

CSU

**ICSUAM
Section 2000
Budget**

Table of Contents

2001.00 | Campus Reserves 3

2001.00 | Campus Reserves

Effective Date: 10/1/2015 | **Revised Date:** 10/1/2015

POLICY OBJECTIVE

It is the policy of the CSU that the campus chief financial officer must certify annually the amounts and purpose of campus reserves in accord with this policy.

POLICY STATEMENT

Each campus and the chancellor’s office must establish reserves in amounts and for purposes described in this policy.

Reserves for economic uncertainties may be established in each operating fund listed in the table below to maintain the university’s ability to meet operating expenses and may accumulate up to an amount that is not more than one-half of the projected annual operating budgets in the funds for which the reserves are established.

| CSU Fund | CSU Fund Description |
|----------|--|
| 441 | TF-Continuing Education/Extended Education (CE/EE) Operation |
| 452 | TF-Facility Revenue Fund-Health Facilities Fees |
| 463 | TF-Instructionally Related Activities Trust |
| 464 | TF-International Programs Trust |
| 471 | TF-Parking Revenue Fund-Fines and Forfeitures |
| 472 | TF-Parking Revenue Fund-Parking Fees |
| 481 | TF-Lottery Education Fund |
| 485 | TF-CSU Operating Fund |
| 531 | TF-Housing-Operations and Revenue |
| 534 | TF-Campus Union-Operations and Revenue |

In addition, reserves may also be established for purposes determined by the campus chief financial officer and if so designated must be accounted for annually using the appropriate object code. Reserves may be established within the funds listed in the table below 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.

| CSU Fund | CSU Fund Description |
|----------|--|
| 441 | TF-Continuing Education/Extended Education (CE/EE) Operation |
| 442 | TF-CE/EE Construction - Restricted, External Sources |
| 443 | TF-Continuing Education/Extended Education (CE/EE) Maintenance & Repair / Internally Designated Capital Projects |
| 444 | TF-CE/EE Campus Partners |
| 452 | TF-Facility Revenue Fund-Health Facilities Fees |
| 453 | TF- Facility Revenue Fund - Construction-Restricted, External Sources |
| 454 | TF- Facility Revenue Fund -Maintenance & Repair/Internally Designated Capital Projects |
| 463 | TF-Instructionally Related Activities Trust |
| 464 | TF-International Programs Trust |
| 471 | TF-Parking Revenue Fund-Fines and Forfeitures |
| 472 | TF-Parking Revenue Fund-Parking Fees |
| 473 | TF- Parking Revenue Fund – Construction -Restricted, External Sources |

| CSU Fund | CSU Fund Description |
|----------|---|
| 474 | TF-Parking- Maintenance &Repair/Internally Designated Capital Projects |
| 481 | TF-Lottery Education Fund |
| 485 | TF-CSU Operating Fund |
| 486 | TF-CSU Operating Deferred Maintenance and Capital Renewal |
| 487 | TF-CSU Operating Capital Improvement Funds |
| 531 | TF-Housing-Operations and Revenue |
| 532 | TF-Housing- Maintenance &Repair/Internally Designated Capital Projects |
| 533 | TF-Housing-Construction-Restricted, External Sources |
| 534 | TF-Campus Union-Operations and Revenue |
| 535 | TF-Campus Union- Maintenance &Repair/Internally Designated Capital Projects |
| 533 | TF-Housing-Construction-Restricted, External Sources |

The campus chief financial officer is responsible for monitoring reserves to ensure that amounts are in compliance with this policy and are consistent with campus plans and requirements using the appropriate FIRMS object codes in each fund.

Annually, the System Budget Office in the Office of the Chancellor will review the final FIRMS budget submittal provided by each campus using the format provided below and solicit explanations for any reserve amounts that are not in compliance with this policy.

| Campus Reserves for FY XXX-XX | |
|--|--------------------|
| Campus: CSU XXXXXXXXXXXXXXXXX | |
| CSU Fund Number XXX/ Name: XXXXXXXXXXXXX | |
| | Amount |
| (1) Fiscal Year XXX-XX Budget (Campus FIRMS Final Budget, Activity Period 201508) | \$#,###,### |
| (2) Limit on Reserve for Economic Uncertainty (1/2 of the amount above) | \$#,###,### |
| (3) Past Year Actual Reserves (Campus FIRMS 4 th qtr. Accounting, Activity Period 201506) | |
| 304010 Designated for Capital Improvement/Construction | \$#,###,### |
| 304011 Designated for Equipment Acquisition | \$#,###,### |
| 304012 Designated for Program Development | \$#,###,### |
| 304013 Designated for Future Debt Service | \$#,###,### |
| 304014 Designated for Facilities Maintenance and Repairs | \$#,###,### |
| 304016 Designated for Outstanding Commitments | \$#,###,### |
| 304017 Designated for Catastrophic Events | \$#,###,### |
| 304018 Designated for Encumbrances | \$#,###,### |
| 304021 Designated for Financial Aid | \$#,###,### |
| 304022 Reserve for Economic Uncertainty (<i>may not exceed amount in line 2</i>) | \$#,###,### |
| 304023 Designated for CE/EE Campus Partners | \$#,###,### |
| (4) Total Reserves | \$#,###,### |

**Executive Vice Chancellor and Chief Financial Officer
Business and Finance**

Approved: 10/01/2015