

## Glossary of Budget/Finance Related Terms

**Academics:** “Academics includes expenditures for the support services that are part of the institution’s primary mission.” “Include(s) audio/visual services, academic computing support, ancillary support, academic administration, personnel development and curriculum development.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ office of Accounting Services at (559) 278-2876.]

**Academic Year FTES:** Refer to “Annualized FTES.”

**Accrual:** When it is known that revenues are due but they have not been received before the fiscal year-end deadline for depositing revenues, the University Accounting Office can be contacted and asked to post the revenues in the current fiscal year. This posting based on sound documentation of “revenues due” is referred to as an “accrual” of revenues. This same process can be done with expenditures. If a Department is certain they will be receiving an invoice for materials received but it has not materialized and the deadline for posting invoices is near, the Department can request the University Accounting Office to “accrue” the expense. This allows for proper reporting of revenues and/or expenditures in the fiscal year in which they were generated/occurred.

**ADA:** Americans with Disabilities Act.

**Affiliated Organizations:** “Legally separate organizations that are affiliated or associated with a primary GASB institution. These organizations are created for the primary purpose of assisting a primary institution to accomplish its mission but are not subject to the institution’s organizational or procedural oversight. Fund-raising foundations, athletic associations, alumni associations, and research foundations are some examples of affiliated organizations. Depending on the organizational structure and other factors, some affiliated organizations may be considered component units and thus their financial activity must be reported separately by the primary institution.” [IPEDS’ Glossary].

**Athletics:** Refer to “Intercollegiate Athletics.”

**Athletic Scholarships:** Athletic Scholarships are awarded to athletes in varsity sports.

**Auxiliary Enterprises/Funds:** “Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college unions, college stores, and movie theaters.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**Academic Year (AY):** Refers to the time period beginning with the Fall Semester and ending with the Spring Semester.

**Backfill:** An increase in resources to fill a void resulting from management decisions. For CSU, Fresno budget application, it refers to restoring funding loss(es) due to state legislative, CSU system wide or central CSU, Fresno managerial decisions. For example, a reduction in the State University Fee results in a projected revenue shortfall to the campus. Additional State support to compensate for the revenue shortage would be referred to as the “Fee Reduction *Backfill*.”

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**Base Budget:** Permanent operating budget given to a unit to continuously carry out a basic ongoing mission from one fiscal year to another, as opposed to funding allocated for one-time projects, projects with a specific ending date and/or projects with a specific date when funding will no longer be provided.

**Benefits:** Reference is to what is commonly known as “staff” or “employee” benefits, i.e.: Social Security (OASDI), retirement (PERS), health coverage, dental coverage, vision, etc. The benefits available to an individual are dependent upon the employee’s Collective Bargaining Unit’s negotiated contract.

**Budget Letters:** Budget Letters are distributed by the State of California Department of Finance to all State of California agencies. The CSU is exempt from most Department of Finance budget related directives; campuses do not respond as individual entities directly to the Department of Finance. Any budget related directives issued by the Department of Finance that Fresno State may be required to respond to will be issued to the campus via request out of the CSU’s Chancellor’s Office.

**Calendar Year FTES:** Refer to “College Year FTES.”

**Cal Grant:** California offers Cal Grants to undergraduate students who meet the financial, academic and eligibility requirements. Cal Grant funding is free money to be used for California residents for educational expenses.

**Campus Master Plan:** Work on our first Campus Master Plan in more than 40 years is well along its path to providing a blueprint for the transformation of our physical campus to meet the educational goals embraced in our Strategic Plan for Excellence III. In short, it means developing a campus that respects California State University, Fresno’s agricultural education heritage, preserves the arboretum, renovates or replaces buildings and is a model of accessibility to pedestrians and alternative transportation.

**Campus Work-Study:** Federal Funds are allocated to the campus for the purpose of hiring students with qualifying financial needs. The Federal Work-Study Funds cover a percent of the student's salary; the hiring campus department then "matches" the Federal Funds with a smaller percent. Typically it is a 70/30 or 75/25 matching.

**Capital Projects/Capital Outlay Program:** "The erection, construction, alteration, painting, repair, improvement of any structure, building, road, or other improvement of the grounds or facilities of any kind, including campus utility systems. Capital projects may be subdivided into a variety of categories based on the size of the project in dollars or the source of funds." Refer to Major Capital Outlay and Minor Capital Outlay.

**Centrally Managed Resources:** Resources that are essential to the operation of the campus and are independent from any particular division's core activities. Examples would be: utilities, employee benefits and employer payroll taxes, Workers' Compensation, Industrial Disability, Non-industrial Disability, risk management and risk pool premium, and Student University Grants, all of which are the financial responsibility of the University at large.

**Chief Financial Officer (CFO):** Refer to the "Vice President for Administrative Services."

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**Common Financial System (CFS):** The conversion to CFS was initiated in July 2010. This conversion moves the campus from a campus managed finance system to a centrally-managed finance system hosted by the Chancellor's Office. CFS was implemented in July 2011.

**Common Management System (CMS):** CSU's implementation of a shared, common suite of PeopleSoft application software operated at a shared service center. This system was converted to CFS in July 2011.

**College Year:** A reference to a 12-month year beginning with the Summer semester followed by the Fall and Spring semesters.

**California State University (CSU):** The California State University is currently made up of 23 campuses overseen by the Chancellor's Office and its Trustees who are headquartered in Long Beach.

**CSU Operating Fund:** The CSU Operating Fund, Fund 90000, is the University's principal operating fund. It is allocated to the campus via the CSU Chancellor's Office and includes appropriations from the General Fund of the State of California and Student Fee Revenues.

**Deferred Maintenance:** Resources allocated for specific campus projects that are designed to continue the usefulness of a facility at its current or originally designed level of service. Examples include: “repainting an exterior of a facility, reroofing, electrical repairs, plumbing repairs, and road repairs.” [SUAM (State University Administrative Manual) Section 2601.01]

**Discretionary Funding:** Discretionary Funding refers to funds coming to the campus that are not mandated for a specific use. Funding, even if designated for specific purposes, unless mandated for such use, could be considered a University resource to be applied at the discretion of the campus President.

**Donor Directed Scholarships:** Scholarship funding originates from off campus sources and is designed for a specific student(s) by the funding agency or donor.

**Executive Order (EO):** Official memo issued by the CSU Chancellor’s Office to a campus president or campus presidents outlining their authority to take action.

**Equal Opportunity Program (EOP):** Equal Opportunity, as in Federal Government EOP Grants or EOP Program.

**External Auxiliaries/ Auxiliary Organizations:** “These organizations are legally separate entities that provide services primarily to the University’s students. Separate financial statements are issued for each of the six recognized Auxiliary Organizations,” which are:

- The Agricultural Foundation of California State University, Fresno
- California State University, Fresno Association, Inc.
- Associated Students of California State University, Fresno
- California State University, Fresno Foundation
- Fresno State Programs for Children, Inc.
- California State University, Fresno Athletic Corp

(Refer to a more detailed definition in the California State University, Fresno Combined Financial Statements, and Notes to Financial Statements. Copy is available from the University Accounting Services at (559) 278-2876)

## **Glossary of Budget/Finance Related Terms**

### **Federal Family Education Loan Program (FFELP) Stafford Loans:**

- *Stafford Subsidized:* Eligible students must demonstrate financial need. Loans are from private lenders, but the federal government pays the interest while the student is in school at least half time, and/or during a six month grace period after leaving school, and during a period of deferment.

## Appendix B

- *Stafford Unsubsidized*: Eligible students do not have to demonstrate financial need. The borrower is responsible for interest from the time the loan is disbursed until it is paid in full. Payments can be deferred until the student is out of school and there are options to accrue the interest due.
- *PLUS Loans*: Federal PLUS (Parent Loan for Undergraduate Students) is a loan that helps parents or guardians pay for college costs. Interest starts to accrue immediately and repayment begins within 60 days of the last disbursement.

**Federal Work Study**: Students who demonstrate financial need. The Federal Government provides funding for a portion of the payroll and the campus or off-campus agencies match a portion.

**Financial Aid**: Includes Student University Grants (SUG) and EOP grants and the Financial Aid Cost Center's General Fund operating budget.

**Fiscal Year**: For the State of California, and therefore the CSU and CSU, Fresno, the fiscal year is July 1st at 8:00 a.m. to June 30th at 5:00 p.m.

**FTE**: Full Time Employee = an individual who works the number of hours designated as full time by CSU system-wide Human Resources. For a staff person, full time is normally a 40-hour workweek. FTE is also used to mean "full time equivalent" in discussions referring to students and/or faculty. Refer to FTEF and FTES.

**FTEF**: Full Time Equivalent Faculty = a faculty member who works the required number of hours determined by CSU system-wide Human Resources as faculty full time employment.

**FTES**: Full Time Equivalent Student = calculation is derived by dividing total student enrollment units by 15 units. A Full Time Equivalent Graduate Student is derived by dividing total graduate student enrollment units by 12.

**Generally Accepted Accounting Principles (GAAP)**: The common set of accounting principles, standards and procedures that are used to compile their financial statements. GAAP are a combination of authoritative standards (set by policy boards) and simply the commonly accepted ways of recording and reporting accounting information.

**General Fund, AKA State Appropriations**: Expenditure authority from the State based upon its collected and/or estimated collection of revenues. On an annual basis, a portion of the State of California General Fund revenues is identified by the governor for use by the CSU system. The Office of the Chancellor then redistributes CSU's appropriation funding to the 23 CSU campuses along with an estimate of the student fee revenues each campus is expected to collect based upon their projected student enrollment.

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**Governor's Compact:** In acknowledgment that long-term solutions are critical to the challenges of the enrollment tidal wave and that strategic planning is essential to the success of the CSU, the Governor and the CSU agreed to a funding methodology for the fiscal years 1995-96 through 1998-99. This agreement was referred to as the "Governor's Compact." The purpose of this compact was to provide a consistent and dependable funding level to the CSU.

In exchange for predictable funding, the CSU committed to key educational outcomes. Following 1998-99, the Governor committed to a new partnership agreement, which is reviewed/renewed with the CSU Chancellor, each fiscal year. **Refer to Higher Education Compact.**

**HR:** Human Resources.

**Higher Education Compact:** In May of 2004, Governor Arnold Schwarzenegger entered into a new six year compact with the UC and CSU systems. This long term funding agreement officially begins with fiscal year 2005-06 and extends through 2010-11.

**International and Extended Studies (IES):** International & Extended Studies also known within the CSU as "Continuing Education" and/or "Extended Studies;" Offers both matriculated and non-matriculated courses within the Special Sessions, Open University, Winter Session, International Programs and Services or Professional Development programs.

**In-class (classification) Progression:** This is a personnel action resulting in an increase to compensation for an employee as the result of a management decision to move an individual to a higher skill level within a job classification with specific skill levels. As with reclassifications, equity adjustments and hiring above a position's budgeted level, there are no central University funds set aside to cover costs associated with in-class progressions.

**IPEDS:** "The Integrated Postsecondary Education Data System (IPEDS), established as the core postsecondary education data collection program for NCES (National Center for Education Statistics), is a system of surveys designed to collect data from all primary providers of postsecondary education. IPEDS is a single, comprehensive system designed to encompass all institutions and educational organizations whose primary purpose is to provide postsecondary education. The IPEDS system is built around a series of interrelated surveys to collect institution level data in such areas as enrollments, program completions, faculty, staff, and finances." [IPEDS' Web Site - <http://nces.ed.gov/ipeds/>]

**Institutional/Campus Scholarships:** Campus-based and departmental scholarships.

**Institutional Support:** "Institutional Support includes expenditures for the day-to-day operational support of the institution excluding physical plant." [Integrated Post-Secondary Education Data Survey (IPEDS) definition].

**Instruction Program:** “Instructional activities (Academic administration should be excluded) for both credit and non-credit functions, including general academic instruction, occupational and vocational training, special session instruction, community education, adult basic education and tutorial instruction conducted by the faculty for the institution’s students.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition].

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**Labor Cost Distribution (LCD):** LCD is a CMS/PeopleSoft Human Resources process that distributes compensation expenditures to appropriate/designated funds. Reports can be generated that provide employee compensation related data and indicate the chartfield string where this data is posted in PeopleSoft Financials as expenses.

**Level A:** The Level A allocation utilizes a base percentage for each of the program areas and provides a small amount to be allocated to address University priorities. Beginning in 2008-09, the President established fixed Level A Allocation percentages for permanent adjustments to the base budget.

**Lottery Fund:** A portion of the California State Lottery is given to the CSU and then is distributed by the CSU Chancellor’s Office to CSU, Fresno as one of the CSU System’s 23 campuses.

**Major Capital Outlay:** “Includes purchases of land and costs related thereto, including capital outlay planning and administrative costs, court costs, condemnation costs, legal fees, title fees, etc., and construction projects costing over \$250,000 including preliminary planning, working drawings and equipment related to a construction project regardless of the cost or timing.” [SUAM (State University Administrative Manual) Section XI, Item 9231.]

**Marginal Costs (of Instruction):** “The calculation for general Fund dollars needed to support enrollment growth is based on the marginal cost formula developed at the request of the state legislature in cooperation and agreement with the Department of Finance, the University of California, and the Legislative Analyst’s Office. Marginal Cost is a negotiated funding standard used to quantify the incremental cost of adding one new full-time equivalent student at CSU.” [2000/01 Support Budget, California State University definition.]

**Minor Capital Outlay:** “. . . projects that are budgeted as capital outlay and are composed of construction projects whose estimated cost is \$250,000 or less.” [SUAM (State University Administrative Manual) Section XI, Item 9231.]

**MOU:** Memorandum of Understanding.

**NACUBO:** National Association of College and University Business Officers.

**One-Time Funding:** Funds allocated on a one-time basis often for a designated project or use. Funds may be allocated in subsequent fiscal years but the funds are not intended to become a permanent addition to the recipient(s) base budget.

**Operation and Maintenance of Plant:** “Operation and Maintenance of Plant includes expenditures for operations established to provide service and maintenance related to grounds and facilities used for educational purposes.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition].

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**PELL:** Pell Grants named after Senator Pell are the largest source of grant money from the federal government. They are awarded to qualified undergraduates and in some limited cases, post-BA students in a teacher certificate program. The maximum Pell Grant award for the 2012-13 award year (July 1, 2012 to June 30, 2013) is \$5,550. The maximum can change each award year and depends on program funding. The amount awarded will depend not only on financial need, but also the costs to attend school, the status as a full-time or part-time student, and the student’s plans to attend school for a full academic year or less.

**PeopleSoft:** CSU’s choice of ERP (enterprise resource planning) software for the entire CSU system. Refer also to CMS/Common Management System.

**Perkins Loans:** Perkins Loans are Federal low-interest loans for undergraduate and graduate students demonstrating a high financial need.

**Provost’s Division:** Those colleges’, schools’, departments’, service units’, and individuals’ operations under the purview of the Provost/Vice President for Academic Affairs. Also referred to as the Vice President for Academic Affairs Division.

**Public Service:** “Public Service is all funds expended for activities that provide non-instructional services to groups external to the institution.” Example: Off Campus Federal Work Study funds. [Integrated Post-Secondary Education Data Survey (IPEDS) definition.]

**Receipts:** Revenues and/or Reimbursements to the General Fund, which includes: Non-Resident Fee, Application Fee, State University Fee, Transcripts, Library fines, Late Registration Fee, etc.

**Revenue Funds:** Self-supporting funds that generate their own revenues independent of the State's General Fund Appropriation to the campus. These funds operate under the direct supervision of the campus Vice Presidents; financial records are maintained in the campus' central accounting system (CMS/PeopleSoft). Examples are the Student Health Service, Lottery, Continuing Education, Housing, and Parking operations.

**State Administrative Manual (SAM):** The State Administrative Manual outlines State of California policies and procedures governing administrative processes.

**SCO:** State (of California) Controller's Office.

**System Budget Advisory Committee (SBAC):** System Budget Advisory Committee that includes representatives of CSU academic senate and faculty union, students, presidents, administrative and academic vice presidents and alumni.

**Supplemental Educational Opportunity Grants (SEOG):** Federal Supplemental Educational Opportunity Grants are awarded to undergraduate students with exceptional financial need.

**State Equal Opportunity Program (SEOP):** Students must be accepted to the EOP program at the time of their admission to CSU, Fresno and be a California resident; grants are based on available funding.

**Shortfall:** When a historic funding level is identified as not being sufficient to cover projected expenditures, as in "Utilities' Shortfall."

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**Surplus Monetary Investment Fund (SMIF):** The Surplus Monetary Investment Fund is managed by the State of California's Controller's Office.

**Stafford Loans:** See Federal Family Education Loan Program (FFELP) Stafford Loans

**Strategic Planning:** The strategic plan for California State University, Fresno establishes the direction for the University. For more information regarding the Strategic Plan for Excellence IV (2011-2015) see <http://www.fresnostate.edu/academics/oie/planning/strategic.html>.

**Student Services:** "Student Services includes expenditures for admissions, registrar activities, career guidance, counseling, financial aid administration and student health services, and administrative allowance for Pell Grants." [Integrated Post-Secondary Education Data Survey

(IPEDS)].

**SUF:** State University Fee.

**State University Grant (SUG):** This grant is available to both undergraduate and graduate students who are California residents. Amounts awarded vary based on enrollment status.

**Support Budget:** General Fund base budget plus any one-time funding for a given fiscal year; equivalent to the net state appropriation.

**System wide:** “System,” references the 23 universities and Chancellor’s Office site under the governance of the Chancellor and Trustees of the CSU. “System wide” refers to anything that applies to all 23 campuses.

**Temporary Funding:** Refer to “One-Time Funding.”

**California State University, Fresno Foundation:** The CSU, Fresno Foundation is our auxiliary organization dedicated solely to philanthropy. Its primary mission is to build bridges with alumni and friends by improving services, stewardship and donor support. The Foundation encourages private gifts, trusts, and bequests for the benefit of Fresno State and manages the university’s endowment to achieve maximum returns.

**Trust Financial Aid:** Includes SUG, PELL, CWS, SEOG, Cal A & B grants, and campus scholarships and grants.

**Trust Funds:** “Money or property in the custody of a State agency not required to be deposited in a fund in the State Treasury.” [SAM Section 19400.]

**Vice President for Academics Division:** Those departments’ service units’, and individuals’ budgets that are under the purview of the Vice President for Academic Affairs. Also, referred to as the Provost’s Division.

**Vice President for Administrative Services Division:** Those departments’, service units’, and individuals’ budgets that are under the purview of the Vice President for Administrative Services.

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**Vice President for Student Affairs' Division:** Those departments' service units', and individuals' budgets that are under the purview of the Vice President for Student Affairs.

**Vice President for University Advancement's Division:** Those departments', service units', and individuals' budgets that are under the purview of the Vice President for University Advancement.

**WACUBO:** Western Association of College and University Business Officers.

**Year 'Round Operations (YRO):** In summer 2006, CSU, Fresno converted its' traditional summer term from IES/Continuing Education to a state supported operation, making the campus officially a "year round" operation