



## 11.2.1.2 Data Creation

### Policy Statement

Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution.

### 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.

### Procedures

There are no procedures associated with this policy.

### 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](mailto: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](mailto: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.

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#### Policy Appendices

There are no appendices associated with this policy.

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#### FAQs

There are no FAQs associated with this policy.

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#### 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](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/](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/](http://www.usg.edu/records_management/)

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#### Policy Dates

Effective Date:

Date Last Updated: 06/08/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: