



11.1.4.1 Budget Amendment Document

Policy Statement

Pursuant to the policies of the University System of Georgia, The University of Georgia is authorized to amend the annual operating budget without prior approval of the Board of Regents except for any amendment that exceeds \$1,000,000 and involves state general fund appropriations, auxiliary enterprise funds or student activity funds shall be submitted to the Board of Regents for approval.

The University budget comprises all funds received including, but not limited to, state appropriations, tuition, revenues generated from mandatory and elective fees, federal, state and local grant and contract revenues, revenues from the sales of services, scholarship income, gifts and donations and the income generated, and any other such sources as are used to provide for instruction, research, and public service and the general and educational activities and functions in support of the goals, objectives, and mission of the university.

Reason for policy

The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant University with statewide commitments and responsibilities, as the state's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and Nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

The Budget Director is responsible to the Vice President for Finance and Administration for the development and maintenance of the University of Georgia budget and for processing amendments thereto; and for ensuring proper budgeting, fiscal control, propriety, and legality in approving all University obligations for materials, services and payroll. The Budget Director is responsible for developing procedures to carry out the above responsibilities, and is also responsible to the Vice President for Finance and Administration for the implementation of procedures necessary to properly control the encumbrance and expenditure of both payroll and non-payroll funds.

The President of the University is held responsible by the Board of Regents of the University System for planning and administering all programs and related budgets for the University. Administrative and planning responsibility for budgetary units within the University of Georgia is delegated by the President to the Vice Presidents and by the Vice Presidents to the deans and directors.

The Vice President for Finance and Administration is directly responsible to the President for administration of University budgetary policy, for establishing budgetary procedures, and for maintaining fiscal control of budgeted funds.

After University budgets have been approved by the proper authorities, the responsibility for control of and the authorization for expending budgeted funds are assigned by the President to each budgetary unit head.

The University of Georgia budget expresses in terms of dollars the funded programs and plans of the University for the fiscal year and the estimated income by sources necessary to finance those programs and plans. Budgetary approval by the Board of Regents of the University System of Georgia and by the University administration

constitutes authorization to expend the funds as budgeted and to collect the anticipated income. The approved budget is the primary instrument of fiscal control and must contain all income and expenditures of the University.

University income or program support comes from state appropriations and internal income such as student fees, endowment income, gifts and grants, sales and services, and sponsored operations. Each year the State of Georgia Legislature appropriates funds to the Board of Regents for support of all institutions in the University System of Georgia. State funds for institutional support are in turn allocated by the Board to each institution in the University System.

By legislative definition, no part of the state appropriation, nor any funds realized from the federal government, or from donations, gifts, earnings, fees, rents, sales or other sources of income shall be available for use or expenditure until made available by written order of the State of Georgia budget authorities.

Board of Regents policy states that "all expenditures of institutions must be approved by the Board before they are made." This statement has been interpreted to require budgetary approval by the Board of Regents before the University may incur obligations or make expenditures against any budgeted item.

Procedures

Specific procedures are provided in the subtopics within the Operating Budget section of this website.

Forms/Instructions

There are no forms associated with this policy.

Additional contacts

Policy Contact: University Budget Office

Phone Number: 706-542-2802

Email: budgets@uga.edu

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for University Business and Accounting Services

Policy Owner: Budget Division

Policy Contact: University 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.

Related information

See the University System of Georgia Board of Regents Business Procedures Manual for Original

Budget: http://www.usg.edu/business_procedures_manual/section8/manual/8.5_original_budget

See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies: <http://www.usg.edu/policymanual/>

See the University System of Georgia Board of Regents Business Procedures Manual for additional details about

operating budget processes and budget amendment processes: http://www.usg.edu/business_procedures_manual/

See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention: http://www.usg.edu/records_management/

Policy Dates

Effective Date:

Date Last Updated: 12/02/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: