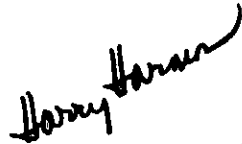


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5512

Date: March 31, 1981

To: Presidents

From: Harry Harmon
Executive Vice Chancellor



Subject: Use of Surpluses in the Continuing Education
Revenue Fund--Executive Order No. 341

I am transmitting to you five (5) copies of Executive Order No. 341, which states system policy regarding use of surpluses in the Continuing Education Revenue Fund. The President has the responsibility for implementing this Executive Order and for maintaining the campus repository and index for all Executive Orders.

Please address any questions you may have regarding this Executive Order to the State University Dean, Extended Education.

HH:pw
Attachments

Distribution: Vice Presidents for Academic Affairs
Vice Presidents for Business Affairs or Administration
Deans of Extended/Continuing Education
Business Managers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 341
Title: Use of Surpluses in the Continuing Education Revenue Fund
Effective Date: March 31, 1981
Supersedes: No prior executive order

Purpose

The purpose of this Executive Order is to establish policies regarding the use of surplus monies in the Continuing Education Revenue Fund.

Program Development Reserves

Surplus monies remaining in the Continuing Education Revenue Fund are divided into a Systemwide Program Development Reserve and an individual Campus Program Development Reserve for each campus conducting a continuing education program through the Continuing Education Revenue Fund.

The source of income to the Systemwide Program Development Reserve is interest earned on the investment of surplus funds (exclusive of interest earned on the proceeds derived from the sale of the San Francisco State University downtown center).

The source of income to an individual Campus Program Development Reserve is any operating income in excess of operating expenditures.

Accounts for these reserves are maintained by the Division of Extended Education in the Office of the Chancellor.

Use of Funds from the Program Development Reserves

Funds in the Program Development Reserves shall be exclusively used for the support and development of self-supporting continuing education.

Systemwide Program Development Reserve

Projects or activities funded from the Systemwide Program Development Reserve must be of systemwide, or at least multi-campus, significance as determined by the Chancellor. The Commission on Extended Education has a role in making recommendations to the Chancellor on the use of funds from the Systemwide Program Development Reserve. This role consists both in recommending criteria and priorities, as well as making recommendations on specific projects or activities for funding from this Reserve.

Expenditures from the Systemwide Program Development Reserve are approved by the Chancellor and the financial management is in accordance with existing procedures.

Campus Program Development Reserves

As provided in Executive Order 313, it is the responsibility of each campus president to determine expenditures from the campus' Program Development Reserve for the support and/or development

of that campus' self-supporting instructional program of continuing education. The request for use and financial management of these expenditures shall be in accordance with existing procedures. The substance of such requests will be reviewed by the Chancellor's Office only in those cases where the expenditure would reduce the balance of the campus' Program Development Reserves to a level equal to less than ten percent (10%) of the campus' prior year continuing education expenditures or in cases where this level is already below ten percent (10%) of prior year continuing education expenditures.

The Chancellor's Office will, from time to time, review the procedures relating to the financial management of expenditures from all reserves and the criteria and procedures relating to projects/activities to be funded from the Systemwide Program Development Reserve. This will be done in consultation with the Commission on Extended Education.



Glenn S. Dumke, Chancellor

Date: March 31, 1981