


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
4:009	IV:01:03
Date:	Dated:
August 1, 1986	October 1, 1981
Subject:	
Unexpended Unrestricted Budget Balances	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Finance and Administration	
Approved:	
 President	

General

Unexpended budget balances for this purpose are those amounts of unrestricted University current operating funds which have been allocated but are, in fact, unused. Funds in this category then become part of the general University fund balance, whose allocation is subject to the discretion and authority of the President.

Payroll Budgets

Amounts provided in the budget for established positions (as distinct from "Lump Sum" amounts for temporary help, student help, etc.) are to be used only for those positions. If a period of vacancy in a position occurs during the year, or if an individual is hired at a rate less than that provided in the budget, resulting in an unused residue of funds, then that residue reverts to the University General Fund Balance, to be reallocated for other purposes only upon authority of the President and then by budget revision process outlined in Policy No. 4:021.

Budget Categories Other than Payroll

Unexpended balances in other budget categories, such as travel, equipment, supplies, etc., cannot be determined until the end of each fiscal year (June 30). At this time, these balances revert to the University General Fund Balance and may be reallocated by the President in the succeeding year.