



## 2. ANNUAL BUDGET PROCESS & TIMELINE

# BUDGET DEVELOPMENT PROCESS & TIMELINE

			Sacramento State				
Month	State of California	The California State University (CSU) System		Colleges & Program Centers	Divisions	University Budget Advisory Committee (UBAC)	President's Cabinet
October		Start of process for next budget year.		Start of process for next budget year.			
				Deans & program center managers make allocations to departments for the current year.	Ongoing strategic planning process.	Committee members are appointed by the president and appointments begin. The	Annual Financial Review Town Hall meeting lead by Budget Planning & Administration (BPA).
November		Board of Trustees adopts CSU Support Budget Request for next budget year. Late November, enrollment targets released for next fiscal year.		Campus enrollment targets released by Chancellor's Office for next fiscal year.	Campus enrollment targets released by Chancellor's Office for next fiscal year.	committee reviews final budget for current year and develops the Annual Budget Call templates.	BPA to give new UBAC members budget training and discusses changes to the Annual Report with UBAC.
December					Continued planning for next academic & budget year.	UBAC reviews CSU budget assumptions & develops recommendations for Budget & All University Expense (AUE) Call documents & process to President.	
January	Governor releases proposed budget for upcoming fiscal year.	CSU representatives meet with Legislative & Governor's budget representatives.  Board of Trustees & Chancellor's Executive Committee deliberate on budget issues.		Program centers continue planning for next academic & budget year.			After considering UBAC recommendations, President sends Budget Call & All University Expense (AUE) line items call to Divisions.
February	Legislative Analyst's Office (LAO) releases review of Governor's budget.			Colleges prepare response to Budget & All University Expense (AUE) Call from the President.	Prepare response to Budget & All University Expense (AUE) Call from the President.	Provides recommendations for Budget & All University Expense (AUE) Call documents/process to President. Annual Report for budget, expenditures & financial information is released.	Cabinet receives new year budget information; discusses enrollment & other strategic priorities.
March	Budget subcommittee hearings.			Chancellor's Office distributes initial campus budget letter with projected allocations.	Respond to Provost/VP request for priorities & budget needs. Colleges give Budget & All University Expense (AUE) presentations to Cabinet.	Give Budget & All University Expense (AUE) Call presentations to President's Cabinet.	Cabinet receives budget/AUE all presentations from Divisions/Colleges. President publishes University Budget & Expenditure Report.

# BUDGET DEVELOPMENT

## PROCESS & TIMELINE

### (Cont.)

				Sacramento State			
Month	State of California	The California State University (CSU) System		Colleges & Program Centers	Divisions	University Budget Advisory Committee (UBAC)	President's Cabinet
April				Respond to additional Provost/VP requests.		UBAC reviews enrollment & other strategic priorities.	Cabinet reviews Division Budget & All University Expense (AUE) Call responses.
May	Governor releases May Revision of the budget. Legislative Analyst's Office (LAO) releases May Revision of next fiscal year's revenue projections.			Program centers notify departments of any major budget changes for next year.	Submit Budget & All University Expense (AUE) Call responses and give presentations to UBAC.	UBAC reviews Division Budget/AUE Call responses & meets with Division heads. BPA provides updated Sources & Uses to UBAC based on the Governor's May revise.	President receives UBAC's budget recommendations & reviews preliminary budget changes to campus.
June	Legislature sends budget to the Governor. Governor signs the budget.		Chancellor's Office provides May Revise budget updates.		Notify departments, programs, & divisions of any major budget changes for next year.	UBAC makes budget recommendations to the President.	Cabinet budget discussions continue.
June 30 - End of current Budget Year / July 1 - Start of new Budget Year							
July		Chancellor's Office notifies campus of budget detail once the State of California budget is signed by the governor.		Ongoing dialogue within departments and program centers regarding budget issues.	Ongoing dialogue within division regarding budget issues.	If needed, UBAC makes additional recommendations to President & Cabinet.	Review UBAC's final budget recommendations; Cabinet makes final recommendations to President.
August					Vice Presidents make allocations to Program Centers for current year.		President makes budget decisions & notifies cabinet, UBAC & the campus.
September							



## **University Budget Advisory Committee Composition**

The University Budget Committee (UBAC) is established by the President to provide input and recommendations to the President regarding the University's General Operating Fund Budget. In order to secure broad representation and input as well as a variety of perspectives, the committee will be comprised of the following members:

University Staff and Administration: Four committee members selected from the University staff and administration appointed by the President (one-year terms).

Faculty: Four committee members that include one Department Chair recommended by the chairs to the Provost and appointed by the President (two-year term); three faculty members recommended by the Faculty Senate (staggered three-year terms). The Senate will advance at least three and up to five names annually to the President for consideration.

Students: Two students recommended by the President of the Associated Students Inc. (one-year terms).

The Associate Vice President for Budget, Planning and Administration (permanent member).

Ex-Officio Members/Staff: Budget Planning and Administration analysts.

A member of the University Budget Advisory Committee will be appointed by the President to serve as chair of the committee.

## **Charge to the University Budget Advisory Committee**

*The discussions and recommendations of the University Budget Advisory Committee shall be limited to issues outside the realm of exclusive collective bargaining representatives.*

Working with the President and Vice Presidents, the University Budget Advisory Committee shall:

1. Participate in a highly transparent, informative, and participatory campus General Operating Fund budgeting process.
2. Participate in a budgeting process that integrates campus strategic goal setting, budget review and planning, and allocations set by the president.
3. Participate in the review of accomplishment of goals by vice-presidential divisions and other appropriate units and determine the levels of accountability in the proper use of funds.
4. Advise the President regarding the timing and content of annual budget calls.
5. Review, analyze, and advise the President regarding significant budget actions external to the campus that could impact the University's Operating Fund; e.g. the initial CSU budget proposal and the Governor's May Revise.

6. Review annually the alignment of enrollment targets to the proposed General Operating Fund Budget.
7. Provide annual recommendations to the President regarding the proposed budget allocations across the University's several divisions in line with the University Strategic Plan.
8. Advise the President regarding the format for reporting annual budget data to the campus community in a thorough and consistent manner such that annual changes in the budget are easily tracked and understood.
9. Advise the President during the fiscal year regarding significant or unanticipated events that have a significant effect upon campus budget allocations.

Revised September 8, 2013

# UNIVERSITY BUDGET ADVISORY COMMITTEE

## (UBAC) MEMBERS

### For the 2019-20 Budget

#### **Administration/Staff Members**

Fred Baldini, UBAC Chair

Stacy Hayano

Angel M. Thayer-Smith

LindaKay Soriano

Tatiana B. Azad

#### **Faculty Members**

Julian Heather

Jai Joon “Jay” Lee

Elvia Ramirez

Ernest Uwazie

#### **Student Members**

Christian Landaverde

Prabhjyot Shinh

#### **Support Staff to Committee**

Lauren E. Garrett

Norman Kwong

Diana M. Lynch

# STATE OF CALIFORNIA

## BUDGET BILL PROCESS & GUIDE

### July - September 15

State agencies and departments submit budget proposals for the upcoming fiscal year to the Department of Finance (DOF) by September 15th.

### September - January

The Department of Finance (DOF) analyzes proposals, meets with agencies to review requests, estimates state revenues and expenditures then finalizes a balanced budget plan for the Governor approval. After the Governor has evaluated the proposed DOF budget, DOF releases it to the public and the legislature as the "Governor's Budget" by January 10th.

### January - February

The budget is introduced as identical bills to both the Assembly and the Senate. The Legislative Analyst's Office (LAO) will prepare an analysis of the bill, which includes background, projections and recommended revisions. This bill is the starting point for budget subcommittee hearings.

### March - April

In each house (Assembly/Senate), the bills are separated by subject matter and disseminated to the appropriate subcommittee for public hearings. Most changes to the bill are made in the subcommittees of each house because this is where representatives from agencies, Department of Finance (DOF), and key stakeholders can be heard on budget items. Once the hearings are completed, each subcommittee votes and submits their report to the full budget committee.

### May

In May, revenue and expenditure estimates are revised based on the most current information, so that it is reflected on the final Budget Bill. In mid-May, the Governor releases the revisions to the Budget Bill in what is termed the "May Revise." These revisions are incorporated into the draft amendments of the bills which are being discussed at the budget subcommittees for both houses. The legislature usually waits for updates from the May Revise prior to any final budget decisions made on the major programs (e.g. Education, Corrections, Health and Human Services).

### May - June 15

Once the subcommittee hearings are completed, the subcommittees of both houses will approve, revise, or disapprove certain details of the Budget Bill. They will then submit a report to their respective budget committees. In each house, the full budget committee will adopt its subcommittees' reports and send the revised Budget Bill to both the Assembly and Senate floors for amendments and votes. Each house will vote on their Budget Bill and then send it to the other house for concurrence. In the event either bill is not passed by the other house, then it's sent to the budget conference committee to settle the differences. The budget conference committee is comprised of three members from each house and their task is to settle differences between the two version of the Budget Bill (Assembly and Senate).

In the event the budget conference committee cannot reach a final agreement on the budget, then the "Big 5" which includes the Governor, the President pro tempore of the Senate, the Speaker of the Assembly, and the minority leaders of both houses will meet to resolve the deadlock.

After the budget conference committee distributes the report to the full Assembly and Senate, each caucus meets and is briefed on the final agreement. The committee report containing the Budget Bill cannot be amended. The Budget Bill must be approved by a simple majority vote in each house before it can be sent to the Governor. However, a two-thirds vote is still required for the Legislature to raise taxes. The constitution requires that the Legislature pass the Budget Bill and forward it to the Governor by June 15th for their signature.

### June 15 - 30

After the Governor has received the Budget Bill from the Legislature, they have 12 working days to sign or veto the bill. The Governor may reduce or eliminate any appropriation before the Budget Bill is signed via the line-item veto. The Legislature can override a line-item veto with a two-thirds vote in each house. Once the Governor signs the Budget Bill, it goes into effect on July 1st. The new budget period runs from July 1st through June 30th.

# STATE OF CALIFORNIA

## BUDGET BILL PROCESS & GUIDE

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