

## Glossary of Budget/Finance Related Terms

**Academics:** “Academics includes expenses of activities and services that support the institution’s primary missions of instruction, research, and public service. Includes the retention, preservation, and display of educational materials, organized activities that provide support services to the academic functions of the institution, audiovisual services, academic administration, academic personnel and curriculum development. Also included are information technology expenses related to academic support activities.” [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 “Academic Year” and “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. “Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.” [United States Department of Labor (DOL) definition.]

**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.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**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

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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):** Two consecutive terms 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*.”

**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” and “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:** Campus master plans are living documents that reflect functional relations, environmental issues, vehicular and pedestrian traffic patterns, landscaping, recreational space, architectural character, and possibilities for campus expansion.” CSU, Fresno’s Campus Master Plan provides a blueprint for the transformation of our physical campus to meet the educational goals embraced in our Strategic

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Plan for Excellence III to respect the agricultural education heritage, preserve the arboretum, renovate or replace buildings and serve as 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:** Capital Outlay Projects include new construction, alterations, additions, and improvements to campus structures or infrastructure. They are funded by either state or non-state revenue bonds, donor funds, or grants for renovation, repair, replacement, or new construction of buildings, landscape, infrastructure, building systems, furniture, and equipment. 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):** "Oversees the financial management of the college, which includes: resource allocations, financial strategy, capital plans, debt management, cash flow optimization, and financial information systems. Responsibilities encompass treasury, investment, budgets, accounting systems, the audit, and accounting oversight of the endowment. The CFO has a central role with senior administrators and is also a key advisor to the President on financial and non-financial strategic issues." [National Association of College and University Business Officers (NACUBO) definition.]

**Chief Information Officer (CIO):** The senior campus Information Technology executive and represents the campus on all IT issues ranging from strategic planning, program development and overall coordination for all aspects of campus information technology resources. These responsibilities include leadership and management supervision for Technology Services (TS) and academic technology in concert with the Senior Academic Technology Officer (SATO)

**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.

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**Continuing and Global Education (CGE):** Offers a wide variety of educational programs, including bachelor's and master's degrees, certificates, continuing education and professional development courses, personal enrichment classes, and global education programs such as intensive language development, study abroad, and academic exchanges. CGE offers Open University as well as summer and winter courses.

**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 including the summer, fall, winter, and spring terms. For example, the college year 2015-2016 would be followed by the college year 2016-2017.

**California State University (CSU):** The CSU is the country's largest four-year university system made up of 23 campuses overseen by the Chancellor's Office and a Board of 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) definition for "Special Repair Projects," Appendix A.]

**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.

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**Educational Opportunity Program (EOP):** Provides an array of services to support first-generation, low-income, educationally disadvantaged college students. These services are designed to create an environment that fosters a sense of community, promotes integration into the university, encourages use of campus resources, and guides students to achieve their academic, career, and personal goals. EOP students may apply for federal grants.

**External Auxiliaries/ Auxiliary Organizations:** 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:

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

(For a more detailed description, visit <http://fresnostate.edu/auxiliary> or contact Auxiliary Services at (559) 278-0800.)

### 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.
- *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.

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**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.

**HR:** Human Resources.

**Intercollegiate Athletics:** Non-professional, college-level sports and games. Athletic programs of Division I, Division II, and Division III schools must comply with the rules and regulations established by the National Collegiate Athletic Association (NCAA).

**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.

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**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:** “Includes expenses for day-to-day operation support of the institution. Includes expenses for general administrative services, central executive-level activities concerned with management and long range planning, legal and fiscal operations, space management, employee personnel and records, logistical services such as purchasing and printing, and public relations and development. Also includes information technology expenses related to institutional support activities.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**Instruction:** “Includes general academic instruction, occupational and vocational instruction, community education, preparatory and adult basic education, and regular, special, and extension sessions. Also includes expenses for both credit and non-credit activities but excludes academic administration.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**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 chart field 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:** “Construction project where the estimated total project cost exceeds \$600,000. State site acquisition projects regardless of amount, are funded in major capital outlay.” [SUAM (State University Administrative Manual) Section XI, Item 9231.]



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**Marginal Costs (of Instruction):** “The calculation for General Fund 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:** “Construction project where the estimated total project cost is \$600,000 or less. Typically limited to the betterment of academic facilities, including improvements to comply with regulations of the Americans Disability Act (ADA).” [SUAM (State University Administrative Manual) Section XI, Item 9231.]

**MOU:** Memorandum of Understanding.

**NACUBO:** “The National Association of College and University Business Officers is a membership organization representing more than 2,500 colleges, universities, and higher education service providers across the country and around the world. NACUBO specifically represent chief business and financial officers through advocacy efforts, community service, and professional development activities.” [NACUBO definition. For more information, visit <http://nacubo.org>]

**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:** “Includes expenses for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Specific expenses include utilizes, fire protection, property insurance, and similar items.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**PELL:** Pell Grants are awarded to low-income, qualified undergraduates and certain post-BA students in a teacher certificate program. The maximum Pell Grant award for the 2015-16 award year (July 1, 2015 to June 30, 2016) is \$5,775. 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 cost of attendance, 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. Effective July 1, 2012, an individual cannot receive a Pell Grant for more than 12 semesters.

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



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**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:** "Includes expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Examples are conferences, institutes, general advisory service, reference bureaus, and similar services provided to particular sectors of the community. Includes expenses for community services, cooperative extension services, public broadcasting services, and information technology expenses related to public service activities." [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus' Accounting Services at (559) 278-2876.]

**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.

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

**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:** “Includes expenses for admissions, registrar activities, and activities whose primary purpose is to contribute to students emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples include student activities, cultural events, student newspapers, intramural athletics, student organizations, supplemental instruction, and student records.” [Integrated Post-Secondary Education Data Survey (IPEDS) definition. For information regarding IPEDS, contact the campus’ Accounting Services at (559) 278-2876.]

**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.

**Support Budget Plan:** After the Higher Education Compact failed to be fulfilled in its last years up to 2011, the state of California has struggled in continuing to provide sufficient funds to UCs and CSUs. Tuition fees have been increased to supplement the gaps in funding. However, the 2015-16 budget plan promises an increase of \$269 million for the CSU system, bringing the annual support budget to \$5.1 billion (\$2.1 billion from tuition fee and other fee revenues, \$3 billion from state appropriation). [2015/16 Support Budget, California State University definition.]

**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.”

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**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 manages the financial activities relating to sponsored research grants and contracts, gifts and endowments (including related scholarship and loan accounts), and campus trust accounts.

**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.

**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:** “The Western Association of College and University Business Officers is one of four regional associations making up the NACUBO. It offers business officers in the western region opportunities to develop professionally, to identify solutions for issues affecting higher education, and to share their expertise with their colleagues.” [WACUBO definition. For more information, visit <http://wacubo.org>]