POLICY PURPOSE
As required by the Chancellor’s Office, it is the policy of the CSU that the campus chief financial officer must annually direct the distribution of reserves in order to designate campus reserves for various purposes in accordance with this policy.

POLICY SCOPE
The scope of this policy includes all state/non-aux. fund(s) such as General Operating Fund, Lottery, Student Success Initiatives, Graduation Initiative, Continuing Education Operating, Continuing Education Revenue Sharing, Parking Operating, and Housing Operating fund(s). Reserve for economic uncertainty may be established in each of the campus operating funds in order to limit impacts of cyclical state recessions and to support year-to-year consistency in the university’s operations.

Designations for “reserve for economic uncertainty” may accumulate up to an amount that is no more than one-half of the projected annual operating budgets in each of the operating funds for which the reserve is established.

In addition, other reserve designations should be established as applicable in each of the campus operating funds for specific capital projects, capital renovation, facilities maintenance, and repair, encumbrances, catastrophic events, or any other specified purpose consistent with the underlying funding requirements and restrictions.

ROLES, RESPONSIBILITIES, AND AUTHORITY

The following are general levels of authority associated to budget oversight:

Associate Vice President of Financial Services:
The AVP of Financial Services is responsible for enforcing university budget reserve policy under the leadership of the Vice President for Administration & Finance/CFO.

The Office of Resource Planning & Budget provides standard budget management reports for distribution to each division and requests divisional units to provide projection of the year-reserves in order to monitor and ensure that the campus is in compliance with CSU Reserve Policy.
Division Vice President
The Division VP assigns responsibility of the division’s budget management to a Budget Officer.

Designated reserves must be reported by division Budget Officers on an annual basis (at the end of 3rd quarter) to Resource Planning & Budget department. The current primary reserve categories are included in the Annual Reserve Plan (Attachment A).

ADDITIONAL INFORMATION

- Budget Oversight Policy

RESOURCE AND REFERENCE MATERIALS

- Budget Reserve Policy
- Executive Order 1000 - Delegation of Fiscal Authority & Responsibility