

2020/21 Annual Budget Call – Data Input Instructions

Instructions:

The following forms are required for the Annual Budget Call:

- 1 - Scenario Spreadsheet
- 2 - Impact to Divisions Scenarios
- 3 - Unspent Carry Forward Funds
- 4 - All University Expenses (AUEs)
- 5 - One-time Project List
- Division Narrative Summary

01 - SCENARIO Spreadsheet

Summary Tab - For the SCENARIO spreadsheet, the “Summary” tab displays your current year 2019-20 Projections and the one budget scenario being proposed in this year’s budget call. This “Summary” tab spreadsheet summarizes the expenses you will populate on the “Expenses” tab. The “Summary” tab is for display purposes only as the changes will come from other tabs.

Expenses Tab - The Expenses Tab allows you to populate what you anticipate your expense changes will be in the coming 2020-21 Budget Year. Complete the “yellow” cells only.

Under the Scenario Adjustments column, enter the changes for both the dollar and FTE amounts. The sum of your changes by college and account must equal the total amount for each scenario. Given our current assumptions, divisions must submit a scenario that achieves a negative 10.0% reduction in their budget for 2020-21.

02 - Impacts to Divisions Scenarios

To gain additional feedback on divisional effects for the 2020-21 fiscal year. Complete the form by listing the information requested to achieve targeted scenario amounts by prioritizing your changes and by listing the impacts to the divisions; as noted on the spreadsheet for the 10.0% budget reduction scenarios. You may include both reductions and additions to expenses, but the net must equal the dollar change amount for the scenario.

03 - Division Carry Forward Expenditure Plan

Project your 2019-20 carry forward balance by completing the table at the top of the page. Next, explain the status of your carry forward funds as well as your plan for utilizing the funds by answering the questions listed on the form. The Chancellor’s Office will be reviewing the campus carry forward fund balances. Accurate documentation of planned expenditures for carry forward funds by divisions will yield a plan that can be communicated to the Chancellor’s Office for optimal usage of campus resources.

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- Review Campus Carry Forward policy at:
 - <http://www.csus.edu/umanual/admin/adm-0159.htm>
- Review CSU Carry Forward Funds Policy
 - <http://www.calstate.edu/icsuam/documents/Section2000.pdf>

04 - All University Expenses (AUEs) Excel Spreadsheet

For the AUE Excel spreadsheet,

- Populate the new proposed 2020/21 Budget Requested amount in the yellow column.
- The AUE Description/Purpose column has been pre-populated. The description in this cell will be published in the Annual Report; please update any changes to the section as necessary. If the cell is updated, please indicate the update by selecting “Y” in the Description Updated column; it will default to “N”.
- For any new AUE requests, you will need to populate the cell in the “Description” column with the new AUE’s description and purpose.
- If requesting an increase to an AUE, please provide an explanation for the increase in the comments column and provide any supporting documentation to justify the increase. These comments will not be published in the Annual Report but will be viewable by UBAC.

05 - One-Time Projects List

Divisions should only list critical or urgent one-time projects that are \$50K or greater for consideration. Additionally, divisions may list projects that are either internally funded by the division or funded by other sources for informational purposes.

Division Narrative Summary

When writing your divisional narrative, please refer to the President’s priorities as described in his Budget Call Memorandum.

Provide information as it relates to the following items:

- What operational efficiencies do you plan to implement?
- What cost effective measures will you implement to assist during this fiscally challenging time?
- What programs will be affected by your reduction?
- Please also consider in your decision-making, how we will continue to progress in reducing time to degree and maintaining our commitment to diversity, inclusion, and equity.
- What are some of the innovative and new ideas you want to employ (e.g., things that produce results) or have employed and are working well?
- What opportunities have you taken to reevaluate, reorganize, or reprioritize your programs?