



Budget & Administrative Management

Cindy Williams

Assistant Dean, Chief Financial & Administrative Officer

September 2026

Chair Budget & Administrative Related Responsibilities

Staff Management

Space & Equipment
Management

Know and understand
your funding sources
and restrictions & ask
questions

Ensure mandatory
training is completed

Strategic Allocation
of the Department's
resources

Sign Fiscal Year End
Certification Letter

MEET THE CHASS HR TEAM

Your HR team is here to support you through any and all concerns or questions relating to CHASS Staff



Erika Leon

HR Director

Leads the CHASS HR team and provides strategic HR partnership, employee relations support, and guidance across the college.



Alisha French

Sr. HR Generalist

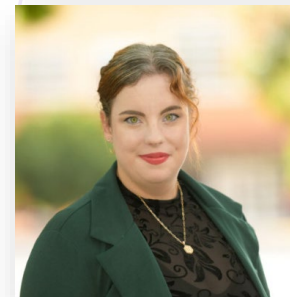
Employee Relations



Loren Bacallo

Sr. HR Generalist

Compliance • Recruitment • Leave of Absence •
Medical Accommodations



Kimberlie Hayden

HR Admin Officer

Recruitment • Training & Development •
Administrative Operations

CHASS HR SUPPORTS ALL CHASS STAFF

Our role is to support the people who make CHASS work — whether staff are represented by a union or not.

CHASS HR services include:

- Employee relations & workplace concerns
- Hiring, onboarding & position support
- Career development & employee growth
- Performance management & coaching
- Leaves, accommodations & HR guidance
- Support for represented & non-represented staff

CHASSHR@UCR.EDU

Union-Represented Staff

CHASS staff may be represented by the following bargaining-unit unions, depending on position:

 TEAMSTERS LOCAL 2010:
CX• Clerical & Allied Services

 UPTE:
RX-RESEARCH SUPPORT PROFESSIONALS
TX: TECHNICAL SUPPORT PROFESSIONALS

 UAW:
RP-RESEARCH AND PUBLIC SERVICE PROFESSIONALS
SV- STUDENT SERVICES & ADVISING PROFESSIONALS
CM- COMMUNICATIONS, MARKETING, AND SALES PROFESSIONALS

Bargaining-unit coverage is determined by the employee's position.

Space and Equipment Management

Chair Responsibility

- Allocate department space best facilitate the work of the department.
- In collaboration with the FAO ensure that assigned space and equipment are safe and appropriate for the planned use.

FAO Responsibility

- Complete space and equipment inventories as required by the Campus.
- Coordinate repairs, alterations and related work.

CHASS Facility Responsibility

- In collaboration with the FAO and Department Chair(s), ensure that assigned space is safe and appropriate for the planned use.
- Work with FAO and Department Chair(s) in determining best use of space and assists in providing best practice guidelines.

FAO Responsibilities & Support

- Provide information on fund balances and restrictions for budgeting/planning, alerting chair to any issues or concerns
- Ensure compliance with applicable policies, procedures, laws and regulations
- Provide monthly financial reports to include revenue and expense projections
- Provide advice and counsel regarding the efficient permitted use of department resources, policy and procedure matters, etc.
- Perform required oversight and accountability functions for proper internal financial controls.
- Facilitate the resolution of financial issues and problems
- Manage & Develop financial support staff



What Sources Makes Up The Operating Budget



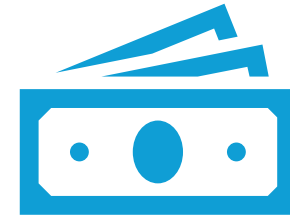
On-Going Funds

Includes Permanent budget (Salaries & Benefits), Certain Endowments



Carry Forward Balances

Remaining funds from the prior year will carry forward to the current year



One Time Funds

Temporary Teaching support, Research support, gifts

Funds Available to the Department



Supplies & Expenses – Typically \$1,000 per Faculty FTE allocated from the Dean's Office in September/October.



Concurrent Enrollment – Provided to the department in fund 20322 and comes directly from University Extension on a quarterly basis.



Summer Session – Allocated from the Budget office in ~late Winter Quarter. Departments receive a% of funding earned on a base of TBD and a greater % when the total amount goes above the base.



F&A – Facilities & Administrative Cost Recovery from Contract & Grants. The campus distribution methodology is 5% to the Principal Investigators (PI's) and 10% to the departments.

Strategic Allocation of Department's Resources

Departments Funds are your responsibility to manage and administer
Set up internal procedure for faculty to request these funds
Balance planned expenditures with available funds
Monitor (Budget vs. Actual)
Adjust plan as needed



Signing Fiscal Close Unit/Department Fiscal Certification Letter

- Certify to the best of your “knowledge and belief” that transactions are correct.
- This recognizes that it is impossible for any person to legitimately provide absolute assurances or guarantees.
- Only making assertion on what you know and have knowledge of not to what you don’t know.

100 University Avenue
1413 HMNS Building
Riverside, CA 92521
Tel 951.827.2762
Fax 951.827.4537
www.chass.ucr.edu

UCRIVERSIDE
UNIVERSITY OF CALIFORNIA
College of Humanities, Arts,
and Social Sciences
OFFICE OF THE DEAN

2024 FISCAL CLOSE CHASS UNIT/DEPARTMENT CERTIFICATION

To: Cindy Williams, CHASS Assistant Dean & CFAO
From: Unit/Department Head Name & Title

The following representations are being provided to you in connection with the University of California, Riverside fiscal-year-end close process and audit of the consolidated financial statements of the University of California, as of June 30, 2024.

Except as otherwise disclosed in writing to Cindy Williams, I acknowledge my responsibility for the following representations as they relate to the Unit/Department Name:

- I am responsible for the application of university policies and procedures to ensure efficient and effective use of resources and to prevent and detect fraud in the operation of Unit/Department Name.
- I am responsible for establishing and maintaining an effective system of internal controls for business practices and systems developed and used in Unit/Department Name. I am also responsible for ensuring appropriate use of control systems that are developed and maintained elsewhere but that apply to Unit/Department Name.

In addition, except as otherwise disclosed in writing to Cindy Williams, I confirm to the best of my knowledge and belief, the following representations as they relate to Unit/Department Name:

- There are no material transactions, accounts, or agreements, including the accrual of liabilities that have not been properly recorded in the campus accounting records.
 - In general, items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.
- Communications from regulatory agencies, donors, or other entities concerning noncompliance with laws, regulations, applicable guidelines, directives or with an appropriate standard of care have been disclosed in writing to Cindy Williams.
- All known allegations of fraud or suspected fraud, particularly with regard to management or staff with internal control responsibilities, have been disclosed to the appropriate campus official or workgroup.
- Unit/Department Name manages its funds in compliance with laws, regulations, provisions of contract and grant agreements, and donor restrictions that apply to these funds.

Unit/Department Head Signature _____ Date _____

Unit/Department FAO/Admin Mgr Signature _____ Date _____

Department Financial information

- Department Budget
- Student Workload FTE
- Dashboards by Department



Department Budget Report

		FY 2026 as of 06/30/26				FY 2027 as of 09/15/26			
Activity	Fund	07/01/25	Total Budget			Total Budget			
		CFD	Incl Perm	Actuals	YE BALANCE	07/01/25 CFD	Incl Perm	YTD Actuals	YTD BALANCE
CHAIR DISCRETIONARY FUNDS						CHAIR DISCRETIONARY FUNDS			
A0XXXX - Main Activity Funds	FD18082-EQUIP AND INSTR SUPPORT	\$0	\$9,423	\$9,423	\$0	\$0	\$163,875	\$0	\$163,875
A0XXXX - Main Activity Funds	FD18085-ONE TIME INSTR SUPPORT	\$0	\$956	\$956	\$0	\$0	\$0	\$0	\$0
A0XXXX - Main Activity Funds	FD19900-GENERAL FUNDS	\$49,030	\$2,573,900	\$2,534,318	\$39,583	\$39,583	\$1,951,616	\$317,085	\$1,634,531
A0XXXX - Main Activity Funds	FD19931-UG APPLICATION FEES	\$824	\$824	\$0	\$824	\$824	\$824	\$0	\$824
A0XXXX - Main Activity Funds	FD20021-CHASS COURSE MATERIALS FEE	\$5,000	\$87,110	\$83,946	\$3,163	\$3,163	\$78,163	\$16,415	\$61,748
A0XXXX - Main Activity Funds	FD20322-UNEX CONCURRNT ENROLLMENT	\$1,468	\$1,468	\$85	\$1,383	\$1,383	\$1,383	\$600	\$783
A0XXXX - Main Activity Funds	FD53371-VAR DONORS FDTN	\$16,324	\$35,386	\$13,376	\$22,010	\$22,010	\$22,010	\$3,203	\$18,807
A0XXXX - Main Activity Funds	FD60602-CHASS MISC SALE AND SERV	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A0XXXX - Main Activity Funds	FD69993-UCPATH DEF SUSP EDIT ERROR	(\$11,628)	(\$11,628)	(\$13,269)	\$1,640	\$1,640	\$1,640	\$6,071	(\$4,431)
TOTAL CHAIR DISCRETIONARY FUNDS		\$61,017	\$2,697,439	\$2,628,836	\$68,603	\$68,603	\$2,219,511	\$343,375	\$1,876,137
DESIGNATED FUNDS (FOR SPECIFIC PURPOSE)						DESIGNATED FUNDS (FOR SPECIFIC PURPOSE)			
A0XXXX-Designated Funds	FD07427-OPPORTUNITY FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	(\$0)	\$0
A0XXXX-Designated Funds	FD07430-OPP FUNDS ACAD SEN GR ODD YRS	\$5,394	\$8,894	\$2,956	\$5,939	\$5,939	\$7,799	\$0	\$7,799
A0XXXX-Designated Funds	FD19900-GENERAL FUNDS	\$8,381	\$13,531	\$5,770	\$7,762	\$7,762	\$7,762	\$527	\$7,235
A0XXXX-Designated Funds	FD20322-UNEX CONCURRNT ENROLLMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A0XXXX-Designated Funds	FD41618-SCHOLARSHIP FDTN	\$16,354	\$475	\$238	\$238	\$238	\$238	\$0	\$238
A0XXXX-Designated Funds	FD60602-CHASS MISC SALE AND SERV	\$6,304	\$21,610	\$17,021	\$4,590	\$4,590	\$4,590	\$580	\$4,010
TOTAL DESIGNATED FUNDS		\$36,434	\$44,511	\$25,984	\$18,527	\$18,527	\$20,387	\$1,107	\$19,280
INITIAL COMPLEMENT FUNDS (provided on a reimbursement basis)						INITIAL COMPLEMENT FUNDS (provided on a reimbursement basis)			
A0XXXX-Initial Complement Funds	FD19900-GENERAL FUNDS	\$502	(\$27)	\$0	(\$27)	(\$27)	(\$27)	\$0	(\$27)
TOTAL INITIAL COMPLEMENT FUNDS		\$502	(\$27)	\$0	(\$27)	(\$27)	(\$27)	\$0	(\$27)
GRAND TOTAL ALL FUNDS		\$97,953	\$2,741,923	\$2,654,820	\$87,103	\$87,103	\$2,239,872	\$344,482	\$1,895,390