$30,417 |
| Invoice to: | Alex Hwu, Associate Vice President and Dean
College of Extended Learning |
| | |
| V. Housing, Dining & Conference Services | \$1,041,329 |
| Invoice to: | Jeny Patino, Executive Director
Housing, Dining & Conference Service |
| | |
| VI. Children's Campus | \$11,226 |
| Invoice to: | Jamillah Moore, Vice President
Student Affairs & Enrollment Management |
| | Tonee Sherrill, Executive Director
Associated Students |
| | Allison Guerra, Director
Children's Campus |

VII. Early Childhood Education Center **\$1,245**

Invoice to: Jamillah Moore, Vice President
Student Affairs & Enrollment Management

Erica Almaguer, Director
Early Childhood Education Center

VIII. Student Center **\$2,601**

Invoice to: Jamillah Moore, Vice President
Student Affairs & Enrollment Management

Tonee Sherrill, Executive Director
Associated Students

IX. University Corporation **\$3,053**

Invoice to: Jason Porth, Executive Director
University Corporation