



CAL STATE LA

DIVISION OF STUDENT LIFE

ASSESSMENT PREPARATION, PROCESS AND DEADLINES

Departments are required to review the status of their budget (all funds) on a quarterly basis (every three months). Administrative staff should be reconciling expenditures on a weekly basis throughout the year.

The following provides a guideline for planning activities related to the oversight of general fund and student success fee budgets.

FIRST QUARTER (3 Month) Assessment: Occurs in September. Since budgets are posted in Data Warehouse between October and November, the first assessment focuses on reconciling expenditures and planning for the allocation of funds.

- **Check for open POs from previous fiscal year**
 - Should they have been closed?
 - If so, make sure all invoices have been processed against the PO and close before December by emailing Procurement, specifically the buyer assigned to the PO
 - If they are continuous POs, such as contracts with vendors to be used in current fiscal year
 - be aware of invoices from last fiscal year that may be applied to new fiscal year and budget accordingly
 - be aware of contractual end dates and make sure all invoices are applied in current fiscal year
- **Admins should be reconciling department expenditures, minimally on a weekly basis**
 - Ensure expenditures belong to department