11.2.5.5 Original Budget State Appropriations

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
Each fiscal year the Georgia General Assembly allocates funds to higher education, known as state appropriations. After the bill is passed and signed by the Governor, the Board of Regents of the University System of Georgia makes allocations to the institutions within the System. Each institution of the System prepares an operating budget for educational and general activities and an operating budget for auxiliary enterprises of the institution for the fiscal year within the limit of funds allocated plus estimated internal income of the institution.

In the Fall of each year, the Board of Regents contacts the University of Georgia Budget Office concerning the scheduling of the Board of Regents Annual Budget Conference. Once scheduled, representatives of the University meet with the Board of Regents to determine the state appropriations to be allocated. Subsequent to that meeting, the University Budget Office prepares budget development Instructions for the University. The previous year’s amended budget is reviewed and “original budget allocations” are created. When necessary, this includes salary increase allocations and faculty promotions.

Budget allocations worksheets are then produced and provided to University units. Using these worksheets, University units then prepare and submit budget requests through the WebDFS Budget Development system. Once all University units submit their budget requests, the data is cross-checked by the University Budget Office to ensure that it balances with the budget allocation worksheets. When in balance, the original budget is the compiled and sent to the Board of Regents. Once approved by the Board of Regents, the original budget is transferred to the IMS Financial Systems mainframe.

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

Responsible
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President - Finance Division
Policy Owner: University Budget Office
Policy Contact: Ken McCollum
Phone Number: 706-542-2802

Record Retention

Citation or Reference: Annual Budget Records
Number: 0472-03-004
This series documents the annual institutional budget provided for inclusion in its Annual Adopted Operating Budget book. This series includes: operating budget expense by categories and functions report; estimated gifts, sponsored programs post award accounting, 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.

Related information
University System of Georgia Board of Regents Business Procedures Manual for Original Budget Operating Budget Policies and Budget Amendment Policies
University System of Georgia Board of Regents Business Procedures Manual
University System of Georgia Board of Regents Records Management and Archives

Policy Dates
Effective Date:
Date Last Updated: 06/13/2017
Date of Last Review:
Date of Approval:
Previous Version of Policy: