Administrative Policy

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Effective:	08/05/2019
Supersedes:	N/A
Page:	1 of 3

Subject: BUDGET OVERSIGHT POLICY

1.0. PURPOSE:

To establish the policy and procedures governing the fiscal review and monitoring of the campus' budget performance.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University.

3.0. REFERENCES:

3.1. The Integrated California State University Administrative Manual (ICSUAM), Section 2002.00, Budget Oversight.

3.2. California State University (CSU) Executive Order 1000, Delegation of Fiscal Authority and Responsibility.

3.3. Standing Orders of the Board of Trustees of the CSU, Section VI, Parts d. and h.

3.4. Education Code, Division 8, part 55, Chapter 6, Article 2 §89720 et seq., and Article 4, §89756.

3.5. California State University, Los Angeles (Cal State LA) Administrative Procedure 212, University Resource Allocation Plan.

3.6. Cal State LA Administrative Procedure 707, Records Retention, Management, and Disposition Program

4.0. POLICY:

4.1. Cal State LA 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 in accordance with ICSUAM 2002.00 and all current and subsequent related policies and/or procedures issued by the CSU and the University. Appropriate fiscal responsibility will include, but not be limited to ensuring:

1. Expenditures and expenditure commitments do not exceed available resources.
2. Funds are expended for the purposes, and within the time periods, intended.
3. Internal controls are applied to protect campus funds from misuse.
4. All receipts and expenditures are correctly classified to meet external reporting requirements and to provide for internal management reporting.
5. Compliance with all CSU and campus policies related to the collection, deposit, and expenditure of funds.

Approved: _____ **Date:** _____

4.2. As part of its commitment toward budget oversight, the campus will conduct campuswide budget-to-actuals reviews annually to include a three-month, mid-year, and nine-month review, as well as a year-end closing review.

4.2.1. All fiscal reviews will be documented and contain actions taken to resolve any discrepancies to include details on the research conducted, the resolution plan, and expected and final completion dates.

4.2.2. All documentation will be retained in accordance with Cal State LA Administrative Procedure 707, Records Retention, Management and Disposition Program.

5.0. DEFINITIONS:

5.1. Approving Authority - A person to whom authority has been delegated to approve budgets and expenditures in accordance with CSU and University policies and procedures.

5.2. Chief Financial Officer (CFO) – The Vice President for Administration and Chief Financial Officer.

5.3. Executive Officers – The President and Vice Presidents.

6.0. RESPONSIBILITIES:

6.1. The CFO will ensure fiscal reviews are conducted in accordance with CSU and University policies and procedures.

6.2. Executive Officers will:

6.2.1. Request and allocate funds in accordance with Cal State LA Administrative Procedure 212, University Resource Allocation Plan.

6.3. The Approving Authority will ensure all expenditures are reasonable and used for their intended purpose, do not exceed available resources, and are in compliance with CSU and University policies and procedures.

6.4. Budget Administration will:

6.4.1. Establish and maintain internal processes to:

6.4.1.1. Provide guidance to the campus community through the fiscal review/financial assessment process.

6.4.1.2. Ensure all financial assessment documents are prepared completely and accurately, and in accordance with CSU and University policies and procedures.

6.4.2. Conduct informal in-person meetings with division/department representatives at six (6) months and on an as needed basis to review and discuss the fiscal review/financial assessment reports.

6.4.3. Maintain the Budget Administration website, http://www.calstatela.edu/budget, making certain all necessary resources, to include required forms, instructions, references, etc., are available to the campus and updated as appropriate.

7.0. APPENDICES:

N/A