




**OFFICE OF THE ASSISTANT VICE PRESIDENT
BUDGET PLANNING & ANALYSIS**

DATE: September 1, 2023 BPA #23-01

TO: President & Vice Presidents
Divisional Budget Officers

FROM: Carol L. Lee
Assistant Vice President, Budget Planning & Analysis

Anne-Marie Larrabure 
Director, Budget Planning & Analysis

SUBJECT: FY 2023-24 Base Budget Allocations

ATTACHMENTS: BPA #23-01 (A – E)

UPCOMING BUDGET DUE DATES (due to Budget Planning & Analysis)

Detail position reports are due by **September 29, 2023**
Division Budget Journal Import Submissions are due by **September 29, 2023**

Budget Allocations

To support the campus operating units with their recurring costs, we continue to take a phased approach this year to budget allocations. The FY23-24 Undesignated base budget includes the ending base funding from FY22-23, adjustments for transfers related to organizational shifts or reclasses, and the In-Range Progression (IRP) approved for allocation. Allocations for Designated funds include new base allocations for Basic Needs and Graduation Initiative 2025. Fees base allocations are estimated based on enrollment or historical trends. Fee revenues and benefit costs will be reconciled at year end.

Detailed explanations are provided in the following budget attachments. A position listing for IRP will be provided separately to each division.

- Attachment A: Base Budget Allocations
- Attachment B: In-Range Progression
- Attachment C: Designated Base Allocations
- Attachment D: Fees Base Allocations
- Attachment F: Lottery

Budget Deliverables

As this is the transition year to migrate position details from Excel to Questica, we plan to build the personnel budget lines using the detail position report you provide to us. Budget for non-personnel lines will be posted the same way as in the past. We will follow up with more information regarding how to maintain the detail position report in Questica.

- 1) **Detail Position Report:** Finalize the shared Excel spreadsheet by September 29, 2023. Your position budget detail becomes your operating budget for personnel budget lines. Budget Planning & Analysis (BPA) will update Questica and generate budget journals for these personnel lines; therefore, you DO NOT need to include them in your Budget Journal Import Template.
- 2) **Budget Journal Template:** To populate the FY23-24 operating expense budget (O/E non-personnel lines), submit a [Budget Journal Import Template](#) using the [Smartsheet link](#) by September 29, 2023. Student assistants, special consultants, etc., not included in the detail position report in Step 1) or otherwise budgeted as lump sum should be included in your Budget Journal Template. To avoid duplication, personnel costs budgeted at the position level should follow Step 1) and should NOT be included in your Budget Journal Template.
- 3) **Validation:** Please ensure that the total of Step 1) base portion and Step 2) equals your base allocation amount by designation.

If you have any questions, feel free to contact us.



Attachment A: FY23-24 Base Budget Allocation Memo

BPA #23-01

9/1/2023

	Undesignated								Designated	Fees	23-24 Base Grand Total
	22-23				23-24				(9)	(10)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
	Base Allocation as of March	Q4 Base Allocation	IRP Allocation	22-23 Base Budget Allocation	Base Allocation Transfers	IRP Benefits Reclass	Q1 IRP Allocation	23-24 Base Budget Allocation	23-24 Base Designated	23-24 Fees Allocation	
			Attachment B			Attachment B	Attachment B		Attachment C	Attachment D	
Office of the President	5,673,643	(4,569)	33,311	5,702,385	4,194,081	(5,759)	3,656	9,894,363	101,311	-	9,995,674
Academic Affairs	119,538,616		270,306	119,808,922		(7,367)	251,089	120,052,644	15,434,102	4,743,694	140,230,440
Administrative Affairs	24,859,115	112,390	167,504	25,139,009	(3,305,197)	-	26,675	21,860,487	-	2,500	21,862,987
IT&IP	12,754,039		71,771	12,825,810		-	75,584	12,901,394	112,304	2,766,005	15,779,703
Student Affairs	7,912,862		116,874	8,029,736		(32,964)	47,159	8,043,931	4,458,714	11,361,446	23,864,091
University Advancement	4,359,633		28,445	4,388,078		(15,437)	26,092	4,398,733	-	300,000	4,698,733
Division Total	175,097,908	107,821	688,211	175,893,940	888,884	(61,527)	430,255	177,151,552	20,106,431	19,173,645	216,431,628
University Level Financial Aid									38,847,000	330,000	39,177,000
University Level	109,755,864	(225,016)	(688,211)	108,842,637	(1,679,197)	61,527	240,943	107,465,910	7,979,497	4,630,778	120,076,185
CPP Campus Total	284,853,772	(117,195)	-	284,736,577	(790,313)	-	671,198	284,617,462	66,932,928	24,134,423	375,684,813

(1) FY22-23 base budget as of 3/31/23; agrees with divisional budget draft submitted in March 2023

(2) Q4 base budget adjustments

(3) See Attachment B, Column (2)

(4) Undesignated base budget as of 6/31/2023 according to Tableau

(5) Budget allocation transfers:

Transfer \$4,194,081 for EODA (696, 697, 703) from Admin Affairs to Office of the President

Amount reduced by \$30,000 for Empathia; transferred back to University Level

Transfer \$75,796 from Admin Affairs back to University Level

Transfer \$1,812 Custodian IRP adjustment to Admin Affairs

Transfer \$992,868 Utilities Dept from University Level/Centrally Managed 96100 to Admin Affairs 72400

\$790,313 University Level adjustment to match total uses of funds to total sources

(6) Attachment B, Column (3)

(7) Attachment B, Column (6)

(8) Total Undesignated base budget allocation

(9) Attachment C, Column (4)

Attachment B: In-Range Progression (IRP)
9/1/2023

	22-23					23-24					
	(1)					(2)	(3)	(4)	(5)	(6)	(7)
	IRP Allotment	Q1-Q2 Allocation	Q3 Allocation	Q4 Allocation	Total Allocation	Benefits Reclass	Prior Year CFWD	IRP Allotment	Q1 Allocation	IRP Allotment Remaining	
Office of the President	27,769	-	13,944	19,367	33,311	(5,759)	217	59,284	3,656	55,845	
Academic Affairs	262,939	216,780	19,376	34,150	270,306	(7,367)	-	292,430	251,089	41,341	
Administrative Affairs	167,504	59,076	31,392	77,036	167,504	-	-	168,214	26,675	141,539	
IT&IP	71,771	53,868	17,903	-	71,771	-	-	77,613	75,584	2,029	
Student Affairs	83,910	-	-	116,874	116,874	(32,964)	-	74,869	47,159	27,710	
University Advancement	24,351	-	13,008	15,437	28,445	(15,437)	11,343	27,369	26,092	12,620	
Division Total	638,244	329,724	95,623	262,864	688,211	(61,527)	11,560	699,779	430,255	281,084	
Utilities Dept	3,756	3,756	-		3,756		-				
University Level	282,662	132,802	36,580	28,362	197,744	61,527	23,391	391,877	240,943	174,325	
CPP Campus Total	924,662	466,282	132,203	291,226	889,711	-	34,951	1,091,656	671,198	455,409	

(1) FY22-23 IRP allotment available for divisional drawdown.

(2) Total IRP allocations made in FY22-23.

(3) FY22-23 Q4 benefits allocated to divisions to be returned to University level.

(4) FY22-23 IRP allotment remaining after annual base allocation and benefits adjustments.

(5) FY23-24 IRP allotment available for divisional draw down.

(6) The IRP allocation made as part of the annual base allocation; **position details to be provided separately to each division.**

(7) IRP Allotment remaining after 23-24 Q1 allocation. Submit future requests using the shared spreadsheets.

Attachment C: Designated Funds
9/1/2023

	(1) 23-24 Beg. Base Budget	(2) GI 2025 for Tenure Density	(3) GI 2025 Base	(4) Basic Needs	(5) SUG Redistribution	(6) Total Base Allocation
Office of the President	101,311					101,311
Academic Affairs	12,031,736	2,213,214	1,189,152			15,434,102
Administrative Affairs	-					-
IT&IP	112,304					112,304
Student Affairs	3,535,714		370,000	553,000		4,458,714
University Advancement	-					-
Division Total	15,781,065	2,213,214	1,559,152	553,000	-	20,106,431
University Level Financial Aid	39,309,000				(462,000)	38,847,000
University Level	9,584,863	(2,213,214)	607,848			7,979,497
CPP Campus Total	64,674,928	-	2,167,000	553,000	(462,000)	66,932,928

(1) Designated base budget as of 6/31/2023 according to Tableau

(2) Tenure density commitment earmarked for faculty hires with a start date in 23-24

(3) The funding facilitates university progress toward the established goals and metrics for equitable student outcomes

(4) The funding supports student outcomes such as persistence and completion by addressing student food and housing insecurity

(5) CO's adjustment for SUG redistribution

(6) Total Designated base budget allocation. Divisions must manage their spending in accordance with the designations of the funds.

A detail listing is on the following page



Attachment C: Designated Funds

9/1/2023

Designations	PRESIDENTS OFFICE	ACADEMIC AFFAIRS	IT&IP	STUDENT AFFAIRS	UNIVERSITY	TOTAL
C1460 - AB1460 Ethnic Studies		614,090				614,090
C3285 - Academic Student Success Prgrm		166,360				166,360
C3320 - Non-Resident Recruitment		286,128				286,128
C3344 - Student Success RFP	101,311			138,204		239,515
C3371 - Disability Accommodations				800,000		800,000
GI 2025 - Tenure Track Faculty		8,169,407				8,169,407
GI 2025		6,198,117	112,304	2,299,510		8,609,931
Financial Aid					38,847,000	38,847,000
Basic Needs				1,221,000		1,221,000
Centrally Held Benefits					7,979,497	7,979,497
	101,311	15,434,102	112,304	4,458,714	46,826,497	66,932,928



Attachment D: Fees

9/1/2023

	Category II Student Success Fee	Category II Student Health Fee	Category II Orientation Fee	Category III Misc. Course Fees	Category IV Fees	Doctoral Differential Fee	Graduate Business Prof Fee	23-24 Base Budget Allocation
Office of the President								-
Academic Affairs	3,416,567			336,847	90,165	300,115	600,000	4,743,694
Administrative Affairs					2,500			2,500
IT&IP	2,766,005							2,766,005
Student Affairs	3,049,929	7,472,813	800,000		38,704			11,361,446
University Advancement					300,000			300,000
Division Total	9,232,501	7,472,813	800,000	336,847	431,369	300,115	600,000	19,173,645
University Level Financial Aid						80,000	250,000	330,000
University Level	2,112,658		200,000		1,748,235	419,885	150,000	4,630,778
CPP Campus Total	11,345,159	7,472,813	1,000,000	336,847	2,179,604	800,000	1,000,000	24,134,423

Attachment D: Fees
9/1/2023

Category III

Division	Description	Amount
Academic Affairs	AH202 - Clinical Anatomy Lab	1,685
Academic Affairs	AH369 - Lab Animal Mgmt Rules & Reg	1,400
Academic Affairs	AH407 - AH407-Critical Care	4,862
Academic Affairs	AV114 - Food Animal Science Lab	4,464
Academic Affairs	AV125 - Equine Management Lab	679
Academic Affairs	AV350 - Anat & Phys of Domestic Animal	7,376
Academic Affairs	AV430 - Biotech App in Animal Science	1,663
Academic Affairs	BI111 - BIO111L - Life Science Lab	14,733
Academic Affairs	BI115 - BIO115L - Basic Biology Lab	9,747
Academic Affairs	BI121 - BIO121L - Energy & Matter Lab	8,265
Academic Affairs	BI122 - BIO1220L-Foundations of Bio	5,787
Academic Affairs	BI206 - BIO2060L-Basic Micro Lab	17,616
Academic Affairs	BI235 - BIO235L - Human Physiology	7,761
Academic Affairs	BI440 - BI440 - Stem Cell Lab	504
Academic Affairs	BI465 - BI465 - Immunology Lab	2,556
Academic Affairs	BI467 - BIO4670L-Gen Virology Lab Fee	3,300
Academic Affairs	CE320 - CE3201L-Environ Resource Mgmt	2,700
Academic Affairs	CE340 - CE3401L-Geotechnical Engineer	2,618
Academic Affairs	CE420 - CE4201L-Water Supply Lab Fee	2,222
Academic Affairs	CH121 - CHM 1210L-General Chemistry	42,414
Academic Affairs	CH122 - CHM 1220L-General Chemistry	20,432
Academic Affairs	CH201 - CHM2010-Element Organic Chem Lab	6,712
Academic Affairs	CH221 - CHM221L - Quantitative Analys	7,040
Academic Affairs	CH314 - CHM3140L-Organic Chem I Lab	10,069
Academic Affairs	CH315 - CHM3150L-Organic Chemistry II	5,346
Academic Affairs	CH327 - CH3270L-Biochemistry Lab I	7,201
Academic Affairs	EE100 - ECE Lab Fee	6,453
Academic Affairs	FS427 - FS4271L-Food Processing	829
Academic Affairs	HT250 - HRT2550-Healthy Amer Cuisine	11,205
Academic Affairs	HT281 - HRT281-Professional Cook	15,663
Academic Affairs	HT312 - HRT 312-Beer and Culture	13,613
Academic Affairs	HT315 - HRT315-Wines,Beer,Spirit	32,413
Academic Affairs	HT324 - HRT324-World Cuisine	1,890
Academic Affairs	HT325 - HRT325-Prof Health Cooking	2,835
Academic Affairs	HT381 - HRT381-Professional Cook I	2,550

Attachment D: Fees
9/1/2023

Academic Affairs	MF201 - Manufact Sys and Proc Lab Fee	23,268	
Academic Affairs	NT121 - NTR1210L-Intro to Food	1,249	
Academic Affairs	PL112 - PLT1120L-Landscape Horticultur	2,738	
Academic Affairs	TX005 - Dietetic Internship	5,550	
Academic Affairs	TX011 - ADA Trans Evaluation	534	
Academic Affairs	VC312 - VCD1312A-Begin Life Drawing	3,002	
Academic Affairs	VC330 - VCD1330A-Intro to Clay	3,528	
Academic Affairs	VC361 - VCD3361A-Life Drawing	3,383	
Academic Affairs	VC364 - VCD3364A-Ceramica	3,578	
Academic Affairs	VC365 - VCD3365A-Fundamental of Sculp	3,414	
		<u>336,847</u>	

Category IV

Division	Description	Amount	Subtotal
Academic Affairs	C4401 - Chemistry	4,960	
Academic Affairs	C4403 - Diploma	63,180	
Academic Affairs	C4404 - Physical Education	0	
Academic Affairs	C4406 - Library Obligations	50	
Academic Affairs	C4407 - Library Fines/Late Fees	0	
Academic Affairs	C4413 - Math/Calculus Placement	0	
Academic Affairs	C4415 - Special Exam Revenue	0	
Academic Affairs	TX019 - Credential Evaluation	12,090	
Academic Affairs	TX038 - Grad Writing Test	0	
Academic Affairs	TX040 - IGE Trust	3,466	
Academic Affairs	TX048 - PCPT	0	
Academic Affairs	TX051 - Musical Instrument Repair	6,419	
Academic Affairs	TX058 - Proj & Thesis Binding	0	90,165
Admin Affairs	TX008 - Univ Acctg	2,500	2,500
Student Affairs	501813 - Medical Services	38,704	38,704
Advancement	C4402 - Commencement	300,000	300,000
		<u>431,369</u>	<u>431,369</u>



Attachment E: Lottery Fund

9/1/2023

	(1) 23-24 Beg. Base Budget	(2) 23-24 Base Budget Allocation	(3) Total Base Allocation
Office of the President			-
Academic Affairs	1,375,000		1,375,000
Administrative Affairs			-
IT&IP	445,000	457,000	902,000 *
Student Affairs			-
University Advancement			-
Division Total	1,820,000	457,000	2,277,000
University Level	222,000	(222,000)	-
CPP Campus Total	2,042,000	235,000	2,277,000

(1) Lottery (TY033) base budget as of 6/31/2023 according to Tableau

(2) New allocation includes \$222,000 beginning balance held centrally, plus new CO allocation of \$235,000

(3) The \$902,000 base budget for IT&IP is designated for recurring classroom instructional technology renewal or replacement such as HyFlex or Smart classroom equipment.

*Allocation will be held until the division provides a budget plan with a narrative about how the division plans to utilize this fund to replace & upgrade classroom equipment