Overview of the Sac State Budget Process

The budget process for Sac State is a lengthy process that involves multiple organizations. Each year, the process starts in October and is scheduled to end in September. The State drives the schedule for the university budget. It releases budget information and the university modifies its budget accordingly. The president typically releases the university’s final budget after the state budget has been passed.

The budget process includes three primary cycles. Each cycle will release new or updated budget information from the state to the university. The three cycles with their estimated schedules are:

1. Proposed budget (January)
2. Revised budget (May)
3. Final budget (July)

Each cycle generates activity at the university level as additional state and Chancellor’s Office information becomes available. Depending upon the budget situation, subsequent activity may occur outside of these three primary cycles. For each cycle, information flows from the state to the Chancellor’s Office and then to the university via these steps:

1. Governor issues a budget proposal or a budget revision which includes CSU budget information
2. CSU Chancellor’s Office interprets the State budget information and formulates allocations to the campuses via a Budget Memorandum
3. The university includes this information along with other projections to craft an initial budget or revise the current budget
4. **UBAC** recommends an Annual Budget Call to the president, which includes one or multiple scenarios (based on the initial budget)
5. President disseminates the “Call” to gather information from the division heads
6. The division heads collaborate with their respective areas and responds to the “Call”
7. UBAC reviews the “Call” information, meets with the division heads, and develops a budget recommendation to the president
8. If the May Revise or the Final Budget has significant changes, UBAC will reconvene to provide a revised budget recommendation to the president

Additional information about this process can be found on the CSUS Budget web page: [http://www.csus.edu/aba/budget/](http://www.csus.edu/aba/budget/)

The CSUS Budget web page also includes these references:
- [The 2013/2014 Annual Report and Expenditure Report](http://www.csus.edu/aba/budget/)
- [Budget Timeline](http://www.csus.edu/aba/budget/)
- [State Budget Process](http://www.csus.edu/aba/budget/)
- [Campus Organization Charts](http://www.csus.edu/aba/budget/)
- [Glossary of Terms](http://www.csus.edu/aba/budget/)