



6. 2020-21 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 2020-21

	FTE	Amount
Prior Year Carry Forward Balance		\$2,965,351

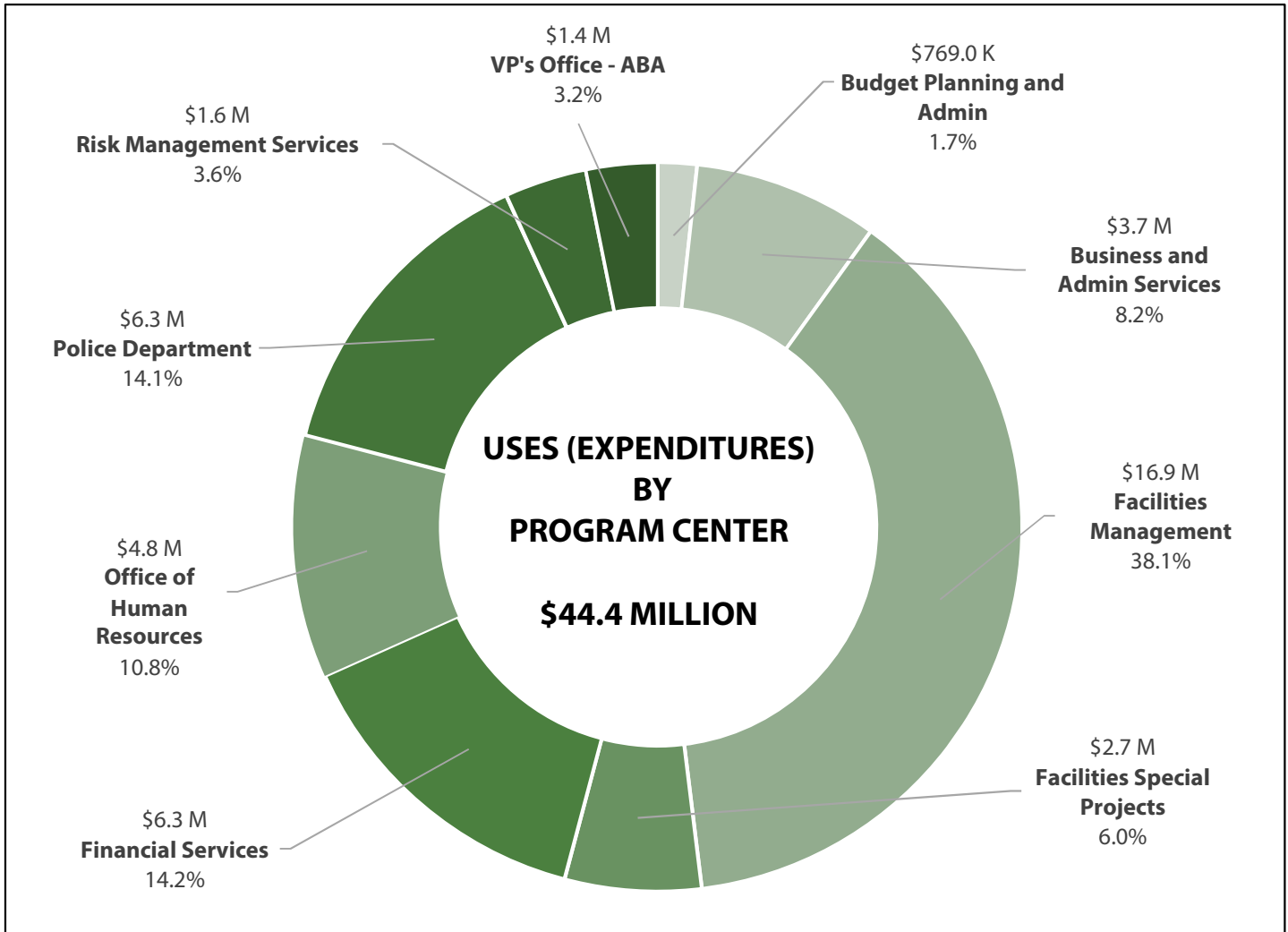
Sources (Budget)		
Initial Allocations		19,459,596
Prior Year Encumbrance Allocations		1,542,044
One-Time Allocations from University Reserves		200,000
Centrally Funded Compensation Increases		245,930
CO Cash Posting Orders		220,472
Benefits Allocations		14,063,337
Miscellaneous Budget Transfers		169
Revenue from Various Sources		10,444,070
Total Sources (Budget)		\$46,175,617

Uses (Expenditures) by Program Center		
Budget Planning and Admin	6.00	768,731
Business and Admin Svcs	24.88	3,650,244
Facilities Management	149.49	16,945,646
Facilities Special Projects	0.00	2,688,675
Financial Services	59.73	6,305,222
Ofc of Human Resources	38.88	4,779,124
Police Department	71.85	6,279,929
Risk Management Services	11.85	1,620,056
VP's Office - ABA	7.79	1,410,822
Total Uses (Expenditures) by Program Center	370.47	\$44,448,449

Uses (Expenditures) by Expense Category		
Regular Salaries and Wages	370.47	23,177,810
Benefits Group		14,088,201
Communications		42,677
Utilities Group		163
Travel		2,409
Contractual Services Group		2,107,469
Information Technology Costs		328,757
Services from Other Funds/Agencies Group		316,120
Equipment Group		478,183
Misc. Operating Expenses		2,901,662
Operating Transfers Out		1,042,000
Expenditure Adjustments		(37,001)
Total Uses (Expenditures) by Expense Type	370.47	\$44,448,449

Budget Balance Available	
Prior Year Carry Forward Balance	2,965,351
Total Sources (Budget)	46,175,617
Total Uses (Expenses)	(44,448,449)
Year-End Encumbrances	(3,668,280)
Budget Balance Available	\$1,024,239

ADMINISTRATION & BUSINESS AFFAIRS USES (EXPENDITURES) FY 2020-21



2020-21 USES BY EXPENSE CATEGORY

■ Salaries and Wages
 ■ Benefits Group
 ■ Other Expenses



ADMINISTRATION & BUSINESS AFFAIRS

EXPENDITURES & SALARIES BY PROGRAM CENTER

FY 2020-21

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	\$477,119	\$1,578,443	\$8,852,933		\$3,733,517	\$2,879,869	\$3,962,078	\$997,884	\$695,966	\$23,177,810
Benefits Group	289,240	990,633	5,892,346		2,347,074	1,706,016	1,908,900	599,711	354,281	14,088,201
Communications		113	34,745		(48)		7,769	97		42,677
Utilities Group			113				50			163
Travel		0	1,550		846		22		(10)	2,409
Contractual Services Group		21,560	405,975	1,588,766	8,432	3,724	7,953	1,775	69,285	2,107,469
Information Technology Costs	600	34,114	44,504		109,515	5,566	122,054	6,498	5,906	328,757
Services from Other Funds	446	11,932	22,850	54,740	47,099	48,779	80,654	1,838	47,783	316,120
Equipment Group		16,734	420,549	9,203			24,917	6,781		478,183
Misc. Operating Expenses	1,326	997,586	1,283,445	191,407	66,953	135,069	165,533	22,734	37,610	2,901,662
Operating Transfers Out				842,000					200,000	1,042,000
Expenditure Adjustments		(870)	(13,364)	2,560	(8,166)	100		(17,261)		(37,001)
TOTAL EXPENDITURES	\$768,731	\$3,650,244	\$16,945,646	\$2,688,675	\$6,305,222	\$4,779,124	\$6,279,929	\$1,620,056	\$1,410,822	\$44,448,449

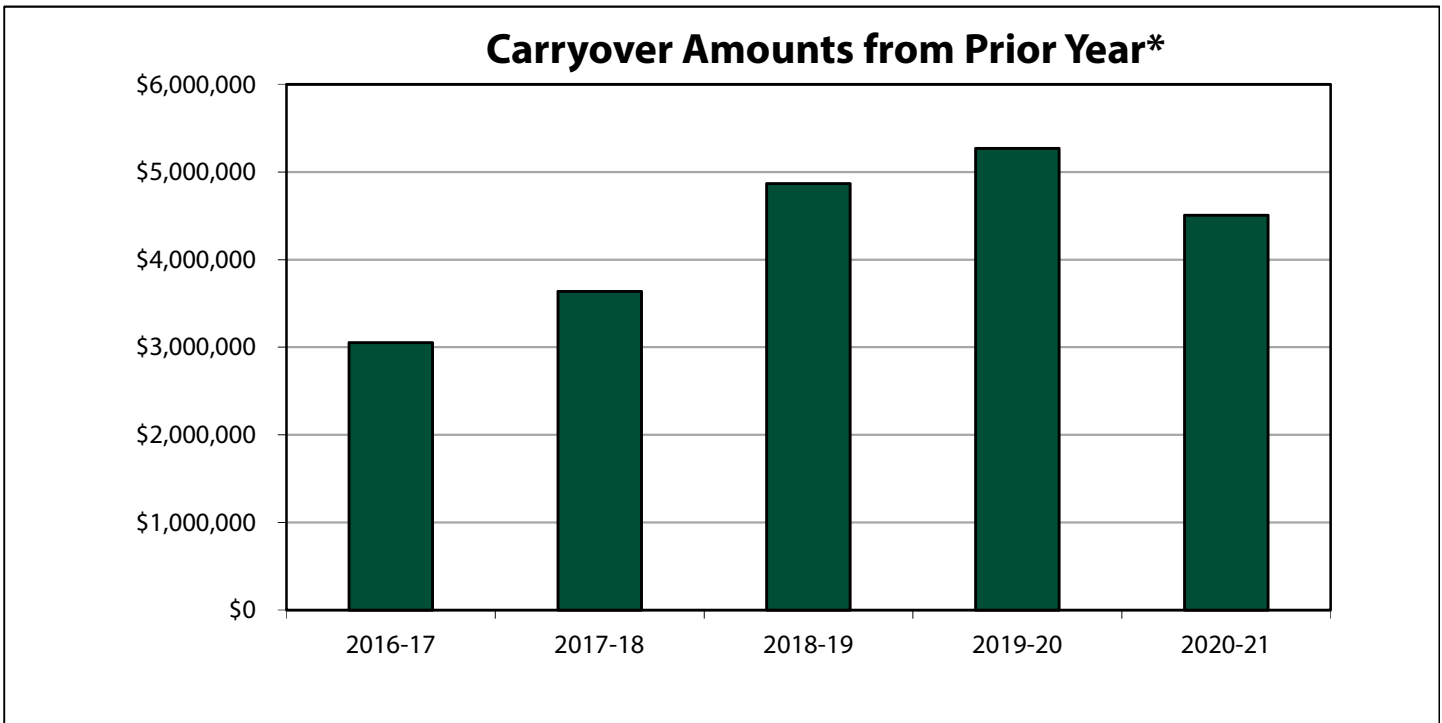
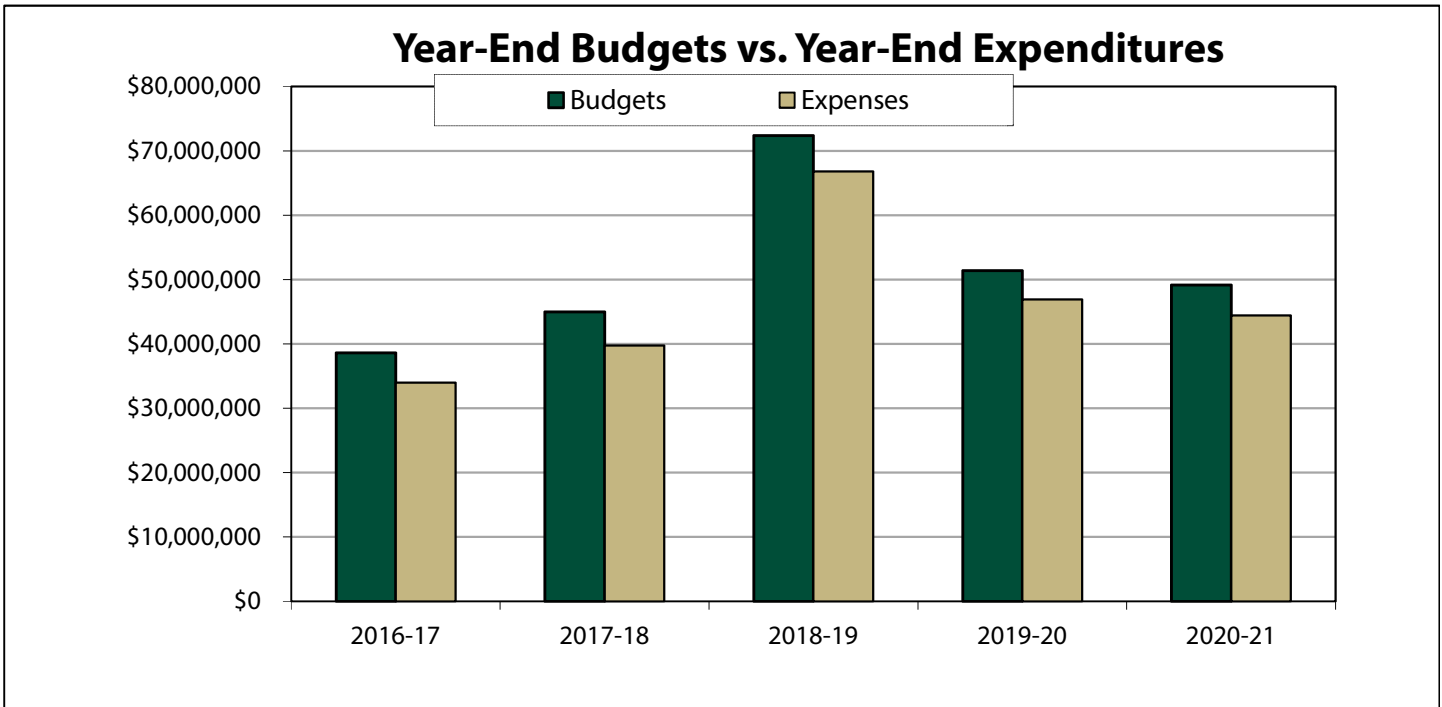
* Additional expenditure details can be found in the Appendix.

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			\$1,500		\$6,500	\$18,825	\$4,389			\$31,214
Annualized FTE			0.00		0.00	0.02	0.00			0.02
Management & Supervisory	159,996	545,964	1,111,570		965,600	917,369	646,588	453,096	484,806	5,284,988
Annualized FTE	1.00	5.00	11.99		9.11	8.00	5.33	4.00	3.70	48.13
Overtime		341	195,398		2,504	370	97,109			295,723
Annualized FTE		0.00	0.00		0.00	0.00	0.00			0.00
Student Assistants		33,876	72,673			17,295	543,308		31,833	698,984
Annualized FTE		1.24	2.62			0.56	24.86		1.09	30.36
Support Staff	317,123	998,262	7,471,793		2,758,913	1,926,010	2,670,684	544,788	179,327	16,866,900
Annualized FTE	5.00	18.64	134.89		50.62	30.31	41.66	7.85	3.00	291.96
TOTAL SALARY EXPENSE	\$477,119	\$1,578,443	\$8,852,933	\$0	\$3,733,517	\$2,879,869	\$3,962,078	\$997,884	\$695,966	\$23,177,810
Total Annualized FTE	6.00	24.88	149.49	0.00	59.73	38.88	71.85	11.85	7.79	370.47

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	2016-17	2017-18	2018-19	2019-20	2020-21
Prior Year Carryover *	\$1,751,096	\$2,634,318	\$2,996,333	\$3,842,916	\$2,965,351
Prior Year Encumbrances	1,300,874	1,004,038	1,871,226	1,425,430	1,542,044
Initial Baseline	16,075,903	16,835,363	17,788,879	21,213,452	19,459,596
Misc Budget Entries**	19,496,496	24,498,915	49,701,593	24,916,561	25,173,978
Year End Budget	\$38,624,369	\$44,972,634	\$72,358,031	\$51,398,360	\$49,140,969
Year End Expenditures	(33,997,420)	(39,734,194)	(66,817,147)	(46,890,965)	(44,448,449)
Year End Encumbrances	(1,004,038)	(1,871,226)	(1,399,324)	(1,542,044)	(3,668,280)
Budget Balance Available	\$2,634,318	\$3,367,214	\$4,141,560	\$2,965,351	\$1,024,239

* 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.