


July 21, 2021

## MEMORANDUM

TO: Division Budget Managers

FROM: Pamela Lewis   
Budget and Resource Planning, Manager

SUBJECT: **2021-22 General Fund Budget Allocation Instructions**

The 2021-22 Level A Final Budget Allocations are provided in this Budget Binder. Your Level B budgets must be submitted to the Office of Budget and Resource Planning (Budget Office) by **August 18, 2021**.

**Please be sure to review your respective department's budget entries to make sure it balances to your Level A Allocation.**

### **A. Instructions for Personal Services Budgets (Phase II):**

- STEP 1.** Run the 2021 Budget/Expenditure Report for the division(s) which you will be submitting original budgets.
- STEP 2.** Save the resulting report using the "Save as" option to your local hard drive, with the file name of "2021 Phase II".
- STEP 3.** Using the saved report from Step 2, allocate your budget to the desired level, Appointment, Position (vacancies only), or Pool using the Original Budget column, (all other columns should be deleted).

All chartfield strings must be sub-totaled. For example, 90000-xxxxx-00000-601931 would have a subtotal, as would 90000-xxxxx-12501-601931. Rows will need to be inserted as needed for these subtotals. Add a formula in the Total line of the Original Budget column that adds together all the sub-totals from the above entries.

#### **PLEASE NOTE:**

**ALL BUDGET ENTRIES FOR SALARIES NEED TO BE FORMATTED AS FOLLOWS: \$ XX,XXX.00. ONLY WHOLE DOLLAR ENTRIES WILL BE ALLOWED – ALL DIGITS FOLLOWING THE DECIMAL HAVE TO BE ZERO AND THEY HAVE TO BE DISPLAYED ON THE FINAL SUBMISSION.**

When done, save the report (with all columns after “Original Budget” deleted or hidden) and continue to the next section.

If you have any questions, please contact Lisa Chavez at 278-5293 or Pam Lewis at 278-5295.

### **Instructions for Operations Budget (Phase II)**

The Budget Office has established a template to enter and submit your financial budgets: <http://www.fresnostate.edu/adminserv/budget/phases/index.html>. Select the “**21-22 Phase II Budget Form**” and click it. This will bring up the budget entry form for original budgets for 2020 on an Excel worksheet.

### **PLEASE NOTE: DO NOT ENTER DATA ONTO THE SUMMARY TAB.**

This form should be saved on your hard drive so that it can be completed, reviewed and submitted.

- STEP 1. Department ID and Class** – Please create separate budget worksheets for each Department/Class combination. Using the budget template, complete the header information at the top with DeptID, and directly beneath enter the Department title. If a specific Class Code is to be used, enter the Class Code in the box provided otherwise leave it blank. Any classes that are used should be active in the system. If you are unsure if a class code is valid, please consult the Accounting Services website at <http://www.fresnostate.edu/adminserv/accountingservices/chartfields> to confirm.
- STEP 2. Budget Entries** - Below the heading information are the various accounts separated into two sections – Salaries and Operating Expenses. The most common accounts are listed to the left, along with a description. Budgets should be entered in column C. Remarks can be entered in column D for the department’s use. Budgets should be entered in whole dollars only (no decimal points, cents or zeroes). A common mistake is to copy the prior year actual expenses into the new year’s budget with the decimal places (cents) included. Please remove the decimal places as these small amounts will cause you to be out of balance.
- STEP 3. Salaries and Wages** - The Salary and Wages budget **MUST** balance to the HR work sheets and be in whole dollars.
- STEP 4. Adding Accounts** - If an account is not shown, additional space is provided at the bottom of the page for user to add the applicable information – account code, description and budgeted amount. Please see shaded area of the template for additional notes. Consult the Accounting Services website to verify any added accounts. <http://www.fresnostate.edu/adminserv/accountingservices/chartfields/index.html>
- STEP 5. Multiple Class Code Combinations** – Again, a new form should be used for each Department/Class code combination within a department.

**STEP 6. Check Balances** - Once all the budget data is entered on the sheets, please perform a final review making sure budgets balance. Add up all Department/Class Code worksheets to confirm they match your total departmental budget. (Optionally, the user can create a summary worksheet with all the totals carried forward – if the user elects to do so, please label the tab “PROOF”).

**Submitting Reports to the Budget Office**

**STEP 1.** Recheck the totals of the reports generated in A and B (including Classes if used) above to make sure that they equal your **TOTAL** departmental allocation.

**STEP 2.** For areas with more than one department, it is recommended that you use a copy of a Roll-up or Division report to sum all your departments. Please call Lisa Chavez at 278-5293 or Jean Aguayo at 278-7224 for help in this area.

**STEP 3.** Once the reports are completed and checked, they may be electronically sent to Pam Lewis at [paml@csufresno.edu](mailto:paml@csufresno.edu) and Lisa Chavez at [lisachavez@csufresno.edu](mailto:lisachavez@csufresno.edu).

We request that you send electronic copies of the reports to the Budget Office by the August 18, 2021 deadline. Please hide the rows that are blank before printing.

If you have any questions, please feel free to contact: Jean Aguayo: 278-7224, Lisa Chavez: 278-5293 or Pam Lewis: 278-5295 in the Office of Budget and Resource Planning.