



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

RESPONSIBILITY

The Office of Budgets and Financial Planning (Budget Office) is responsible for the development and implementation of the University's unrestricted operating budget and personnel roster. During the fiscal year, this office oversees the operating budget to ensure that budget activities are in accordance with University policies and procedures. As detailed in this document, the University has established guidelines relating to the management of the annual operating budget, personnel roster, and fee schedule.

The University's Board of Regents, upon recommendation by the President, adopts an annual Budget Resolution which sets forth the budget authorization from unrestricted current funds and provides parameters for expenditures for each of the University divisions. The Resolution further stipulates that unit administrators shall not authorize nor incur financial obligations in excess of their budget authorization.

DEVELOPMENT OF ANNUAL OPERATING BUDGET AND PERSONNEL ROSTER

The Budget Office is responsible for developing the annual operating budget and personnel roster. The operating budget generally encompasses all unrestricted revenues and expenditures. The annual budget is based upon revenue estimates from state appropriations, tuition and fees, sales and services of educational activities, miscellaneous revenue, and auxiliary enterprises. In addition, the annual budget may include allocation of fund balance reserves.

The Budget Office also prepares a personnel roster of all positions to be authorized by the Board of Regents. Authorized positions are considered to have a recurring fund source in the operating budget and can be identified by a unique roster number. A calendar for the development of the annual operating budget and personnel roster is presented in Appendix A.

BUDGET TRANSFER REQUEST

Since the annual operating budget is based upon estimates made well in advance of the start of the fiscal year, budget adjustments to accounts within the same unit or between different units may be necessary during the fiscal year. Budget transfers should be initiated and processed in a timely manner so that each unit's budget reflects a realistic plan for expenditures. Expenditures may only be charged to accounts with sufficient budget allotments. Unit administrators are responsible for insuring that their accounts do not have deficit balances throughout the fiscal year. In the event that unit administrators spend in excess of what has been authorized, the deficit amount will be recovered from the unit's budget the following fiscal year.

Unit administrators can generally move available resources (budget allotments) from one account to another account via budget transfers. Budget transfers are processed by a Budget Transfer Request Form routed via e-mail and submitted to the Budget Office for entry into the ERP system. A list of individuals authorized to submit budget transfer requests for specific units is located on the Office of Budgets and Financial Planning website. All budget transfers in the unrestricted current fund must be approved by the Budget Office. Additionally, budget transfers of institutional scholarships and tuition waiver funds must be approved by the Chief Financial Officer. Budget transfers in excess of \$25,000 must be approved by the President.

APPROVED BY:

VICE PRESIDENT: *Jeresa Lindgren* DATE: 8-1-19

APPROPRIATE INSTITUTIONAL REVIEW: _____ DATE: _____

PRESIDENT: *Joseph Morgan* DATE: 8-1-19

DESCRIPTION (CONTINUED):

DESCRIPTION (CONTINUED):

DESCRIPTION (CONTINUED):