FY 2026-27 Trust/Special Project Submittal Guidelines

Overview

These guidelines are to be used for preparing and submitting the Trust/Special Project Packet for FY 2026-27. The packet contains the following forms:

1. Trust/Special Project Agreement Form
2. Trust/Special Project Agreement Addendum Form
3. Trust/Special Project Budget Plan Worksheet *(required – all funds)*
4. Current list of designated signers *(will be shared with each area in a separate email)*
5. List of trusts that require an updated Trust/Special Project Agreement From *(will be shared with each area in a separate email)*

Forms 1-3 can be found on the web at https://www.csusm.edu/budgetoffice/budget_processes/index.html.

Deliverables

Trust Budget Plan Worksheet: Each Trust Administrator is expected to electronically provide their 'Trust Budget Plan Worksheet' for each trust they manage to the University Budget Office (budget@csusm.edu).

Trust / Special Project Agreement Addendum: This form is required to make updates to the authorized signers list for each trust fund. The Budget Office will provide a list of account managers and authorized signers for each trust. Each area should review this list and submit updates as needed. The Trust Administrator, also referred to as "Account Manager," must be an MPP.

Trust / Special Project Agreement Form: Trust agreements must be updated every 5 years. The Budget Office will be reviewing all active trusts to ensure a current agreement is on file. We will be contacting areas that do not have a current agreement on file, and these areas will be required to submit an updated trust / special project agreement.

- New Trust Funds: Please complete a trust agreement in FY 2026-27 for new Trust Funds and obtain all appropriate signatures. The agreement will be reviewed and signed by the Trust Accountant, Fiscal Services, and the Budget Office. The original document will be filed in the Budget Office. Upon request, a copy of the fully executed agreement will be available to the Trust Administrator. For more info on requesting a new trust fund, visit the Budget Office web page.

All deliverables are due by Monday, August 10, 2026.

Trust Agreement

The Trust/Special Project Agreement establishes the fund's financial solvency and its relationship to the support of the University's mission. The Agreement identifies the signature authority and the specific requirements necessary to execute the provisions of the agreement. The Agreement is designed to meet State and CSU codes and regulations outlined in the Terms of the Agreement, CSUSM Trust Fund Policy and Administration Procedures, and the Account Management Responsibility Policy. The Terms of the Agreement appear on page 2 of the agreement document. Trust agreement is established when a trust fund is created or when a trust's purpose has changed.

The Agreement includes a section (*Authorized Signers for Disbursement*) for signatures of those individuals authorized to approve university resources, i.e. budget transfers, payroll, and other direct expenses approvals. Authorized signers for disbursement will be authorized at the trust level. The Trust Fund Agreement Addendum can be used for additional authorized signers and to add or remove signature authority. Signature authority documentation must be on file in the Budget Office prior to commitments and expenses being incurred. Trust administrators are responsible for promptly updating the Trust Agreement for signature authority and delegations when there is a change in Trust Fund/Special Project administration.

Note: Authorized signers for disbursement for CSU Buy are designated via the Delegation of Fiscal Authority form at the department level. Authorized signers for Concur are authorized via a separate process at the department level. Separate DOA is required for these systems, due to the current set-up. We are hoping a more centralized process will be possible in the future.

All Trust Fund transactions, including requisition and direct expense requests, are subject to internal and FISMA audit for appropriateness and proper approval authority. Trust Administrators are responsible for a monthly reconciliation between the Trust Fund Trial balance report and office records. Trust/Special Projects are subject to the recovery of allowable direct costs plus an allocable portion of indirect costs in association with the general operating fund. They are also subject to audit by the CSU Office of Internal Audit.

Budget Plan Worksheet

Each Trust Administrator is expected to provide the revenue and expenditure budget plan for each program they fiscally manage. The Budget Plan Worksheet lists all sources of revenue and all expense activity expected to occur in the new budget year. Employee salary lines must include each employee's name, CHRS employee ID number, CHRS position number, and annual salary. Separate columns are provided for the CHRS position number and employee ID number. The employee's name should be entered into the description. These estimates will be reviewed, and the appropriate administrator contacted for further clarification and/or analysis if necessary. Agreed upon revenue (entered as negative numbers) and expense (entered as positive numbers) estimates will be incorporated into the University Budget from all funding sources for Self-Support Funds and other Trust Projects. **A Budget Plan Worksheet must be submitted for each fund individually in Excel.**

- The 'Budget Plan Worksheet' must be used to submit both revenue and expense budgets by account code. Descriptions should be detailed and reflect descriptions of the activity. Multiple revenue sources should be identified separately. Please **DO NOT** write or delete anything on columns B, N, O, P or Q of the 'Budget Plan Worksheet', they contain formulas.

The following information should be used in preparing revenues and expenditures to ensure consistency in budget projections:

Student Headcount

The projected enrollment headcount for FY 2026-27 is below for planning purposes. Please be <u>conservative</u> when projecting revenue, as enrollment may change until final census.

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Projected Enrollment Headcount (Conservative Estimate) 2026-27	
Fall 2026	15,827
Spring 2027	14,492
Fall / Spring Average	15,160

Summer 2026 Headcount – Preliminary Actuals: 1,569

If you have a fee that is increasing effective in Fall 2026, be sure to use the current rate in your calculation for Summer 2026.

This information is provided for your use in preparing revenue projections for FY 2026-27, *and it is important to keep in mind that enrollment projections are a moving target until census data is finalized.* We will provide updates to any projections as new information is received from Enrollment Management Services. It is recommended that you take into consideration incremental fee waivers, uncollected fee revenue, and refunds when calculating student fee revenue. Also keep the economic climate in mind and be conservative in your estimates.

Interest Earnings

No expenditure plans are to be made for investment income, except for the following funds: Health Facilities, ASI, University Student Union Operations, Parking Fines and Forfeitures, Parking Fees, and Parking Construction. Remaining interest earnings will be used for discretionary allocation to address University needs as necessary.

General Salary Increase

2026-27 GSI guidance is pending bargaining unit agreements. Additional information will be shared by the Budget Office as it becomes available.

Benefits

For those funds responsible for employee benefits, review your current benefit to salary ratio when estimating the benefit cost. **Reviewing current year actuals to help determine benefit costs for your budget plan is recommended**.

- Health rates for 2026-27 are expected to increase by approximately 2.5%
- OASDI (6.2%) and Medicare (1.45%) are expected to remain the same.
- The **2026-27 retirement rate will increase from 31.42%to 31.70%** (State Miscellaneous).

Current Fiscal Year Revenue, Expenses and Continuing Appropriation

As part of the planning process, the following information is required at the top of the budget worksheet: continuing appropriation, revenues and expenses through June 30, 2026. Running the Fund balance report will provide the continuing appropriation (beginning fund balance), revenue & expense amounts through June 30th for your fund. See the instructions on how to run '**Fund Balance Report**' below.

Encumbrances

Please include any funds that were encumbered at the end of FY 2025-26 using scenario "OEN" in your budget workbook. See the section titled "Encumbrance Instructions" for information on how to look up encumbrance information.

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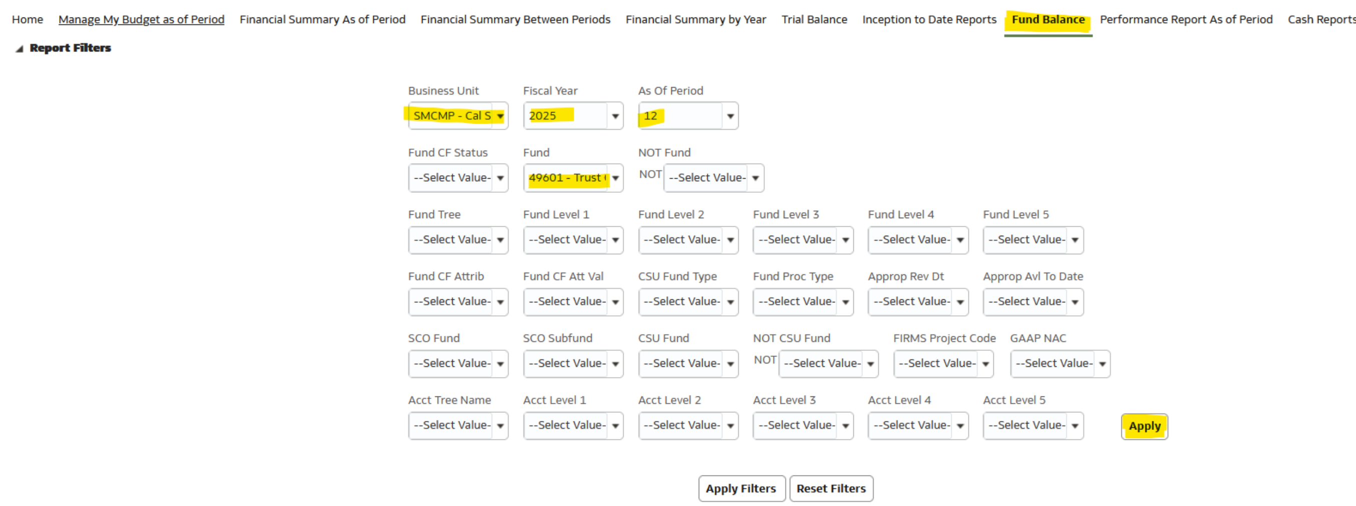
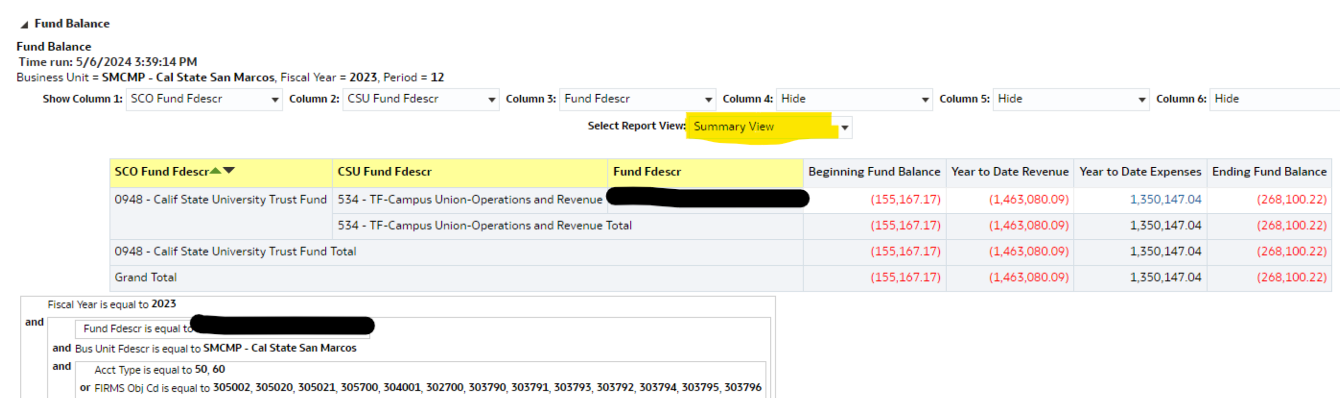
Budget Plan Adjustments

Generally, fiscal adjustments to revenue and expenditure budget plans are made at the time of the Mid-Year Review process. However, budgetary adjustments that are material in nature may be submitted (with proper approval) to the University Budget Office for posting at any time during the fiscal year.

Fund Balance Report Instructions

To run the fund balance report, log into Data Warehouse and follow the screen shots below using the appropriate fiscal year.





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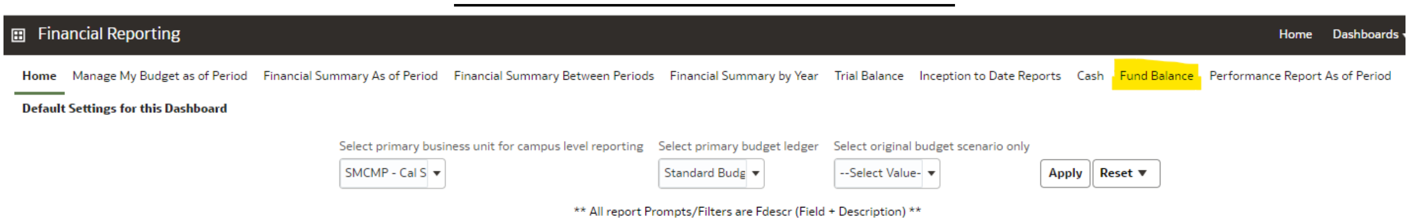
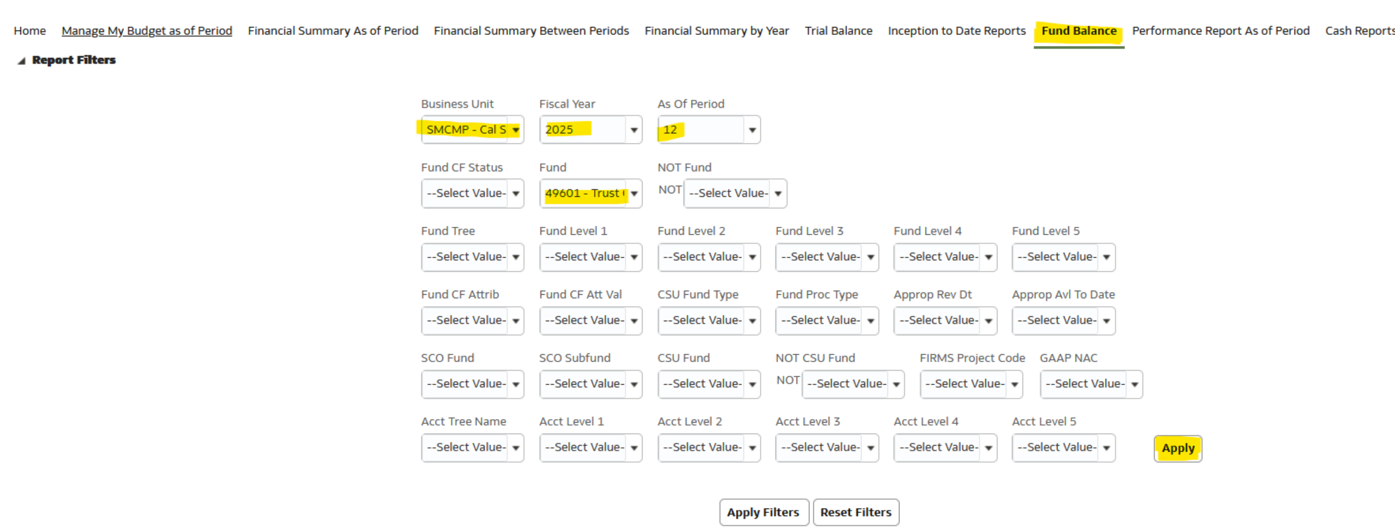
Enter your numbers in the Budget Plan Worksheet exactly as they are in the report, including negative numbers. 'Ending Fund Balance' in the report should equal 'Fund Balance at June 30' in the worksheet.

Fund Balance Report		Budget Plan Worksheet
Beginning Fund Balance	=>	Beginning Fund Balance
Year to Date Revenue	=>	Revenue through June 30
Year to Date Expenses	=>	Expense through June 30
Ending Fund Balance	=	Fund Balance at June 30

Encumbrance Instructions

To view trust encumbrances, log into Data Warehouse and follow the screen shots below using the appropriate fiscal year.





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Select encumbrance view and drill down on encumbrances:

Show Column 1: SCO Fund Fdescr | Column 2: CSU Fund Fdescr | Column 3: Fund Fdescr | Column 4: Hide | Column 5: Hide | Column 6: Hide | OK

Select Report View: Encumbrance View

SCO Fund Fdescr	CSU Fund Fdescr	Fund Fdescr	Beginning Fund Balance	Year to Date Revenue	Year to Date Expenses	Encumbrances	Ending Fund Balance w/Encumbrances
0948 - Calif State University Trust Fund	[redacted] Operations and Revenue	[redacted]	(27,298.11)	(2,858,937.26)	1,795,552.04	91,102.80	(999,580.53)
	[redacted] Operations and Revenue Total		(27,298.11)	(2,858,937.26)	1,795,552.04	91,102.80	(999,580.53)
0948 - Calif State University Trust Fund Total			(27,298.11)	(2,858,937.26)	1,795,552.04	91,102.80	(999,580.53)
Grand Total			(27,298.11)	(2,858,937.26)	1,795,552.04	91,102.80	(999,580.53)

Download the drill down to excel and create a pivot that shows chartfield information, the PO number, supplier name, and encumbrance amount. Include this information in the budget submission and designate each encumbrances using the scenario OEN:

Fund Fdescr	Dept Fdescr	Account Fdescr	Prog Fdescr	Class Fdescr	Project Fdescr	PO #	Supplier Name	Sum of Amount
[redacted] Fund	[redacted]	660003 - SupSrv Other	---	---	---	0000022345	RENAISSANC-003	9,000.00

The OEN total on your final submission should match the encumbrance amount for each trust fund at FY 2025-26 fiscal close.

Please contact budget@csusm.edu with any questions.