

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 of 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.

Budget activity occurs throughout these cycles. Depending upon the budget situation, additional activity may occur outside of these three primary cycles. As budget details are introduced, it may trigger University divisions, Colleges, and program centers to have on-going discussions to plan or update their priorities and budget needs.

In each cycle, information flows from the State to the Chancellor's Office and then to the University via these steps:

1. CSU formulates a budget via approval from the Board of Trustees.
2. Chancellor's Office works with the legislature and Department of Finance to integrate the CSU's budget into the State's budget.
3. Governor issues his January Budget Proposal which includes CSU budget information.
4. CSU interprets the State budget information and formulates allocations to the campuses via a Budget Memorandum.
5. The University includes this information along with other projections to craft an initial budget.
6. UBAC then meets to recommend scenario(s) to the president through an Annual Budget Call.
7. President sends out a call to gather information from the division heads.
8. The division heads communicate with their areas to respond to the call.
9. UBAC meets reviews the call information, meets with the division heads and develops a budget recommendation to the president.
10. If the May Revise provides a very different budget, UBAC will reconvene to provide a revised budget recommendation to the president.
11. The same steps as above will occur if the final budget is different.

Additional information about this process can be found in the Annual Report on the Sac State Budget web page. The Sac State Budget web page can be found at this [link](#). The link to the entire Annual Report is [here](#).