

CSUMB Annual Budget Life-Cycle

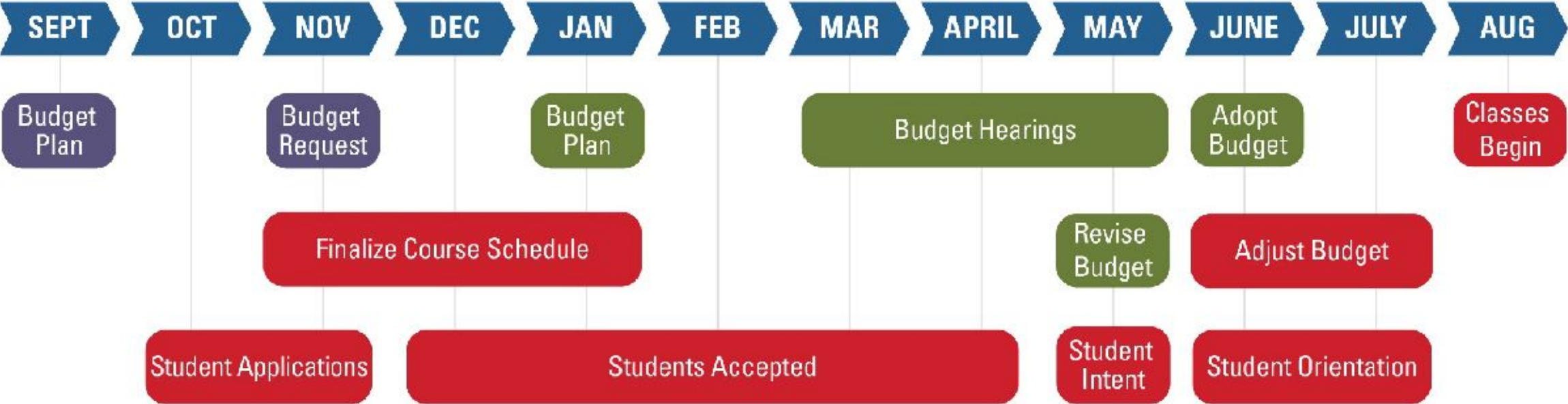
Contact

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12/6/2021

BUDGET TIMELINE

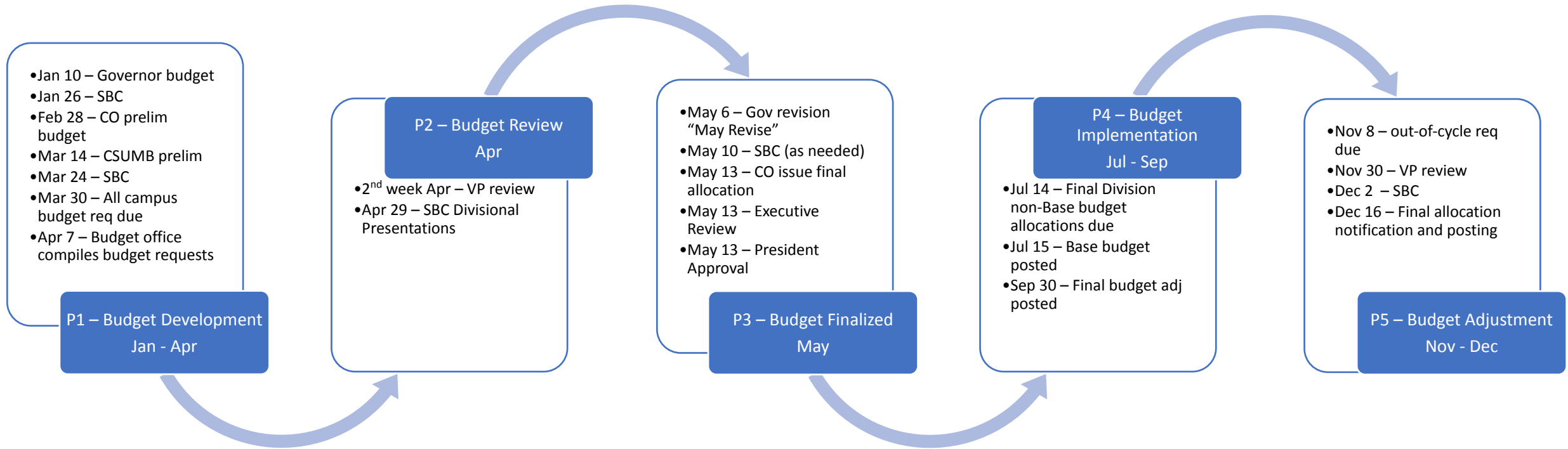


- STATE
- TRUSTEES
- CHANCELLOR/SYSTEM/CAMPUSES

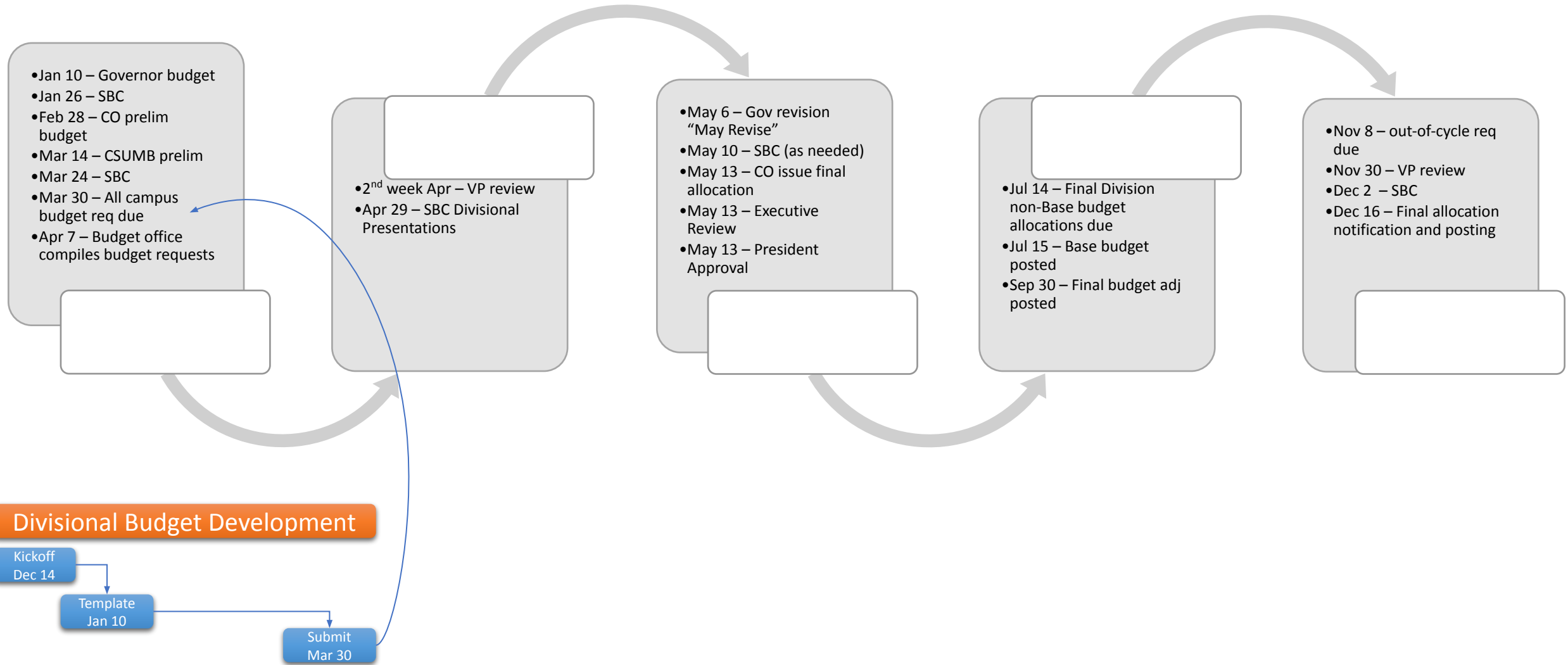
CSUMB Annual Budget Life-Cycle

- Five Phase Budget Process
 - P1 – Development (Jan – Apr)
 - P2 – Review (Apr)
 - P3 – Finalize (May)
 - P4 – Implementation (Jul – Sep)
 - P5 – Adjustments (Nov – Dec)
- Divisional Budget Development is in parallel w/ P1
 - Each Division has developed their own internal budget processes. Budget Office advises, but has little involvement in the detail processes within any division.
 - Dates are somewhat adjustable depending on the need.

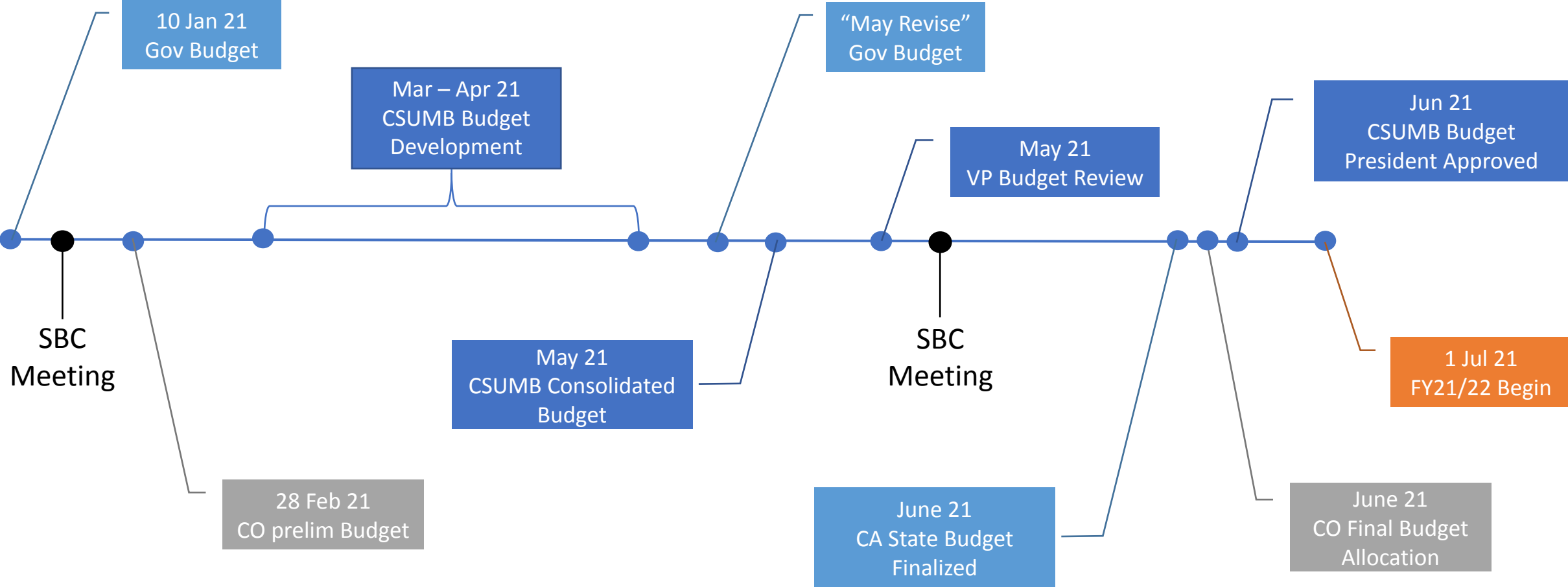
Budget Development Overview



Budget Development Overview - Division



Budget Development Timeline & Process



Budget Development Overview - Task List

Phase 1 – Budget Development

- **January 10, 2022** Governor's Budget Released
- **January 28** **Strategic Budget Committee Meeting**
- **February 28** Chancellor's Office issues preliminary campus budgets by the end of February
- **March 14** Budget Office develops CSUMB Preliminary Budget Projection
- **March 18** Position Lists 2022-23 due from Divisions to the Budget Office/Questica
- **March 24** **Strategic Budget Committee Meeting**
- **March 30** FY 2022-23 Proposed Lottery, EEIP, and Parking budgets due from Divisions to Budget Office
FY 2022-23 ALL 1X, Mandatory and other Base Budget Requests due from Divisions
- **April 7** Budget Office consolidates all 1X, Mandatory and other Base Budget requests and revises CSUMB Preliminary Operating Fund Base Budget Projections

Phase 2 – Budget Review

- **2nd Week of April** Vice Presidents review a revised Preliminary Operating Fund Budget Projections, including all 1X, Mandatory and other Base Budget requests
- **April 29** **Strategic Budget Committee Meeting** for Division Presentations

Budget Development Overview - Task List

Phase 3 – Budget Final

- **Approx. May 6** Governor’s revised budget “May Revise”
 - Budget Office may Revise Budget Projection based on impact of May Revise to campus Proposed operating budget
- **May 10 – HOLD** **Strategic Budget Committee Meeting**
- **May 13** FY 2023-24 Position lists due from divisions
 - State Budget Finalized
 - Chancellor’s Office issues final allocations
 - Final budget decisions made by campus executive leadership
 - President approves budget

Phase 4 – Budget Implementation

- **July 14** Remaining Operating Trust budgets due from divisions, Including all Extended Ed Revenue Sharing trusts (Academic Affairs) and all Instructionally Related Activities trusts (TLXXX)
 - Resubmission of Lottery, EEIP and Parking budgets (after close for Inclusion of 2022-23 beginning equity)
- **July 15** 2022-23 Base Budgets will post to dept accounts
- **July 29** **Campus Community Notified of Final Allocations**
- **Aug 31:** 2022-23 Trust Fund Budgets to the Budget Office
- **Sept 30:** 2022-23 Mandatory / 1X Budget Requests will post to Departmental accounts

Budget Development Overview - Task List

Phase 5 – Budget Adjustments

- November 8 Out of cycle 1X Budget requests due to the Budget Office
- November 30 Vice Presidents review and approve out of cycle 1X Budget request
- 1st Week of Dec Strategic Budget Committee Meeting Information
- December 16 Campus Community Notified of Final Out of cycle 1X Budget Allocations

... REPEAT... Dec 2022 Budget office w/
Divisional Financial Officers.