



**DATE:** JANUARY 10, 2012  
**TO:** PROJ-LEAP@LISTS.SDSU.EDU  
**FROM:** Crystal Little, Associate Budget Analyst  
**SUBJECT:** NEW ~ Budget 101 Training ~ Spring 2012 Session Dates

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Hello everyone,

Ask and you shall receive! Thank you again to all those who responded to our survey last May and expressed an interest in learning more about the budget. We (Budget & Finance) are excited to announce a **new Budget 101 Training session!** We've set the dates for the Spring 2012 Budget 101 Training sessions as follows:

**Date:** **Tuesday, February 21st**  
**Time:** 9am – 11am presentation followed by an open lab from 11am - 12pm  
**Location:** Applications Training Lab, AD-233

**Date:** **Thursday, April 12th**  
**Time:** 9am – 11am presentation followed by an open lab from 11am - 12pm  
**Location:** Applications Training Lab, AD-233

Seating is limited to 15 persons per session; please **RSVP with your name, phone number, department and job title to [budget@mail.sdsu.edu](mailto:budget@mail.sdsu.edu)** to reserve a seat. You will receive email confirmation of your reservation prior to the training.

This training is for those interested in learning more about the SDSU budget process and its inter-relationships with the State of California and the Chancellor's Office budget processes. Training is geared towards those individuals who are responsible for budgeting activities within their departments, colleges or divisions. Our goal is that participants will leave this training with a better understanding of the SDSU budgeting process and the tools available to assist departments in managing their budgets.

**Topics to be covered include:**

- Budget Process - overview of State, Chancellor's Office and SDSU Budget process
- Funding Sources – beyond appropriations, an overview of revenue sources – i.e. student fees, cost recovery, other funds
- Carry-forward Process – what happens if I have budget left over at year-end, where does the budget go?
- Account Segments – find out what the values mean and why it is important to use them!
- Reports and Queries – overview of the reporting tools that are available to assist departments in managing their budgets

We will also have an open lab for hands-on training and department specific questions.

The Budget 101 Training presentation will be available online (<http://bfa.sdsu.edu/~budfin/training.htm>) sometime in February. We will send out notification once the presentation is available online to all those who have reserved a seat to attend one of the Budget 101 Training sessions.

Please contact me with any questions. We look forward to seeing you at one of our training sessions!

*Crystal Little*

Interim Director, Budget & Finance

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