

ACADEMIC FEE – COLLEGE BASED

Allowable Use of Academic Fee Revenues

College Based Fee (“CBF”) monies are considered state monies. Therefore, expenditure of CBF monies adhere to the same standard processes, rules, policies, and guidelines applicable to the expenditure of state general fund monies. Determination of how CBF allocations are spent is at the discretion of the college. Therefore, each college has developed specific consultative processes comprised of student councils, faculty, and staff to determine and formulate annual expenditure plans.

Budgeting Practice

Prior to initiating the first budget allocation, the Provost held a meeting to discuss the CBF. During the meeting the colleges and departments indicated their preferences that revenue projections be handled by central administration and that the colleges/departments receive an annual budget allocation. In response to this direction the following process was developed and implemented.

1. Enrollment/Revenue Projections

Institutional Planning and Analysis will prepare headcount projections by College and department based on limited (6.0 units or less) and regular (6.1 units or more) status for the academic year. Budget and Analytic Business Services will use that data together with applicable fee waiver data in preparing revenue projections by college/department.

2. Budget Allocations

Budget and Analytic Business Services will allocate 97 percent of the revenue forecast to the colleges/departments in accordance with their preferences. As part of the financial year-end close process, the initial budget allocation will be reconciled with actual collections and the difference allocated to the colleges in the subsequent year.

CBF budget allocations will be identified by the unique program chartfield created for each college in combination with the department’s ID.

3. Reconciliation

Budget and Analytic Business Services will provide, in arrears, a quarterly report to the colleges that identifies by department the net revenue received from the CBF. (Example attached)

A year-end report identifying total revenue collections by college and department, net of waivers and any other adjustments, will be provided.

4. Subsequent Allocations

Each new fiscal year, colleges will receive three distinct CBF budget allocations as follows:

- Allocation based on current financial year enrollment forecasts.

- Allocation based on reconciliation of prior year allocated budget to actual revenues collected. This allocation may result in an augmentation or a reduction in the overall subsequent year's CBF budget.
- Allocation based on prior year's budget balance available. This allocation represents those monies allocated to the colleges but not spent by June 30.

The total of these three budget allocations represent a college's annual CBF budget allocation for the new fiscal year.