California State University, Los Angeles
Annual Reserve Business Plan
Self-Support Operations and Misc. Trust Funds
Fiscal Year: _____

Draft

Approved By:

DIVISION: _____

DEPARTMENT / UNIT: _____

PS FUND: _____

FUND DESCRIPTION: _____

PREPARED BY: _____

_____
Division Vice President

_____
Lisa Chavez, VPA and CFO

SECTION I

RESERVE LIMITS

(To Be Completed by Budget Administration)

Annual Operating Budget (Expenditure Budget)	$	-
Economic Uncertainty Cap - 50% of projected annual operating budget	$	-
Year-End Fund Balance	$	-

SECTION II

RESERVE SUMMARY BY CATEGORY

(To Be Completed by Department)

Please provide plans to expend the Excess Fund below:

		Amount	
304001	Designated for Bond Retirements	$	-
304010	Designated for Capital Improvement/Construction	$	-
304011	Designated for Equipment Acquisition	$	-
304012	Designated for Program Development	$	-
304013	Designated for Future Debt Service	$	-
304014	Designated for Facilities Maintenance and Repairs	$	-
304015	Fund Balance - Undesignated/Unallocated	$	-
304016	Designated for Outstanding Commitments	$	-
304017	Designated for Catastrophic Events	$	-
304018	Designated for Encumbrances - No detail expenditure plan needed	$	-
304021	Designated for Financial Aid	$	-
304022	Reserve for Economic Uncertainty - limited at 50% of projected annual operating budget	$	-
304023	Designated for CE/EE Campus Partners	$	-
	Year-End Reserve Total	**$**	**-**

SECTION III

RESERVE PLAN DETAIL

(To Be Completed by Department)

Please provide plans to expend the Excess Fund below:

304001	Designated for Bond Retirement		
		$	-
		$	-
		$	-
		$	-
		$	-
Total		**$**	**-**

304010 Designated for Capital Improvement/Construction		
	$	-
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304011 Designated for Equipment Acquisition		
	$	-
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304012 Designated for Program Development		
	$	-
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304013 Designated for Future Debt Service		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304014 Designated for Facilities Maintenance and Repairs		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304015 Fund Balance - Undesignated / Unallocated		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304016 Designated for Outstanding Commitments		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**

304017 Designated for Catastrophic Events		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304021 Designated for Financial Aid		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304022 Reserve for Economic Uncertainty - limited at 50% of projected annual operating budget		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**
304023 Designated for CE/EE Campus Partners		
	$	-
	$	-
	$	-
	$	-
Total	**$**	**-**

Submission Deadline:

Self-Support Funds shall submit the Annual Reserve Business Plan by July 6 (date subject to year-end schedule).

Misc. Trust Funds have submission deadline of August 1 of each year, which will be needed to support the University's Annual Fee Report submission to the Chancellor's Office.

Note
Divisions should plan effectively to ensure that funds are appropriately expended during the year collected. If there is a surplus, University divisions are required to submit the annual reserve business plan.