

6. 2021-22 OPERATING FUND - ADMINISTRATION & BUSINESS AFFAIRS

Administration and Business Affairs (ABA) at Sacramento State is one of the University's chief support divisions, providing integrated and comprehensive administrative, business, financial, operational, and logistical support services to students, faculty, and staff.

ADMINISTRATION & BUSINESS AFFAIRS

OPERATING FUND SUMMARY

FY 2021-22

	FTE	Amount
Prior Year Carry Forward Balance		\$1,024,239

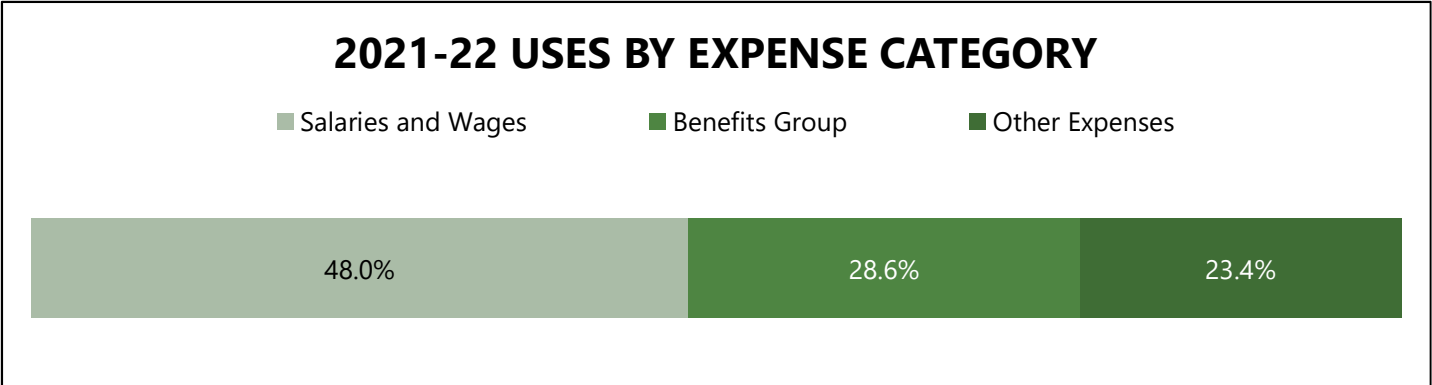
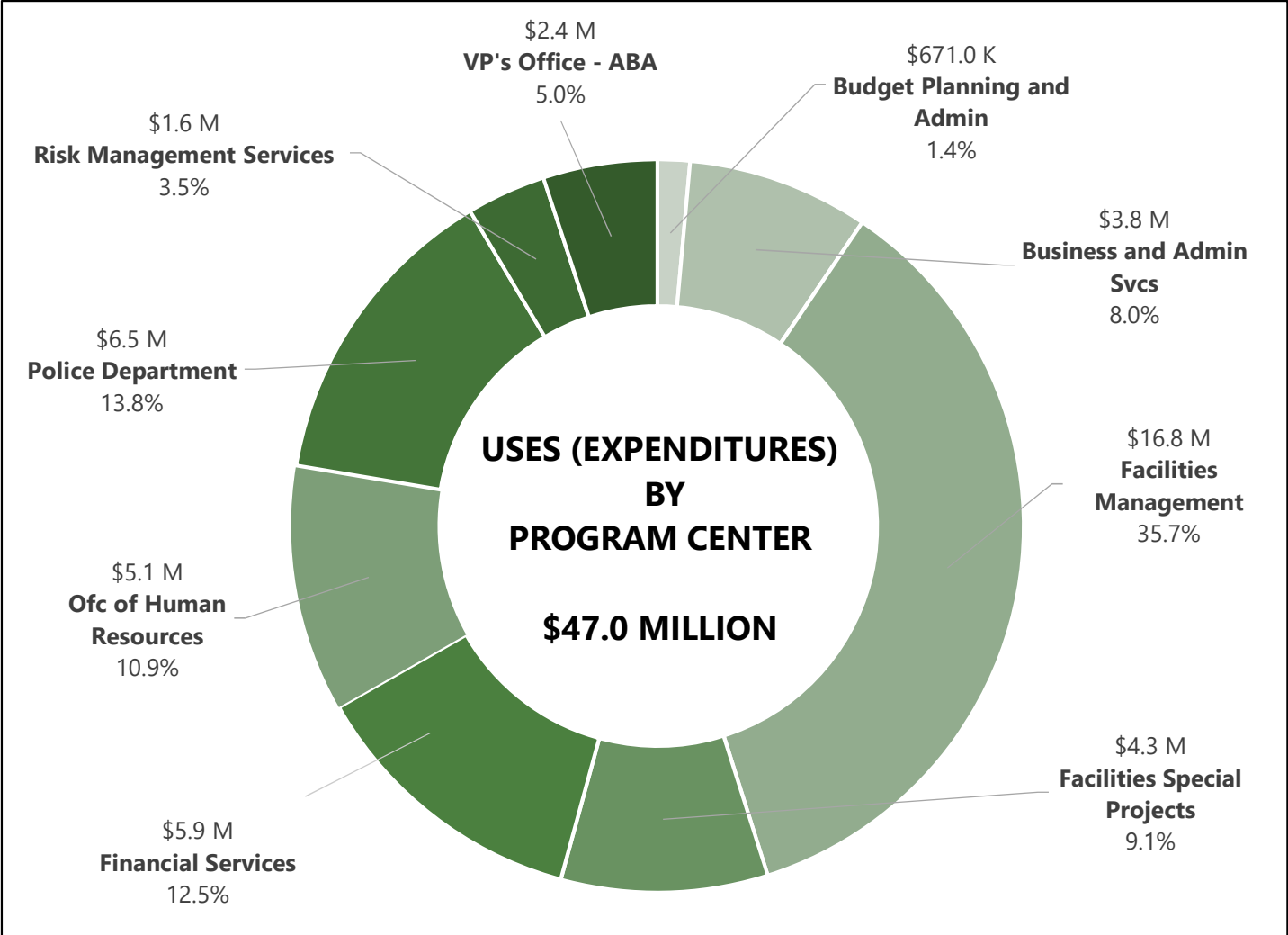
Sources (Budget)		
Initial Allocations		20,631,460
Prior Year Encumbrance Allocations		3,668,280
One-Time Allocations from University Reserves		2,275,907
Centrally Funded Compensation Increases		50,788
CO Cash Posting Orders		130,086
Benefits Allocations		13,461,154
Miscellaneous Budget Transfers		220,562
Revenue from Various Sources		8,602,514
Total Sources (Budget)		\$49,040,752

Uses (Expenditures) by Program Center		
Budget Planning and Admin	5.20	671,425
Business and Admin Svcs	23.64	3,774,925
Facilities Management	150.40	16,772,343
Facilities Special Projects	0.00	4,289,882
Financial Services	54.62	5,884,951
Ofc of Human Resources	40.29	5,113,061
Police Department	62.90	6,498,133
Risk Management Services	12.29	1,646,725
VP's Office - ABA	6.99	2,368,548
Total Uses (Expenditures) by Program Center	356.34	\$47,019,992

Uses (Expenditures) by Expense Category		
Regular Salaries and Wages	355.91	22,550,377
Work Study	0.42	12,381
Benefits Group		13,461,154
Communications		49,608
Utilities Group		1,151
Travel		70,283
Contractual Services Group		2,515,901
Information Technology Costs		684,428
Services from Other Funds/Agencies Group		275,300
Equipment Group		219,770
Misc. Operating Expenses		3,927,310
Operating Transfers Out		3,277,250
Expenditure Adjustments		(24,921)
Total Uses (Expenditures) by Expense Type	356.34	\$47,019,992

Budget Balance Available	
Prior Year Carry Forward Balance	1,024,239
Total Sources (Budget)	49,040,752
Total Uses (Expenses)	(47,019,992)
Year-End Encumbrances	(1,262,323)
Budget Balance Available	\$1,782,676

ADMINISTRATION & BUSINESS AFFAIRS USES (EXPENDITURES) FY 2021-22



ADMINISTRATION & BUSINESS AFFAIRS

EXPENDITURES & SALARIES BY PROGRAM CENTER

FY 2021-22

EXPENDITURE CATEGORIES*	PROGRAM CENTER									TOTAL
	Budget Planning and Admin	Business and Admin Svcs	Facilities Management	Facilities Special Projects	Financial Services	Ofc of Human Resources	Police Department	Risk Management Services	VP's Office - ABA	
Regular Salaries and Wages	\$424,113	\$1,549,783	\$8,489,527		\$3,430,867	\$3,001,052	\$4,051,727	\$988,769	\$614,537	\$22,550,377
Work Study		1,443			6,108	4,830				12,381
Benefits Group	240,290	981,326	5,772,506		2,158,153	1,704,303	1,744,530	594,989	265,056	13,461,154
Communications			38,444		(75)		11,240			49,608
Travel		1,086	0				65			1,151
Library Acquisitions	1,537	5,800	5,074		24,330	4,340	19,082	4,708	5,412	70,283
Contractual Services Group		10,109	449,803	1,952,861	14,698	6,737	10,610	4,062	67,020	2,515,901
Information Technology Costs	10	31,366	83,720		138,565	22,815	240,891	6,216	160,847	684,428
Services from Other Funds	643	32,030	17,461	12,535	66,019	50,554	74,895	9,582	11,579	275,300
Equipment Group		1,528	134,752	69,643			13,847			219,770
Misc. Operating Expenses	4,832	1,160,454	1,784,895	182,593	57,287	318,429	331,246	38,398	49,176	3,927,310
Operating Transfers Out				2,072,250					1,205,000	3,277,250
Expenditure Adjustments			(3,839)		(11,002)				(10,080)	(24,921)
TOTAL EXPENDITURES	\$671,425	\$3,774,925	\$16,772,343	\$4,289,882	\$5,884,951	\$5,113,061	\$6,498,133	\$1,646,725	\$2,368,548	\$47,019,992

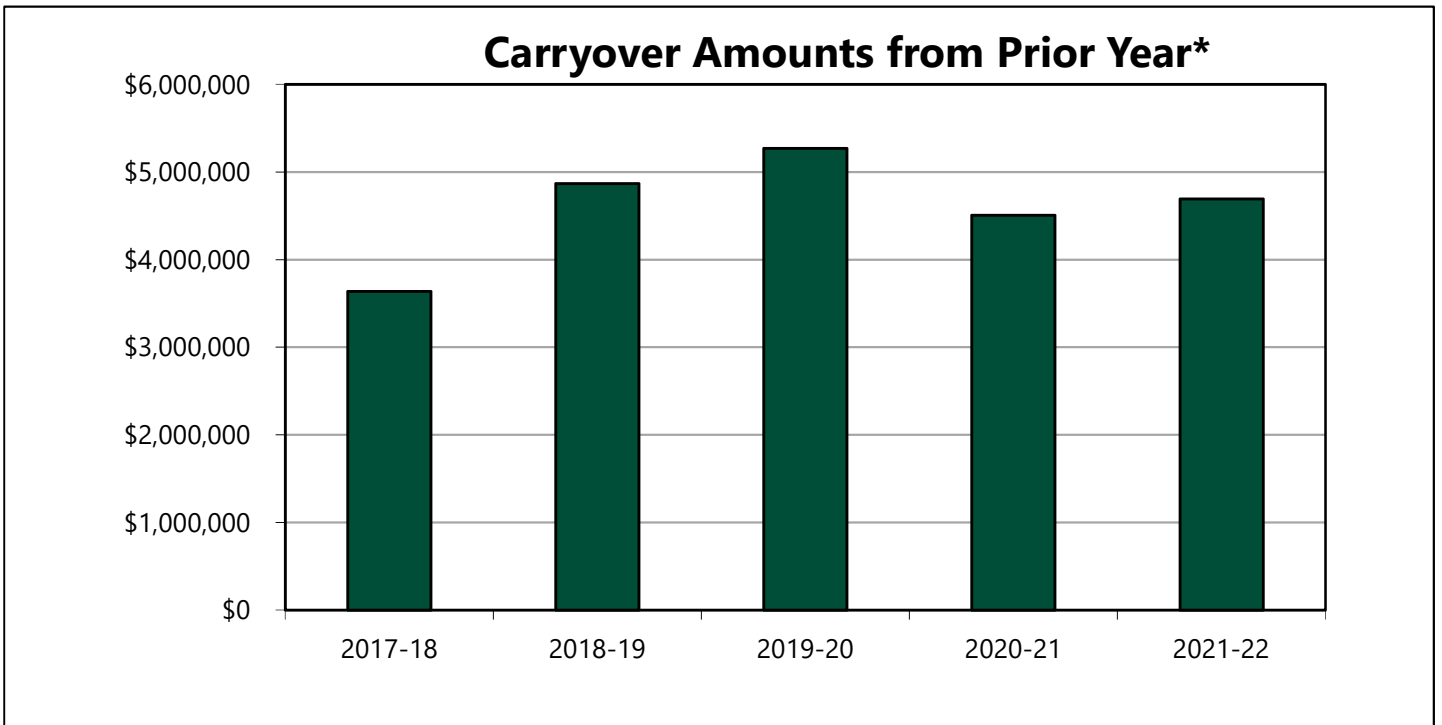
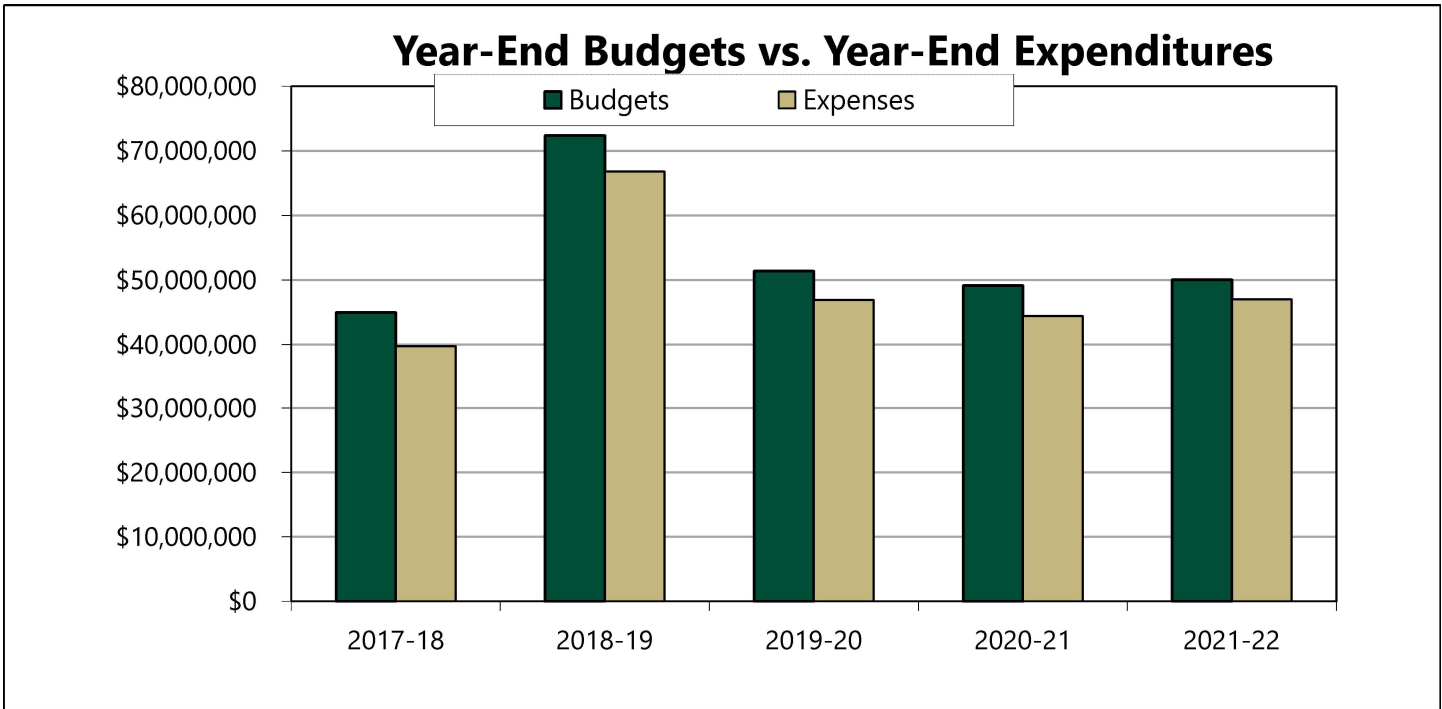
* Additional expenditure details can be found in the Appendix.

SALARY CATEGORIES	PROGRAM CENTER									TOTAL
	Budget Planning and Admin	Business and Admin Svcs	Facilities Management	Facilities Special Projects	Financial Services	Ofc of Human Resources	Police Department	Risk Management Services	VP's Office - ABA	
Academic Salaries	\$10,000	\$0	\$12,705		\$9,881	\$24,295	\$100,543	\$0	\$13,072	\$170,496
<i>Annualized FTE</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>-0.01</i>
Management & Supervisory	162,396	509,077	937,352		892,719	922,261	647,269	449,090	351,136	4,871,300
<i>Annualized FTE</i>	<i>1.00</i>	<i>4.70</i>	<i>10.17</i>		<i>8.94</i>	<i>8.16</i>	<i>4.83</i>	<i>3.92</i>	<i>2.27</i>	<i>43.99</i>
Overtime			301,760		12,665	1,881	146,065	17	40	462,428
<i>Annualized FTE</i>			<i>0.00</i>		<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Student Assistants		29,578	76,888		17,259	32,991	564,634	8,423	31,158	760,929
<i>Annualized FTE</i>		<i>0.98</i>	<i>2.54</i>		<i>0.57</i>	<i>1.07</i>	<i>18.62</i>	<i>0.27</i>	<i>0.99</i>	<i>25.04</i>
Support Staff	251,717	1,011,129	7,160,822		2,498,344	2,019,624	2,593,217	531,239	219,131	16,285,223
<i>Annualized FTE</i>	<i>4.20</i>	<i>17.91</i>	<i>137.71</i>		<i>44.91</i>	<i>30.88</i>	<i>39.44</i>	<i>8.10</i>	<i>3.74</i>	<i>286.89</i>
TOTAL SALARY EXPENSE	\$424,113	\$1,549,783	\$8,489,527	\$0	\$3,430,867	\$3,001,052	\$4,051,727	\$988,769	\$614,537	\$22,550,377
<i>Total Annualized FTE</i>	<i>5.20</i>	<i>23.59</i>	<i>150.40</i>	<i>0.00</i>	<i>54.42</i>	<i>40.11</i>	<i>62.90</i>	<i>12.29</i>	<i>6.99</i>	<i>355.91</i>

ADMINISTRATION & BUSINESS AFFAIRS

OPERATING FUND

Multi-Year Summaries



* The amounts reflected in the graph above include carryover amounts from the prior fiscal year. These are listed as Prior Year Carryover and Prior Year Encumbrances in the table below.

ADMINISTRATION & BUSINESS AFFAIRS

OPERATING FUND

Multi-Year Summaries

Description	2017-18	2018-19	2019-20	2020-21	2021-22
Prior Year Carryover *	\$2,634,318	\$2,996,333	\$3,842,916	\$2,965,351	\$1,024,239
Prior Year Encumbrances	1,004,038	1,871,226	1,425,430	1,542,044	3,668,280
Initial Baseline	16,835,363	17,788,879	21,213,452	19,459,596	20,631,460
Misc Budget Entries**	24,498,915	49,701,593	24,916,561	25,173,978	24,741,011
Year End Budget	\$44,972,634	\$72,358,031	\$51,398,360	\$49,140,969	\$50,064,991
Year End Expenditures	(39,734,194)	(66,817,147)	(46,890,965)	(44,448,449)	(47,019,992)
Year End Encumbrances	(1,871,226)	(1,399,324)	(1,542,044)	(3,668,280)	(1,262,323)
Budget Balance Available	\$3,367,214	\$4,141,560	\$2,965,351	\$1,024,239	\$1,782,676

* The "Prior Year Carryover" amount may not tie to the previous year's "Budget Balance Available." This would occur if the budget balance exceeds the 6 percent carryover maximum (the excess is transferred to central reserves) or if organizational changes occurred.

** Includes funding for staff-related benefits and compensation adjustments, one-time allocations and budget transfers.