### 3.2 State Office of Planning and Budget Reporting

#### Policy Statement

The **UGA Budget Office** is responsible for the development and maintenance of all University budgets and for providing budget reports to University units as well as to the Office of Planning and Budget. The operations of the Budget Office are divided into four areas: Budget Development, Budget Amendment Processing, Budget Reporting, and Salary Review. The OPB reporting is limited to legislature allocations. The Budget Office is available to answer questions regarding UGA budgeting procedures as well as to provide assistance in completing employee personnel reports and budget amendment forms. Periodic training seminars are conducted on the following subjects: completing employee personnel reports and budget amendment forms, and use of IMS screens and QMF queries to access budget data on the University's mainframe computer.

#### Reason for policy

http://opb.georgia.gov/general-budget-information

#### Procedures

http://opb.georgia.gov/general-budget-information

#### Forms/Instructions

There are no forms associated with this policy.

#### Additional contacts

**Policy Contact:** Budget Office  
**Phone Number:** 706-542-2802  
**Email:** budgets@uga.edu

#### Policy definitions

There are no definitions associated with this policy.

#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration  
**Responsible University Administrator:** Senior Associate Vice President for Finance & Administration  
**Policy Owner:** Budget Division  
**Policy Contact:** Budget Office  
**Phone Number:** 706-542-2802  
**Email:** budgets@uga.edu

#### Record Retention

**Description:** This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide
public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices
There are no appendices associated with this policy.

FAQs
There are no FAQs associated with this policy.

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