Administrative Procedure

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Subject: UNIVERSITY RESOURCE ALLOCATION PLAN

1.0. PURPOSE:

To establish the policy and procedures for allocating the fiscal resources of the University.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University as defined in the University Resource Allocation Plan.

2.2. The Resource Allocation Advisory Committee.

3.0. REFERENCES:

3.1. Office of the Chancellor memoranda: December 13, 1984, and June 26, 1987, Subject: Budget Advisory Committees.

3.2. Clarification of the Respective Roles of the Academic Senate and the University Administration (endorsed by the Academic Senate on February 19, 1985, and the President on February 26, 1985).

3.3. University Resource Allocation Plan, published annually by Financial Services.

4.0. POLICY:

It is the policy of the University to conduct and maintain a resource allocation process which requires each division to adjust its annual operating budget in accordance with funding received from the Chancellor's Office.

The University implemented its new all funds budget model that incorporates an all funds approach to budget planning and decision making. The new Budget Allocation Model will better support executive leadership to make evidence-based decisions as the University continues to promote student success during and after college, stronger engagement with the community, and a more collaborative culture across campus.

(The University's path to this transformative budget design is extensively documented on the budget administration webpage, Resource Allocation Model Review, at www.calstatela.edu/admfin/resource-allocation-model-review.)

Approved: _____ **Date:** _____

The University Resource Allocation Advisory Committee will include faculty, administration, staff, and student representation. It will advise the President on budget policy, planning, and resource allocation matters.

The University will exercise fiscal responsibility over all funds appropriated to and/or deposited within the campus through the implementation of fiscal procedures and on-going fiscal reviews and assessments, as incorporated on our campus fiscal responsibility statement.

5.0. DEFINITIONS:

5.1. Adjusted Base Allocation - The previous fiscal year base allocation adjusted for increases and/or decreases in funding.

5.2. Base Allocation - Current fiscal year allocation.

5.3. Executive Officers - The University President and Vice Presidents.

5.4. Chief Financial Officer - The Vice President for Administration and Chief Financial Officer.

5.5. Senior Administrator - An administrator III or IV.

5.6. Operating Budget - Fiscal resources available to divisions to accomplish program objectives.

5.7. Operating Unit - An academic department/school/division or an administrative unit reporting to a senior administrator.

5.8. Division - Operating units reporting to an executive officer.

5.9. Resource Allocation Request - Refers to budget changes requested by executive officers for their divisions.

5.10. University Resource Allocation Advisory Committee (RAAC) - Committee appointed by and advisory to the President on budget policy, planning, and resource allocation matters. The membership of the Committee is as follows:

1. Provost and Vice President for Academic Affairs, or designee (chair)
2. Vice President for Administration and Chief Financial Officer, or designee
3. Vice President for Student Life, or designee
4. Chief Technology Officer, or designee
5. Vice President for University Advancement, or designee
6. Chair of the Academic Senate, or designee
7. One faculty member appointed by the Nominations Committee
8. President of the Associated Students, Inc., or designee
9. One college dean appointed by the President
10. One non-academic administrator appointed by the President
11. Senior administrator for Administration and Finance/Financial Services (without vote)
12. One staff member appointed by the President
13. Chair of the Fiscal Policy Committee (FiPC)
14. Executive Vice President and Chief Operating Officer

5.11. College Resource Allocation Advisory Committee - Committee appointed by and advisory to the dean of each college on issues regarding the resource allocation request for the college. The committee shall consist of five (5) members including a college administrator appointed by the dean to serve as chair, as well as representation from faculty, department chairs, and students. Faculty who are elected as college representatives to serve on the FiPC shall also serve as an ex-officio non-voting member on their respective college RAAC.

6.0. RESPONSIBILITIES:

6.1. The President will:

6.1.1. Seek advice regarding budget priorities for the coming year. This will include, but is not limited to, a joint meeting with the Academic Senate Executive Committee and Fiscal Policy Committee on an informal basis, prior to submitting to governance for consultation.

6.1.2. Establish budget guidelines after receiving campus input.

6.1.3. Provide instructions to the University Resource Allocation Advisory Committee.

6.1.4. Approve allocations.

6.2. The University Resource Allocation Advisory Committee will announce and hold open meetings to review the proposed University Resource Allocation Plan and submit recommendations to the President.

6.3. The Chief Financial Officer (CFO) will:

6.3.1. Review the proposed budgets requested by the executive officers for their divisions.

6.3.2. Advise the President on the fiscal implications and appropriateness of the proposed budgets.

6.4. The Executive Officers will:

6.4.1. Request budgets based on division priorities and University budget guidelines.

6.5. Senior Administrators will:

6.5.1. Review for consideration operating unit resource allocation requests.

6.5.2. Communicate recommended operating unit resource allocation requests to the appropriate executive officer for consolidation.

6.6. College Deans will:

6.6.1. Convene and communicate the college's resource allocation priorities and request to the College Resource Allocation Advisory Committee.

6.6.2. Review and communicate the final college proposed budget to the Provost and Vice President for Academic Affairs. The College Resource Allocation Advisory Committee and college units shall be advised when the request is communicated to the Provost.

6.6.3. Communicate final allocations to college units.

6.7. Budget Administration will:

6.7.1. Review and consolidate proposed resource allocation plans.

6.7.2. Identify funding changes received from the Chancellor's Office.

6.7.3. Prepare the Resource Allocation Plan document and code budget allocations to the ledger.

6.8. Operating Units will communicate resource allocation requests to the appropriate senior administrator on an annual basis.

7.0. PROCEDURES:

7.1. For planning purposes, divisions will print, analyze, and retain month-end and year-end financial reports. This historical financial data is to be used to prepare each division's resource allocation request.

7.2. Resource Allocation Plan

7.2.1. Operating units will communicate resource allocation requests on an annual basis to the appropriate college dean/senior administrator.

7.2.2. The Resource Allocation Advisory Committee for each college will review the priorities and the college resource allocation request and submit recommendations to the dean. Normally, this action occurs during Fall or Spring Semester.

7.2.3. College deans/senior administrators will communicate a consolidated resource allocation request to the appropriate executive officer.

7.2.4. The executive officers will review and communicate to the Chief Financial Officer their division's resource allocation request. The resource allocation requests will identify resources directed to achievement of Strategic Plan initiatives.

7.2.5. For all divisions, the Budget Office Administration will consolidate the recommended budget requests for submission to the President through the CFO.

7.2.6. The Chief Financial Officer will forward to the President the proposed University Resource Allocation Plan along with comments and/or advice on fiscal implications.

7.2.7. The President will forward the proposed plan with instructions to the University Resource Allocation Advisory Committee.

7.2.8. The University Resource Allocation Advisory Committee will announce and hold open meetings to review the proposed plan and submit recommendations to the President.

7.2.9. The President will review the recommendations and take action.

7.2.10. After the President approves the allocations, Budget Administration will publish the University Resource Allocation Plan. This document provides each division with pertinent information regarding its annual operating budget.7.2.11. Budget Administration will provide Resource Allocation Plan forms to each division. Each division will complete the following budget forms, as applicable:

Operating Fund:

RAP-1 Annual Planning Report – Outlines the divisional strategic goals that will support the requested budget, which includes its goals, operational overview, measurable outcomes, sustainability plan, and proposed assessment method for achieving stated goals.

RAP-2A Annual Budget Request Form – Summary of budget dollars requested to achieve essential and strategic initiatives.

RAP-3 Redistribution within Base Allocation – This form is required for redistribution of approved baseline resources in the Operating Fund. The department that is reallocating the base budget and the department receiving the reallocated base budget will need to complete the form.

Other Funds:

RAP-1 Annual Planning Report – Outlines the divisional strategic goals that will support the requested budget, which includes its goals, operational overview, measurable outcomes, sustainability plan, and proposed assessment method for achieving stated goals.

RAP-2B Annual Budget Request Form – Self-Support Operations
This is an annual budget proposal form for all self-support operations. The budget proposal reflects the anticipated revenues and expenditures for the upcoming year.

RAP-2C Annual Budget Request Form – Lottery Funds
This is an annual budget proposal form for all Lottery funded programs. The budget proposal reflects the anticipated revenues and expenditures for the upcoming year.

RAP-2D Annual Budget Request Form – IRA Funds
This is an annual budget proposal form for all IRA funded programs. The budget proposal reflects the anticipated revenues and expenditures for the upcoming year.

RAP-2E Annual Budget Request Form – Student Success Fee (SSF) This is an annual budget proposal form for all SSF funded programs. The budget proposal reflects the anticipated revenues and expenditures for the upcoming year.

RAP-4 Revenue Programs – This form should be completed by departments that collect fees or earn revenues from various programs. The projected expenditures must equal to projected revenues. Detailed estimates of revenues and thorough explanation for utilization of funds need to be provided. Utilization of funds involving salary programs must include benefits costs.

Accountability Report

RAP-6 Accountability Report - This report summarizes outcomes assessment for the goals and objectives reflected on the funding proposals for all funds. An accountability report is required for both continuing and new programs in all funds, including the University Operating Fund, Self-Support Program, Lottery Fund, IRA, and SSF. The Accountability Report will need to be submitted by October 1 to account for the prior fiscal year's activities.

7.2.12. Upon receipt of the college allocation, the dean will communicate final allocations to the college units and College Resource Allocation Advisory Committee.

8.0. APPENDICES:

8.1. RAP-1 Annual Planning Report

8.2. RAP-2A Annual Budget Request Form

8.3. RAP-2B Annual Budget Request Form – Self Support Funds
Annual Budget Request Form – Self Support Template

8.4. RAP-2C Annual Budget Request Form – Lottery Funds
Annual Budget Request Form – Lottery Template

8.5. RAP-2D Annual Budget Request Form – IRA Funds
Annual Budget Request Form – IRA Template

8.6. RAP-2E Annual Budget Request Form – Student Success Fee
Annual Budget Request Form – SSF Template

8.7. RAP-3 Redistribution with Base Allocation – Operating Fund

8.8. RAP-4 Revenue Programs – Operating Fund

8.9. RAP-6 Accountability Report

8.10. Campus Fiscal Responsibility