

# **GUIDELINES FOR UNIVERSITY FUNDS**

California State University, Sacramento

Effective with Executive Order 1000, the President was delegated authority and responsibility for the effective oversight of all state funds held by the University and all funds held in a fiduciary capacity. Additionally, the University's Chief Financial Officer (CFO) was designated by Executive Order 1000 as the primary campus financial officer in respect to administration of these delegations of authority and responsibility. Specific University employees are identified to have division, college, program, or department financial authority and responsibilities.

## **RESPONSIBILITIES**

Division Vice Presidents – It is the responsibility of the Vice Presidents to ensure funds for their division and units are used appropriately and legally, and not over-committed regardless of source. In the event of shortfalls, as determined by the official financial records of the University, the shortfall may be deducted from other division resources. In the event no appropriate division funds are available and the University is required to meet the commitment, the University will take steps to cover the shortfall.

Department Chairs, Deans, Directors and Program Administrators – In accordance with established law, state administrative and education code, Chancellor's Executive Orders, and Trustee and campus policy, individuals who have been delegated fiscal authority are responsible for the legal and appropriate use of those funds to meet University program needs, and for not over-committing available resources. If a fund manager anticipates a potential shortfall they need to work within their division to resolve the problem.

University Chief Financial Officer – The University Chief Financial Officer (CFO) and his/her designees are responsible for the administration of Executive Order 1000 and related policies. Addressing violation of Executive Order 1000 and related policies are at the discretion of the CFO in consultation with the division Vice President, other senior administrators, and as appropriate, the President.

## **RESOURCES**

The following are various resources that are available as guidelines/policies in expending most University funds. Depending on the source of the funds the guidelines/policies may not apply. When in doubt contact the appropriate Administrative and Business Affairs unit for direction.

[Signature Authorization Process](#) – This web-site tells how to find out who is authorized to make expenditures for a department and how to obtain authorization to make expenditures.

[Procurement Card Manual](#) – The manual provides guidelines in the use of the procurement card and how to process the monthly statement for payment; as well as, the responsibilities of the card holder and approving official.

[Procurement & Contracts Policy Manual](#) – The content of this policy manual is intended as a guideline to assist campus employees with the processing of their purchasing transactions for the campus.

[Stockless Supply Program](#) – This web-site tells you how to apply for and use this program to order office supplies.

[Accounts Payable Manual](#) – The content of this manual provides the users with guidelines in processing invoices for payment, making Direct Pay Request, obtaining reimbursement for Business Hospitality Expenses, travel expenses, and petty cash, etc.; basically the A – Z of making payments through the University.

[Budget Transfers and Expenditure Transfers](#) – Instructions and forms to request budget and expenditure transfers.

Policies: (note hyperlinks will need to be established)

- *Bank Accounts and Cash Management* (includes how to collect and deposit funds)
- *Business Related Hospitality Expenses*
- *Credit Card Acceptance*
- *Moving and Relocation Expense*
- *Non-State Funds, Accepting and Administering*
- [Special Consultant and Independent Contractors, Compensating](#)
- *Travel Authorization and Expense*
- [Unrelated Business Income Tax Policy](#)
- *Procurement Policy*
- *Public User Fee, Implementation of*
- [Vehicle Use on Official University Business](#)

## **OPERATING FUNDS**

### All Funds

Since most of the University's resources are public trust, care must be taken to ensure that they can be fully accounted for under any inquiry. For this reason, departments may be asked to document the purpose of a particular purchase or expense for approval and/or audit purposes. Inappropriate expenses will be disallowed and the department will have to identify other appropriate funding.

### General Operating Fund

The main source of the General Operating Fund is the State General Fund as an appropriation from the State of California. The fund also includes student fee revenue generated from fees charged to students for systemwide and campus mandatory fees, for materials and services used in state-supported course work, and for various materials,

services, or use of facilities provided by the University. The State appropriated funds and student revenue are considered to be public money and the main source that supports the campus' day-to-day operations. State law, administrative code and Trustee policy govern the use of these funds. **The State Constitution prohibits the making of a gift of any “public money or thing of value to any individual, municipal or other corporation whatever ...” (Article 16, Section 6, Public Finance).** These funds are approved each year by the Legislature and Governor, and allocated to the campus through the California State University Board of Trustees. The General Operating Fund is allocated through the campus budget process.

#### Lottery Fund

The sale of state lottery tickets provides supplemental funding for the California State University (CSU) campuses. Lottery funds must be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing of research or any other non-instructional purpose. The CSU Board of Trustees allocates funds annually to the campuses. The Lottery allocations to the campus are administered by Academic Affairs.

#### Self-Support Trust Funds

These are self-support programs that generate their own revenue from fees and services. Their funds must be used for the sole purpose of supporting their individual programs and facilities. The self-support programs include: the College of Continuing Education, Parking Fee Revenue (University Transportation and Parking Services), Housing Revenue, and the University Union.

#### Parking Fines and Forfeitures Fund

Revenue is received from citation fines (e.g. parking citations) and can only be used to support the administration of the citation program and for alternative transportation projects such as the Hornet Shuttle and the ride-share program.

#### Other Miscellaneous Trust Funds

Other mandatory registration fees such as the associated students, instructionally related activities, and other University activities such as program center services to off-campus entities, are deposited into individual trust fund accounts. Each fund can only be used for the specific purpose for which the fund was established.

### **CAPITAL COST FUNDS**

#### State Capital Outlay

Funding for this program is supplied by allocations from the State Legislature via revenue received from state taxes and bond sale proceeds (e.g. education bond issue). State Capital Outlay funds are used to build and renovate campus academic and administrative facilities, such as the Academic Information Resource Center and Science II. Expenditures for capital outlay fall into two groups:

- Major Capital Outlay – capital programs that cost over \$400,000 or state site acquisition projects.
- Minor Capital Outlay – construction projects whose estimated cost is \$400,000 or less

#### Non-State Capital Outlay Funds

Funding is generated by the California State University (CSU) sale of bonds on behalf of a recognized University enterprise (Parking, Housing, Health Services, Continuing Education) or auxiliary (University Enterprise, Inc., University Enterprises Development Group, Associated Student, Inc., Capital Public Radio, and the University Union). Non-state capital projects must be approved by the CSU Board of Trustees as described in Executive Order 876. The enterprise or auxiliary is responsible for retiring the debt for its on-state capital project. Non-state capital outlay projects include Parking Structure III, the new Bookstore, the proposed Recreation and Wellness Center and the new on-campus student housing project.

#### **ADMINISTRATION AND BUSINESS AFFAIRS UNITS**

Accounts Payable, Sequoia Hall – 311, Phone 86476

Accounting Services, Sequoia Hall – 311, Phone 87650

Budget Planning & Administration, Sacramento Hall Annex, Phone 83909

Procurement Services, Sequoia Hall – 317, Phone 87322

Student Financial Service Center, Lassen Hall – 1001, Phone 86736