1. Procurement & Contract Updates
2. CSUDH Travel Policy
3. FY20-21 Budget Posting Process
Procurement and Contracts

Gene Surh / Maria Hernandez
Procurement & Contracts Update

• Home Delivery updates
  ➢ https://www.csudh.edu/procurement/

• P-card Reconciliation Updates
  ➢ All outstanding P-card reconciliations due by September 1, 2020
  ➢ https://www.csudh.edu/procurement/

• P-card Violation Notices
  ➢ Any outstanding monthly reconciliation submissions will be reported to VPs effective 9/1/20 and will be processed as a P-card “violation” in accordance with Procurement P-Card Policy

P-Card Violation Notice Message

Maria Hernandez,

Active cardholders of the CSUDH Procurement Card Program are responsible for strict adherence to all policies and processes including complete and timely monthly reconciliation of P-card purchases. The Accounts Payable Office and the P-card Administrator jointly perform a monthly audit of P-card reconciliation submittals to ensure activities are consistent with all programmatic requirements.

Your 2020-08-11 reconciliation submittal has been flagged for the following violation(s):

Violation Type: Personal Purchase
This is your violation number: 2

Up to two (2) violations in a six-month period will result in a warning to the Cardholder; a third violation in the same period will result in a thirty (30) day suspension. The cardholder will be required to attend P-card Refresher Training to revalidate P-card privileges. Continued violation of any part of the policy shall result in the permanent revocation of P-card privileges and card cancellation.

Periodic refresher training is highly encouraged. The P-card Policy is available at https://www.csudh.edu/procurement/procurement-contracts/procurement-card.

Based on the violation number, the P-card Administrator will be in contact with you to discuss next steps. If you have any questions or concerns regarding this violation notification, please contact the P-card Administrator, Michelle Sandoval at psard@csudh.edu.

Submitted By: mhsandoval@csudh.edu
Submission Time (UTC): 8/12/2020 3:34:08 PM
Procurement & Contracts Update

- COVID-19 Activity Log reminders
  - Continue to submit activity logs
  - Entries should only be for activities that would otherwise not have occurred had it not been for COVID-19 (coming on campus to do one’s normal, non-COVID-19 work does not count)
  - Any challenges / improvement suggestions?
Accounting Services – CSUDH Travel Policy

Wayne Nishioka / Cecilia Patz
# Base Budgets

<table>
<thead>
<tr>
<th></th>
<th>19/20 Base Budget</th>
<th>20/21 Starting Base Budget</th>
<th>Final 20/21 Base Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>$200,558,869</td>
<td>$193,177,417</td>
<td>$193,177,417</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$200,558,869</td>
<td>$203,077,060</td>
<td>$193,177,417</td>
</tr>
<tr>
<td><strong>NET</strong></td>
<td>$-</td>
<td>$(9,899,643)</td>
<td>$-</td>
</tr>
</tbody>
</table>
Base Budgets

• Base Budgets will be posted the week of August 17th

• Base Budget amounts will reflect approx. $10M in reduction distributed across the divisions

• A portion of the reduction to each was made through campus wide strategies (e.g. eliminating vacant positions)

• The remainder of the reduction will be identified by each division individually
Carryforward Balances

• Carryforward balances will be posted on the week of August 17th

• Adjustments will be made through September 1st, consistent with strategies outlined by the Executive Policy Group
  - Travel will be swept in the amount equal to 19/20 actuals
  - Identified membership budgets will be swept

• Remaining carryforward balance strategies are still in discussion
All Funds Budgeting

• An integral part to mitigating both base AND one-time shortfalls is ensuring we are utilizing every source of funding

• These funds are designated for specific purposes, but their utilization frees resources in the Operating Fund

• Below are some examples of funds to be maximized:
  - Trust Funds
  - Lottery Funds
  - Foundation Funds