BUDGET OFFICE

Budget Services: The campus budget office provides faculty and staff oversight to proactively manage their departmental budgeted allocations. Resources available to managers include:

Position Control Reports: Position control data provides oversight to department heads to manage staffing costs from both a base budget and one time funding scenario. It should be used as a long range tool for planning staffing levels and mix, coverage of workload, and identification of lapsed personnel costs.

Data Warehouse: Financial reports can be accessed at the following URL:
https://csyou.calstate.edu/Tools/Financial/common-financial-system

Access rights to your perspective departments are granted by the Budget Office. If you are having issues with your sign in to the database, first confirm that you are using FireFox as your browser.

The Budget Analyst is available by appointment to assist with review, analysis, and cost projections to manage your budget, provide financial oversight for new program proposals, and vet requests for the campus equipment pool funds as approved by the Budget Advisory Committee.

Policies & Procedures: Campus Budget Policies can be found at:
https://www.csum.edu/web/policies/administration_and_finance:
For questions, contact Budget Office personnel at x1074 or X1029.

Sponsored Projects: Grant proposals are submitted through the office of Sponsored Projects. All proposal budgets must be reviewed by the Budget Office to ensure proper budgeting for personnel and F&A. Proposals are routed for campus signatures prior to submission (allow 3-5 days). Grant funds are set up by the budget office with the assistant of the PI. The PI is responsible for budget execution and submitting appropriate HR and procurement forms to facilitate expenditure of funds. Post award compliance monitoring for grants is provided by fiscal services. PI should submit copies of all program reports to the Sponsored Projects office. All invoices to the sponsor will be issued by the Fiscal Services Accounts Receivable office. Campus Grant Policies are found at; **https://www.csum.edu/web/policies/academic_affairs**

For questions, contact grant pre-award at x1156 or post award at x1572 or x1074.