



3.3 University Internal 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 Board of Regents. The operations of the Budget Office are divided into four areas: Budget Development, Budget Amendment Processing, Budget Reporting, and Salary Review.

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

Accounting and reporting procedures of the Board of Regents shall be in accord with the Policies of the Board of Regents, approved by the Chancellor, and published by the USG chief fiscal officer.

Procedures

<http://www.usg.edu/policymanual/section7/C444/>

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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Policy Dates

Effective Date:

Date Last Approved:

Date of Last Review:

Date of Approval:

Previous Version of Policy: