


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:01:03 DATE: October 1, 1981
SUPERSEDES POLICY NO.: IV:01:03 DATED: March 1, 1978
SUBJECT: Unexpended Unrestricted Budget Balances
APPROVED: Robert O. Riggs, 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 through his designee, the Business Manager.

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 as outlined in Policy No. IV:01:02.

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 re-allocated by the President in the succeeding year.