




**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: MARCH 3, 2020
TO: JEFF WILSON, INTERIM VICE PRESIDENT AND CFO
ADMINISTRATION & FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION & OPERATIONS 
SUBJECT: ATHLETICS COST ALLOCATION PLAN FISCAL YEAR 2019-20

The Athletics Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$133,150 is due to the University from Athletics for fiscal year 2019-20 as compared to \$121,553 in fiscal year 2018-19.

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

- Stephanie Shrieve-Hawkins, Director, Athletics
- Derek Trang, Manager, Financial & Business Operations, Office of the President & Athletics

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

The Athletics Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:


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Jeff Wilson
Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Date 03/16/2020 | 8:48 AM PDT

Filename: CAP_FY_2019-20_Athletics
ES/JK/DT/edc



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BUDGET ADMINISTRATION & OPERATIONS

DS
ES

SUBJECT: CAMPUS RECREATION – COST ALLOCATION PLAN FISCAL YEAR 2019-20

The Campus Recreation Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$199,876 is due to the University from the Campus Recreation for fiscal year 2019-20 as compared to \$164,772 in fiscal year 2018-19.

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

- Beth Hellwig, Interim Vice President, SAEM
Pam Su, Interim Associate Dean of Students, Student Affairs
Ryan Patrick Fetzer, Interim Director, Campus Recreation
Mirel Tikkanen, Senior Budget Officer

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

The Campus Recreation Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

Jeff Wilson

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Jeff Wilson

Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Date 03/16/2020 | 8:48 AM PDT

Filename: CAP_FY_2019-20.Campus_Rec
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ADMINISTRATION & FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION & OPERATIONS

DS
ES

SUBJECT: STUDENT HEALTH SERVICES AND COUNSELING & PSYCHOLOGICAL SERVICES –
COST ALLOCATION PLAN FISCAL YEAR 2019-20

The Student Health Services and Counseling & Psychological Services (SHSCPS) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$608,282 is due to the University from SHSCPS for fiscal year 2019-20 as compared to \$460,426 in fiscal year 2018-19.

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

- Beth Hellwig, Interim Vice President, SAEM
- Eugene Chelberg, Associate Vice President for Student Affairs, SAEM
- Roger Elrod, Medical Director, Student Health Services
- Stephen Chen, Director, Counseling & Psychological Services Center
- Mirel Tikkanen, Senior Budget Officer

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

The SHSCPS Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

Jeff Wilson

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Jeff Wilson

Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Date 03/16/2020 | 8:48 AM PDT

Filename: CAP_FY_2019-20.SHSCPS
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BUDGET ADMINISTRATION & OPERATIONS

DS
ES

SUBJECT: REVISED COLLEGE OF EXTENDED LEARNING –
COST ALLOCATION PLAN FISCAL YEAR 2019 -20

The revised College of Extended Learning (CEL) Cost Allocation Plan (CAP) for Fiscal Year 2019-20 is submitted for your review and approval. Requirements of the CAP are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$398,950 is due to the University from CEL for Fiscal Year 2019-20 as compared to \$538,289 in Fiscal Year 2018-19.

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

- Alex Hwu, AVP/Dean, CEL
- Dwayne Banks, Vice Provost, Academic Resources
- Elaine Feng, Finance Director, CEL

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

The revised College of Extended Learning Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

Jeff Wilson

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Date 03/16/2020 | 8:48 AM PDT

Jeff Wilson
Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance


Filename: A&F_CAP_FY_2019-20.CEL
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TO: JEFF WILSON, INTERIM VICE PRESIDENT AND CFO
ADMINISTRATION & FINANCE
FROM: ELENA STOIAN, EXECUTIVE DIRECTOR 
BUDGET ADMINISTRATION & OPERATIONS
SUBJECT: HOUSING, DINING & CONFERENCE SERVICES –
COST ALLOCATION PLAN FISCAL YEAR 2019-20

The Housing, Dining & Conference Services (HDCS) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis previously indicated that \$552,323 is due to the University from UPM for fiscal year 2019-20 as compared to \$574,574 in fiscal year 2018-19.

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

- Jeny Valdez, Executive Director - Housing, Dining & Conference Servies

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 2019-20 is approved:

DocuSigned by:



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Jeff Wilson

Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Date 03/16/2020 | 8:48 AM PDT

Filename: CAP_FY_2019-20.HDCS
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FROM: ELENA STOIAN, EXECUTIVE DIRECTOR 
BUDGET ADMINISTRATION & OPERATIONS

SUBJECT: SAN FRANCISCO STATE UNIVERSITY CHILDREN'S CAMPUS –
COST ALLOCATION PLAN FISCAL YEAR 2019-20

The San Francisco State University Children's Campus (Children's Campus) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.


Our analysis indicated that \$75,184 is due to the University from Children's Campus for fiscal year 2019-20 as compared to \$75,234 in fiscal year 2018-19.

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

- Beth Hellwig, Interim Vice President, SAEM
- Eugene Chelberg, Associate Vice President for Student Affairs, SAEM
- Allison Guerra, Interim Director, Children's Campus
- Mirel Tikkanen, Senior Budget Officer

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 2019-20 is approved:

DocuSigned by:

Date 03/16/2020 | 8:48 AM PDT

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Jeff Wilson
Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Filename: CAP_FY_2019-20.Childrens_Campus
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FROM: ELENA STOIAN, EXECUTIVE DIRECTOR BUDGET ADMINISTRATION & OPERATIONS

DS ES

SUBJECT: SAN FRANCISCO STATE UNIVERSITY PARKING AND TRANSPORTATION – COST ALLOCATION PLAN FISCAL YEAR 2019-20

The San Francisco State University Parking and Transportation (Parking & Transportation) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$122,979 is due to the University from Parking & Transportation for fiscal year 2019-20 as compared to \$114,267 in fiscal year 2018-19.

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

- Joy A. Manaois, Director of Operations & Finance, Division of Campus Safety
Reggie Parson, Interim Assistant VP for Campus Safety & Chief of Police, UPD

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 2019-20 is approved:

DocuSigned by:

Jeff Wilson

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Jeff Wilson

Interim Vice President & Chief Financial Officer (CFO), Administration & Finance

Date 03/16/2020 | 8:48 AM PDT


Filename: CAP_FY_2019-20.Pkg_and_Trans ES/JK/edc



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FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION & OPERATIONS 
SUBJECT: ASSOCIATED STUDENT, INC. (ASI) AND STUDENT CENTER (CCSC)
COST ALLOCATION PLAN FISCAL YEAR 2019-20

The Associated Student, Inc. (ASI) and Student Center (CCSC) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

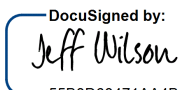
Our analysis indicated that \$69,754 is due to the University from the ASI/CCSC for fiscal year 2019-20 as compared to \$75,543 in fiscal year 2018-19.

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

- Beth Hellwig, Interim Vice President, SAEM
- Tonee Sherrill, Executive Director, CCSC

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

The Associated Student, Inc. (ASI) and Student Center (CCSC) Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

Date 03/16/2020 | 8:48 AM PDT
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Jeff Wilson
Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Filename: CAP_FY_2019-20_ASI_and_CCSC
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ADMINISTRATION & FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION & OPERATIONS

DS
ES

SUBJECT: SAN FRANCISCO STATE FOUNDATION – COST ALLOCATION PLAN FISCAL YEAR 2019-20

The San Francisco State Foundation Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.

Our analysis indicated that \$42,719 is due to the University from the San Francisco State Foundation for fiscal year 2019-20 as compared to \$10,946 in fiscal year 2018-19.

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

- Venesia Thompson, President, 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 & Operations.

The San Francisco State Foundation Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

Jeff Wilson

55B8D68471AA4B5...

Jeff Wilson

Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Date 03/16/2020 | 8:48 AM PDT

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
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ADMINISTRATION & FINANCE

FROM: ELENA STOIAN, EXECUTIVE DIRECTOR
BUDGET ADMINISTRATION & OPERATIONS 

SUBJECT: SAN FRANCISCO STATE UNIVERSITY CORPORATION –
COST ALLOCATION PLAN FISCAL YEAR 2019-20

The San Francisco State University Corporation (UCorp) Cost Allocation Plan for fiscal year 2019-20 is attached for your review and approval. Requirements of the Cost Allocation Plan are set forth in CSU Policy 3552.01. It is required that the campus CFO, or designee, annually approve and ensure 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, if any, to the University.


Our analysis indicated that \$133,729 is due to the University from the UCorp for fiscal year 2019-20 as compared to \$171,369 in fiscal year 2018-19.

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

- Jason Porth, Vice President, University Enterprises
- Tammie Ridgell, Associate Vice President, Auxiliary Business Services

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

The San Francisco State University Corporation Cost Allocation Plan for FY 2019-20 is approved:

DocuSigned by:

55B8D68471AA4B5... Date 03/16/2020 | 8:48 AM PDT

Jeff Wilson
Interim Vice President & Chief Financial Officer (CFO),
Administration & Finance

Filename: CAP_FY_2019-20.UCorp
ES/JK/DT/edc