To: State College Presidents

From: D. Dale Hanner
Vice Chancellor, Business Affairs

Subject: Delegation of Authority
Special Funds
Executive Order No. 140

I am pleased to transmit to you a copy of Executive Order No. 140 which delegates authority to the colleges to approve certain changes to Special Fund budgets.

Attachment A presents certain qualifications and clarifications applicable to Special Fund operating budgets.

Attachment B is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters. It would be desirable, if acceptable to you, that the same individuals be designated to act in your behalf on Special Fund budget matters as was designated in accepting the General Fund delegation (E.O. No. 137).

Please do not hesitate to call on me or my staff to answer any questions you have regarding the interpretation of this Executive Order.

DDH:LVM:ds

Attachments

cc: Vice Presidents, Administration/Business Affairs
Business Managers
Deans of Extension and Summer Session
Housing Managers
Office of the State Controller,
Division of Disbursements
Department of Finance, Audits Division
and Budget Division
Chancellor's Office Staff
Delegation of Budget Authority to College Presidents

Executive Order No. 140

This Executive Order is issued pursuant to Education Code Section 23605 and Sections 1, 2, and 4 (e) of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

The Vice Chancellor of Business Affairs is hereby delegated authority to implement and administer this Executive Order, including modification, revocation and restoration, in whole or in part, in particular cases, of matters delegated in this Executive Order.

Effective immediately, the budgetary authority delegated through Executive Order No. 137 for the General Fund is hereby extended where applicable, to the following Special Revenue Funds:

1. State College Dormitory Revenue Fund - Housing System
2. State College Dormitory Revenue Fund - Parking System
3. State College Auxiliary Enterprise Fund
4. State College Continuing Education Revenue Fund - Summer Session Program
5. State College Continuing Education Revenue Fund - Extension Program

No transfers between the General Fund and any Special Revenue Fund nor transfers between the Special Revenue Funds are permitted under this delegation.

Glenn S. Dumke, Chancellor

Dated: December 17, 1971

Executive Order No. 140 - Delegation of Budget Authority to College Presidents for Special Fund transfers
DELEGATION OF SPECIAL 
FUND BUDGET AUTHORITY 

Qualifications and Clarification 

Administration of Special Fund budgets entails somewhat different concerns from those involved in the administration of the General Fund budget. However, in the interest of simplicity and consistent treatment of all budgetary documents, the basic delegation of authority is the same. The following attempts to pinpoint the special concerns applicable to the indicated Special Fund.

PROGRAM TRANSFERS

The budgets for the Special Funds have been divided into programs and subprograms comparable to the General Fund budget. This should facilitate analysis of these programs. Requests for transfers within the programs (i.e. Instruction, Academic Support, Student Services and Institutional Support) can be approved locally subject to the exceptions expressed below under the heading, "Expansion of objectives and levels of service." Transfers between programs require Chancellor's Office approval as is the case with the General Fund. In the case of Parking and Housing budgets these transfers will be routinely processed by the office of Budget Planning and Administration, without critical review of the substantive aspects of the transaction.

SYSTEMWIDE ALLOCATED EXPENSES

Amounts budgeted for Central Administration are included in the allotment of "Services from Other Funds and Agencies." These amounts are restricted to that purpose only.

The same restriction also applies to amounts budgeted for insurance premiums and debt service which are separately identified in the Parking and Housing budgets.

EQUIPMENT

Purchases shall be limited in the case of all Special Funds to the specific amount budgeted, with the exception of minor augmentations for replacement of existing equipment.

EXPANSION OF OBJECTIVES AND LEVELS OF SERVICE

The requirement for Chancellor's Office approval as expressed in paragraph A. 4b) of Executive Order Number 137 is applicable to the Special Funds as well as the General Fund. For your guidance, refer to the following example and definitions:
Parking: An example would be that a proposal that would change the level of enforcement staffing within the parking program would require Chancellor's office approval.

Summer Session and Extension: For the purpose of these budgets, a significant expansion is defined as a 20% plus or minus change in the total amount budgeted by subprogram (e.g. Executive Management).

Please refer also to the applicable sections of Budget Letter BP-71-66 and Faculty and Staff Affairs letter FSA-71-71. If you have any questions about the procedural aspects of this delegation please contact Donald Lea, of this office, on Extension 251.
ACCEPTANCE OF DELEGATION

Please sign and return this form to Budget Planning and Administration accepting the delegation and indicating the two executive officers designated to act on behalf of the President in these matters. The two individuals appointed as the administrators of this delegation must be at the position classification of State College Business Manager II or higher. Any change in the individuals assigned responsibility for this delegation will require the completion of a new form and should be immediately submitted to this office.

The conditions, limitations and authority contained in Executive Order No. 140 are hereby acknowledged and accepted.

College President

Signature:____________________
Typed Name:__________________
Date:_______________________

I hereby authorize and empower the following two individuals at ____________________________ (College) to act for me under the provisions of the authorization contained herein.

First Executive Officer

Signature:____________________
Typed Name:__________________
Title:_______________________
Date:_______________________

Alternate Executive Officer

Signature:____________________
Typed Name:__________________
Title:_______________________
Date:_______________________

cc: Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Budget Planning and Administration