



Channel Islands

CALIFORNIA STATE UNIVERSITY

## Division of Student Affairs

**DSA Area Name:** Assessment and Strategic  
Operations

**Effective Date:** March 1, 2015  
**Procedure Number:** ASO-p002.01

### Student Affairs Working Procedure on the Annual Budget Process

**Intent:** To provide an annual process for budget planning and development within the Division of Student Affairs.

**Background:** The Division of Business and Financial Affairs (BFA) in collaboration with Academic Affairs (AA) releases instructions, timelines and templates regarding the Operating Budget Resource Planning guidelines. This annual process provides guidance to each division in order to request new funding. The campus has adopted an all funds budgeting model where all funds follow the same budget process. For the most current budget instructions individuals can reference the Planning Resources section of the Strategic Resource Planning Task Force webpage. The Division of Student Affairs implements a budget process that adheres to the guidelines set forth by the University. Additional instructions, timeline and templates may be created by the area of Assessment and Strategic Operations (ASO), for the different areas within the Division of Student Affairs, to help facilitate the budget process and determine division priorities.

**Accountability:** The Vice President for Student Affairs (VPSA), Area Heads within Student Affairs

**Applicability:** All areas of the Division of Student Affairs

**Definition(s):**


**Attachment(s):**

**Procedure:** Each area is responsible for strategic planning throughout the year. This planning should assist with the annual budgeting process. By the first Monday in October, each area head is asked to submit their new position requests with accompanying hire information and space needs to the Budget and Operations Analyst within ASO. The General Fund (GF) positions will be compiled and discussed amongst the appropriate area heads to determine prioritization.

Once the budget instructions are released, the area heads and appropriate staff will convene to discuss the instructions, strategize on the best way to answer the questions and submit information as a division, and establish internal deadlines. Each area head will work with appropriate individuals in their area to adhere to the instructions, complete the necessary documents, and meet the established deadlines.

Meetings will be scheduled throughout the budget process with the area heads who receive GF to determine prioritization of all GF new requests. The Budget and Operations Analyst will input all GF requests, by the determined priority order, into each appropriate budget document. Auxiliary budget requests (Housing and ASI) adhere to the same budget instructions and timelines but are submitted as separate fund requests from the GF.

In recent years, BFA has requested two different types of budget increases: 1) indefinite increases to the base budget, and 2) temporary one-time increases for the upcoming budget cycle. The VPSA reviews and approves all area budgets prior to final submission to BFA. The Cabinet reviews all divisional budget submissions to determine allocations for each division based on the total available funding. Vice presidents may have a final opportunity to review, re-prioritize and re-allocate their new requests, if needed, based on the allocation. Once the campus budget has been approved by the President, divisions will receive notification of their fiscal year budget allocation and areas can begin entering their budgets into Hyperion.

  
Author's name

Dianne Wei  
Author's signature

4/7/15  
Date

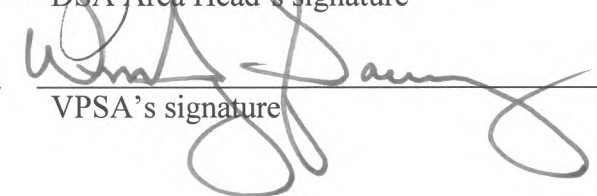
**Approved:**

Toni DeBoni  
DSA Area Head's name

  
DSA Area Head's signature

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Date

Wm. Gregory Sawyer  
VPSA's name

  
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