

GLOSSARY

as of 11/28/16

Term	Definition
ALLOCATION	A distribution of funds or an expenditure limit established for an organizational unit or function.
ALL UNIVERSITY EXPENSES (AUE)	Budget that is allocated to a division to cover expenditures that are restricted to a specific type of expense and cannot be used for any other purpose. Costs are ongoing in nature and have university wide implications that are beyond the normal scope of operations for any one division, program center, or department. Due to the nature of the expense, the division has very little control over the expenditures (e.g. utility or insurance premium costs). Permanent salaried positions should not be included in this category because these costs are controllable by the division.
APPROPRIATION	An authorization to make expenditures or incur liabilities from a specific fund source. The University receives a General Fund appropriation annually from the State of California. Appropriations made by other legislation are generally available for three years, unless otherwise specified, and appropriations stating "without regard to fiscal year" (continuous appropriations) shall be available from year to year until expended. Legislation or the California Constitution can provide continuous appropriations, and the voters can also make appropriations.
BASELINE BUDGET	At Sacramento State, a 'Baseline Budget' is the amount of University's General Operating Fund budget that is the permanent funding base for a Division or a Line Item. Since we budget incrementally, baseline budgets can be adjusted at the beginning of the budget year for program or funding changes, and in the middle of the budget year for items such as salary increase actions. The baseline <i>excludes</i> any one-time funds made available to the organizational unit or line item (i.e., prior year carry forward or fiscal year funding such as an allocation from the University Reserve).
BEGINNING BUDGET OR INITIAL BUDGET	This is the baseline budget from the prior year plus any baseline changes that are part of the initial budget. Includes permanent changes and allocations only; does not include any one-time funds.
BUDGET	A plan of operation expressed in terms of financial or other resource requirements for a specified period of time. At Sac State, we have annual operating budgets, and make <i>incremental</i> budget changes at the Division level. We also <i>decentralize</i> the budget management responsibilities.
BUDGET ACT	An annual statute (law) authorizing State departments to expend appropriated funds for the purposes stated in the Governor's Budget and amended by the Legislature.
BUDGET LINE ITEM	Specific funding line in a budget that is identified separately. Often used in conjunction with a category referred to as 'All University Expenses' or 'Mandatory Expenses' such as 'Benefits Costs', 'Vehicle Insurance' or 'Utilities'. It could also refer to a Program Center (College of Arts and Letters, Library, or Enrollment Services, for example).
BUDGET BALANCE AVAILABLE (BBA)	Formulaic calculation which identifies the unused portion of the budget at the division, program center, or department level. The calculation takes the budget less expenditures less encumbrances to arrive at the balance available for a specific period of time.
CARRY FORWARD FUNDS	Non-recurring funds that are used in the current fiscal year. These funds are not permanent or ongoing.
DECENTRALIZED BUDGETING	Management of allocated resources are delegated along organizational lines from the president to the provost/vice presidents, to colleges/program center managers, to departments.
DEFICIT	An excess of expenditures over revenues during an accounting period.
ENCUMBRANCE	The commitment of part or all of an appropriation by a governmental unit for goods and services not yet received. These commitments are expressed by such documents as purchase orders, contracts, and future salaries, and cease to be encumbrances when they are paid or otherwise canceled.
EXPENDITURE	Where accounts are kept on a cash basis, the term designates only actual cash disbursements. For individual departments, where accounts are kept on an accrual or a modified accrual basis, expenditures represent the amount of an appropriation used for goods and services ordered, whether paid or unpaid.
FEE WAIVER	Programs authorized by the CSU Trustees or the State of California to excuse identified students from paying all or part of registration fees due to the University. Examples of fee waiver include: employee fee waivers, 60+ fee waivers, veterans fee waivers, etc.
TUITION OR FEES	Student fees are governed by CSU Trustee Policy (Executive Order 1054). Trustees set the State Tuition Fees and the Non-Resident Tuition Fee, and delegate to the campus the authority to propose and establish other mandatory and non-mandatory student fees. Such fees include miscellaneous course fees, student body fees (ASI), and fees for student union, parking, instructionally related activities, recreation, continuing education, health services, transcripts and the like. Mandatory fees are collected at time of registration from all enrolled students who do not have a fee waiver. Non-mandatory (user) fees are collected from students who use the service provided. Revenues from the State University Fee, Non-Resident Tuition and some miscellaneous fees are included in the campus budget under "Sources of Funds". The use of other student fees are designated at the time they are established (student body fee, university union, parking, housing, etc.)

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FTES	Full-Time Equivalent Students. This is a calculation taking the total units enrolled per semester and dividing it by 15 units for undergraduate students or 12 units for graduate students. Prior to 2006/07, the FTES calculation for all students was based on 15 units. The 2006/07 change in the calculation is referred to as ' rebenched ' FTES. Although the FTES calculation was rebenched at the start of 2006/07, no additional funds were allocated to the CSU or to the campuses for rebenched FTES <u>generated prior to the 2006/07 enrollment growth</u>
FTES - Budgeted FTES	The number of FTES to be served by the campus for that academic and fiscal year. The campus is allocated additional State General Fund appropriation dollars for each additional Budgeted FTES. Effective with the 2006/07 academic and fiscal year, only resident FTES count toward meeting the Budgeted FTES target. This was imposed by the State Department of Finance so that General Fund appropriations were not allocated to cover the instructional cost for non-resident students. Non-resident students pay a per-unit non-resident tuition fee in addition to the other mandatory registration <u>fees paid by resident students. Currently the non-resident tuition fee is \$372/unit</u>
FUND	A legal entity that provides for the segregation of moneys or other resources in the State Treasury for obligations in accordance with specific restrictions or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities, reserves, and balance, as well as its income and <u>expenditures.</u>
GENERAL FUND (GF)	The predominant fund for financing state government programs, used to account for revenues which are not specifically designated to be accounted for in any other fund. The primary sources of revenue for the General Fund are the personal income tax, sales tax, and bank and corporation taxes. The major uses of the General Fund are education (K-12 and higher education), health and human service <u>programs, youth and adult correctional programs, and tax relief</u>
GENERAL OPERATING FUND	Main departmental fund for the campus expenditures. This fund includes a combination of General Fund (state appropriations), systemwide mandatory student tuition and other fees, and other revenue that reimburses or supports General Operating Fund supported activities and expenditures. Expenditures include salaries, benefits, student grants, operational costs, equipment, maintenance and <u>repair costs, enrollment funding and other campus related expenditures.</u>
INCREMENTAL BUDGETING	Assumes a 'permanent base' will remain the same from year to year unless funds are added to or taken away from the base as part of the campus budget process. Campus wide budget allocations are made to the Division level (i.e., to the provost, vice presidents, and All-University Expense lines (Designated Line Items, Mandatory Cost Line Items, etc.), which in turn allocate budgets to colleges/program <u>centers, which in turn allocate budgets to departments</u>
SALARY SAVINGS	The difference between what the division, program center or department budgets for a position and what the incumbent is making. At Sac State, the division, program center or department establishes the budget for each position from its pool of allocated funds, and if an incumbent is hired at a different rate, the division, program center, or department manages the difference (either surplus or deficit). The annual CSU process to adjust the funding level of each existing position to that of the incumbent (known as the Schedule 8, 7A and 2) was discontinued in the early 1990's when the State stopped using the Orange Book budget formulas to allocate funds to the CSU. Through its annual budget process, the University provides additional funding to divisions for individual faculty promotions, staff reclassifications initiated during the annual classification call, and bargaining unit negotiated salary increases. The University also allocates funds to divisions for other specified purposes, including new positions. Divisions, program centers, and departments have the authority and responsibility to maintain sufficient funding for employees and to utilize salary savings generated by personnel changes. The University does not collect and redistribute salary savings from divisions,
SPECIAL FUNDS	Any fund created by statute that must be devoted to some special use in accordance with that statute. Special fund is also used to refer to "governmental cost funds" (other than General Fund), commonly defined as those funds used to account for revenues from taxes, licenses and fees where the use of such revenues is restricted by law for particular functions or activities of government. Sometimes the term is used to refer to all other funds besides the General Fund. For Sacramento State, examples of special funds include the Parking, Housing, Student Union, Student Health Center, Lottery, Continuing Education, etc.
STATE FISCAL YEAR	The period beginning July 1 and continuing through June 30.
STATUTE	A written law enacted by the Legislature and signed by the Governor (or a vetoed bill overridden by two-thirds vote of both houses), usually referred to by its chapter number and the year in which it is enacted. Statutes that modify a State Code are "codified" into the respective Code (e.g., Government Code, Health & Safety Code).
STRUCTURAL DEFICIT	When ongoing commitments defined as baseline allocations are greater than renewable resources defined as State Appropriations plus budgeted student fees.
SUG	Stands for State University Grants. Terminology was renamed; see "Tuition Fee Discounts."

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TUITION FEE DISCOUNTS	Tuition Fee Discounts reflect CSU foregone revenue and General Fund grant appropriations. These discounts are the one-third set aside of the total projected revenue from increases in the State University Fee rates and are required to cover the tuition cost for the neediest of students. This term supplants what was formerly called State University Grants or SUG.
YEAR END BUDGET	General Operating Fund baseline budget plus any permanent (baseline) or one-time General Operating Fund changes that occurred throughout the year (increases and decreases). The Year-End Budget includes one-time carry forward funds from the prior year.