University Budget Committee
Thursday, October 21, 2021

Attendance

Summary
Three agenda items were discussed.

2020-21 Year End Balance & Reserve Designations
- Operating fund ended up with slightly larger balance.
- Increase balance can be attributed to over-enrollment revenue and CARES funds
- Campus required to report “Reserve Designations” to CO
  - Including all campus fund balances, auxiliaries, and enterprises
- Maintaining appropriate reserves is important to address unexpected expenses or changes in revenue streams
- Reserves can be utilized as start-up funding for new initiatives or buildings.
- The University monitors all auxiliary and enterprises reserves, but the Chancellor’s Office only reports on some

CARES Update
- CSUDH received almost $113M in CARES Funds, including $6.7M allocated to the campus as a Minority Serving Institution
  - 100% of the funds have been allocated/ claimed
- CARES requires that half of the funding allocated to the campus is distributed directly to students in the form of Emergency Aid Grants (CARES II required only 30% to be allocated to Emergency Aid Grants)
- Remaining “institutional portion” to be used for COVID-related expenses
- The funds were allocated based on eligibility and applicability of the CARES guidelines, provided by the Department of Education
- One-time funds, can’t be used for on-going expenses

Budget Request Process & Topics
- Historically, the University Budget Committee allocated funds after the budget allocation in July
- In 20-21 there were no new funds, and UBC proactively allocated 22-23 funds without knowledge of funding amounts, which was difficult

Two Recommendations
- Recommendation: Return to allocation timeline post- Budget Memo distribution.
- Recommendation: Prepare memo signed by UBC and Cabinet documenting why 20-21 was an anomaly year

Other UBC Topics (if budget allocation requests are not reviewed):
- Develop Infrastructure around multi-year planning
- Review Presidential Memo
- Planning around all-funds budgeting
- How does the budget process advance the Strategic Plan?
- Review audited Financial Statements
- Define relationship with University Planning Committee
**Action Items**

None.

Full recording available upon request.