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Owner Jeni Kitchell:
Asst VC F&B
Admin/Controller
Area Business and
Finance
Codes ICSUAM
02002.00

Budget Oversight

Policy

The university chief financial officer shall ensure that budget reviews occur during the fiscal year that compare budgeted and actual revenues and expenditures and take action to resolve any discrepancies.

Each university and the chancellor's office shall establish written policies and procedures that specify the minimum level and frequency of reviews to monitor budget performance.

Reviews to compare budgeted and actual revenues and expenditures for all CSU funds must be documented, occur at least once per quarter, and include any actions taken to resolve discrepancies. Documentation shall describe any further research or analysis to be conducted, a resolution plan, as well as expected and final completion dates.

Budget review documentation shall be retained in accordance with university retention policies.

References

- [California State Auditor Report 2016-122, April 2017](#)
- [Parts d. and h. of Section VI of the Standing Orders of the Board of Trustees of the California State University](#)
- [Education Code, Division 8, Part 55, Chapter 6, and Article 2 §89720 et seq. and Article 4 §89756](#)
- [Executive Order 1000 Delegation of Fiscal Authority and Responsibility](#)

Authority

This policy is issued pursuant to [Section II of the Standing Orders of the Board of Trustees of the California State University](#) as further delegated by the [Standing Delegations of Administrative](#)

Authority. The president may delegate authority and responsibility described in this policy to other campus officials pursuant to Section VI of the Standing Orders of the Board of Trustees of the California State University..

All Revision Dates

4/16/2024, 1/4/2023, 9/8/2020, 10/12/2017

Approval Signatures

| Step Description | Approver | Date |
|------------------|--|-----------|
| EVC | Steven Relyea: Executive Vice Chan & CFO | 4/16/2024 |
| Area Manager | Bradley Wells: Assoc VC, Business & Finance | 4/16/2024 |
| Owner | Jeni Kitchell: Executive Budget Director | 4/16/2024 |

