Roles and Responsibilities - Budgeting

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- None.

POLICY

.100 POLICY STATEMENT

The policy sets forth high-level Budgeting roles and responsibilities for the Chancellor's Office and the Institutions.

.110 POLICY RATIONALE

OUS seeks to ensure that the high-level roles and responsibilities of the Chancellor's Office and the Institutions related to Budgeting are documented, communicated, and clearly understood and applied.

.120 AUTHORITY
.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the Budget and Finance Committee of the Board on 2/15/02 as part of the Fiscal Accountability Framework Final Report. The effective date of the policy is 3/1/02.

.140 KNOWLEDGE OF THIS POLICY

All Chancellor's Office and institutional personnel with budgeting and related responsibilities should be knowledgeable of this policy.

.150 DEFINITIONS

None.

.160 HIGH LEVEL ROLES AND RESPONSIBILITIES

A. CHANCELLOR'S OFFICE

<table>
<thead>
<tr>
<th>High level roles</th>
<th>High level responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Budget Preparation</td>
<td>Consolidates the information from the institutions and the Board and massages the data to reflect the cost driven model as required by DAS.</td>
</tr>
<tr>
<td>Budget Submission</td>
<td>Submits a single budget request to the Board and Governor on behalf of the entire System.</td>
</tr>
<tr>
<td>Budget Allocation</td>
<td>Facilitates the allocation of funds from the State to the institutions via the RAM, targeted programs, enrollment projections, and budget notes.</td>
</tr>
</tbody>
</table>

B. INSTITUTION

<table>
<thead>
<tr>
<th>High level roles</th>
<th>High level responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Budget Preparation</td>
<td>Based on guidelines from the CO, each institution submits an annual budget to the CO. It is based on projected total revenue and expenditures for all fund groups. Each institution is directly involved in the biennial budget development process.</td>
</tr>
</tbody>
</table>
The Agency Request Budget is due by September 1st of each even numbered year. Institutions provide information to the CO Budget Office to calculate current service levels according to DAS requirements. This includes Policy Packages requesting funding for such things as enrollment growth, targeted enrollment, tuition, compensation, faculty recruitment and retention, and other Board initiatives.

Each institution is responsible for the management of their allocated funds; the management of these funds differs significantly from institution to institution. Collaboration and information sharing among the institutions relative to budgeting issues is informal.

### CONTACT INFORMATION

Direct questions about this policy to the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General questions from institutional personnel</td>
<td>Institution Budget Office</td>
</tr>
<tr>
<td>General questions from institutional central administration and Chancellor’s Office personnel</td>
<td>Chancellor’s Office Budget and Management Division</td>
</tr>
</tbody>
</table>

### HISTORY

10/15/03 - Reformatted

2/15/02 - Approved

*Policy Last Updated: 10/15/03*

### APPENDIX

None.

*Appendix Last Updated: 10/15/03*