Glossary of Budget Terms

**Account:** This 6 digit number identifies the type of transaction activity. Also known as an “Account Code”. In CFS, the account code is corresponded with an Account “Descr”.

**Actuals:** Actual revenues and expenditures (what you spend and what you make) that are recorded into the CFS (the Common Financial System) or are reported auxiliary organizations and represent the current year’s transactions. These are also compared with the budget to assure that spending is on track with campus plans.

**Allocation:** Funds being distributed or expenditure limits established for an organizational unit. Also reflects any additional money that is collected within the current fiscal year.

**Appropriation:** Limited to about once a year, appropriations are permissions from specific funds to accommodate expenditures and/or incur obligations for a specific purpose and period of time.

**Auxiliary Organization:** These organizations are self-supporting and independent, meaning that they may be funded through the fees that students pay rather than by the state. Here at CSU Channel Islands, these may include Housing, Parking, University Glen Corporation, Associated Students Inc. (ASI) and so on and so forth. These organizations may also include their own governing board as well, which approve and monitor their own budgets. These organizations exist to support the mission of the University, “Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.”

**Base budget:** This budget is permanent, recurring and at a department level. It is the initial financial plan of action of proposed university activities that typically consists of a: salary budget, a benefits budget, and a supplies and services budget. This budget is loaded into CFS to start each fiscal year and it recommended to the President by the University Budget Committee.

**Benefits:** State costs for employees. These expenditures include: retirement, health and welfare benefits, Worker’s Compensation, and many others,

**Budget:** A plan that specifies how resources, such as time and money, will be allocated and/or spent throughout the fiscal year (or any other particular time period). It’s also a means of tracking whether or not these resources are effectively meeting the goals of the university.
**California Lottery**: The California Lottery Fund are allocations from the profits of the California State Lottery Commission. These funds are somewhat limited to a certain degree, as they are to be used only for the education of students. They may not fund the construction of new facilities, research finances, or acquisition of property(ies).

**Chartfield string**: In a Chartfield (opened in PeopleSoft), there is a field of 6 strings that one may input data. Account, Fund, and Department are mandatory, while Program, Project and Class are not (but may still prove to be very useful).

Another thing to note is that Account has 6 digits, Fund has 5 digits and Department has 3 digits. Program has 5 digits, Project has 6 digits and Class has 5 digits.

**Class**: A class is used to identify any special cost that may not fit the mold of a campus department or and organizational unit. An example would be Student Health Services in Yuba Hall. Written in alphanumerical form on a Chartfield, a “Class Descr” corresponds alongside.

**Combo Code**: a 24 digit code that will identify the funding source used for labor cost distribution in the Human Capital Management System.

**Concurrent Enrollment**: CSUCI offers a type of enrollment called concurrent enrollment wherein you may take a course at another university that you do not attend. It is self-supporting and revenue comes directly from the students paying the fees to attend the class(es). These funds are used to current operating expenses, maintenance and repair and improvements to facilities.

**Cost Recovery**: Cost recovery includes 2 plans of action where a department that provides its goods and services may be reimbursed.

- **Chargebacks** – These are generated when one department charges another for their goods and services within the same fund.
- **Cost Recovery Revenue (CRR)** – Generated when one department charges another for goods and services between funds. This will also produce revenue for the department providing the service.

**Debt Service Coverage Ratio (DSCR)**: The ratio of cash available for debt servicing to interest, principal and lease payments. The higher the ratio, the easier it is to obtain a loan. If one breaches the DSCR covenant, it may be considered an act of default.

**Department**: A department is located within a major budget unit and identifies the organizational area responsible for the transaction in the Chartfield. Written in alphanumerical form on a Chartfield, “Dept Descr” corresponds alongside.

**Division**: When various departments are organized into one entity, it is considered a division. Some of the divisions at CSUCI include: Student Affairs, Housing, Financial Services, Human Resources, Technology and Communication and so on.
**Empl ID:** A 10 digit employee identification code that appears on position management reports and identifies an employee.

**Encumbrance:** Allocation of funds to cover unspent commitments. This typically represents purchase orders or contracts.

**Fiscal Year:** The 12 month period in which a budget is in place. The fiscal year at CSUCI begins July 1st and ends June 30th. Because the fiscal year begins in the summer, summer 20XX is the beginning of the 1st term, fall 20XX is the 2nd term, and finally spring 20XX is the 3rd term.

**Full Time Equivalent Student (FTES):** FTES is a way to categorize enrollment of students. If a campus exceeds the FTES target and enrollment growth funding is available, the school may qualify for additional allocation.

**Full Time Equivalent Employee (FTE):** Just like with students, FTE is a way to report employee counts. At CSUCI, if two employees work 20 hours (part time) during the week, they would count as one FTE employee.

**Fund:** Funds represent a certain type of dollar that provides a way to track specific revenues and expenses. Some examples would include: housing, parking, California Lottery, and so on. Written in alphanumeric form on a Chartfield, “Fund Descr” corresponds alongside.

**General Fund:** Also known as the Operating Fund, it is the predominant fund for financing operations at the university. It must be consistent with the university mission and not be used towards capital programs.

**HEPI:** The Higher Education Price index. An incredibly important tool that shows an inflation index designed specifically to track the main cost drivers at universities and other forms of higher education. It’s used for planning by educational managers and helps schools understand the future budget. It is issued annually for free by Commonfund Institute. [Click here for more.](#)

**Housing Fund:** A self-supporting program deriving its revenue from student paid fees in exchange for housing on campus. These funds are used for current operating expenses, maintenance and repair, improvements to facilities, replacements, renovations, and so on.

**Job code:** A 4 digit code that identifies job classification and is used in position management.

**Labor Cost Distribution:** The process by which payroll expenditures are distributed monthly in the financial system.

**Major Budget Unit:** An MBU allows for tracking and reporting at a more summarized level rather than a department level. These are located under a division and usually include one or more departments.
**Mandatory Enrollment Fees:** These fees are unavoidable if one wishes to attend CSUCI. They include: Tuition, Recreation and Athletics, University Student Union, Health Services, and so on.

**One-time Budget:** Just as the same suggests, these funds are nonrecurring and one time which may be provided to a department to supplement their base budget. These one-times may represent funds for expenditures that could not have been foreseen in the base budget plan. They are also allocated to cover encumbrances from the prior year.

**Operating Budget:** The State of California provides operating resources to the university through a legislative appropriation process. Funds from the operating budget are not generally used for/cannot supplement a capital budget.

**Operating Fund:** These funds are made up of state appropriations, student fees, and nonresident tuition.

**Other Miscellaneous Funds:** These funds do not come from Operating Funds, Auxiliary Enterprises or Auxiliary Organizations. These budgets must only be used for the purpose intended.

**Parking Fund:** Self-supporting parking programs that generate their revenue from student fees. These funds go towards construction, repair and maintenance, and interest and principal payments on outstanding bonds. Any funds that are left over after having all expenses paid remain available for future program expenses.

**Parking Fines and Forfeitures Fund:** The revenue for this fund typically comes from issuing parking tickets. It can only be used for citation administration and alternate transportation projects for faculty, staff and students.

**Position:** Uniquely identifies faculty, staff and administration and the departments they are assigned.

**Position Number:** An 8 digit code that is used in position management.

**Program:** Programs are used to track a set of financial activities based on reporting needs and/or campus policy. Unlike projects, these do not have strict start and end dates. Written in alphanumeric form on a Chartfield, “Program Descr” corresponds alongside.

**Project:** A project assists in tracking dollars associated with university projects which are defined as having a specific beginning and ending date. These activities may span multiple fiscal years. Written in alphanumeric form on a Chartfield, “Project Descr” is written alongside.

**Project-to-date (PTD):** Budget scenario used to track capital projects across multiple fiscal years.
**Reimbursements:** Funds received as repayment for the cost of work, for service(s) performed, or for any other expenditures made on behalf of another governmental unit or department.

**Resident and Nonresident enrollments:** If a student pays resident fees only, that student is reported as a resident according to FTES. If a student pays nonresident tuition, that student is reported as a nonresident. These enrollments are used to forecast resident and nonresident fee revenue.

**Revised Budget:** A term that is used to recognize changes to the initial financial plan. They can be adjustments from one spending category to another within a department budget, changes such as salary increase funding or the addition of one-time funds.

**RMP:** Revenue Management Program. It eliminated the use of State Fund 498 and provided the authority to deposit fees in trust. The implementation of the CSU RMP provided an opportunity for the CSU to re-visit a significant portion of its current business processes and re-engineer them to achieve more efficient results.

**Roll-Forward:** Any remaining budget balance available from the prior fiscal year is re-allocated in a separate current year.

**Scenario:** Scenarios define the type of budget in each department for each fiscal year. The types of scenarios are: original, revised, roll-forward, encumbrance, allocation, compensation, and project-to-date (PDT).

**Student Headcount:** A way to categorize student enrollment. Each student is counted once, no matter the amount of units they are taking.

**SWAT:** Systemwide Allocation Transfer represents a cash allocation of funds from the Chancellor’s office or between campuses.

**Trust Funds:** The revenue received for trust funds are not designated for General Fund activities. They are used for activities specified in the trust agreement at the time the trust was created.

**UBC and Annual Operating Budget Process:** The University’s annual operating budget process and the University Budget Committee (UBC) recommendations focus on the Operating Fund budget. This fund includes the state appropriation and student fees, such as State Tuition Fee, nonresident tuition, course fees, application fees and so on.