

New E&G Budget Process (Effective July 1, 2018)

1. Each winter/spring the Vice President for Finance and Administration (VPFA) and staff will make a projection of revenues and expenditures for the coming fiscal year. This projection will start the process and determine whether we are in an investment mode or reduction mode, thereby dictating the process to be used.
2. The UBC will be involved throughout the process, reviewing projections and any notifications or instructions sent to units. The UBC will also review the budget before the Board will be asked to approve such.
3. The finance/budget officers will meet with the VP/Provost/Dean or Division Chairs/Directors of each major unit to go through the roster of permanent faculty positions (tenured, tenure track, NTT/fixed term, and adjunct funding), and administrative and classified staff positions to verify the roster and indicate the projected cost of such for the year. This conversation will also include a discussion of the proposed inflationary adjustments (if any) to unclassified/classified pay, student wage, OPE, service and supply and capital outlay budget lines.
4. Once the budget is approved by the Board in the (summer/fall), it will be loaded into Banner. At that point, divisions/departments will be expected to adhere to their total budget for the remainder of the fiscal year.
5. Colleges/Divisions/Departments will be free to move budget from one category to another (including OPE and student pay), as long as the total College/Division/Department budget is not changed. However, permanent (faculty, administrative faculty and classified) positions shall only be created with the approval of the VPFA and cognizant Provost/VP.
 - a. Should mid-year budget changes be required departments will be notified at the earliest possible date. Mid-year changes shall be limited to salary adjustments resulting from collective bargaining agreements that are agreed to after the initial budget has been loaded, mid-year additions/reductions due to unexpected enrollment or other revenue fluctuations, etc.

6. Savings from mid-year position vacancies will be retained by the College/Division/Department, however, the unit will be expected to cover any vacation payoffs for departing employees, search expenditures for new employees and moving or other applicable costs to get new employees on-boarded. Savings from sabbatical or other approved leaves shall be retained in the department to be used to provide coverage or other purposes as determined by the appropriate budget manager.
 - a. Vacancies in permanent faculty (tenured, tenure-track and NTT/fixed-term) positions shall accrue to the Provost at the end of year, who will consult with the Deans to determine the appropriate disposition of the position; be it to be refilled in the same department, transferred to another department or re-allocated for other purposes.
7. At year end all budget carry-forwards (both positive and negative) shall be rolled up at the College/Division level. If carry-forwards are positive, Colleges/Divisions may request reinstatement of all or part of the carry-forward in the next fiscal year. Final decisions on these matters will reside with the President and Vice President for Finance and Administration.
8. Budget overdrafts will not be tolerated.
 - a. If a College/Division is trending toward an overdraft situation it should immediately notify the appropriate supervisor and VP Finance and Administration who will advise on corrective action.
9. Assuming resources are projected to be adequate, an operating reserve will be budgeted at the beginning of the year. Calls against the reserve will be tracked by the budget office and will be decided upon by the President in consultation with Cabinet staff. Decisions could include: to fund the request immediately, defer the request, deny the request or carry the request forward until resource levels are more certain. Once the request is approved by the President or designee, the requesting entity will be informed of the decision and funds will be removed from the operating reserve and transferred to the requesting organization.
10. Colleges/Divisions will receive a budget report each month from the Budget Office. Said reports shall summarize the budget to actual and encumbered amounts by College/Division, however, detail by department will also be available if needed to address questions or concerns. Quarterly, the budget office will provide a summary of revenues and expenditures to date complete with projections to year-end. These reports are intended to keep the leadership of the Colleges/Divisions in the know about the institution's resources, budget and status.