

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

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| Policy Number: 4:022 | Supersedes Policy Number: IV:06:03 |
| Date: August 1, 1986 | Dated: March 21, 1984 |
| Subject: Budgeting Process | |
| Initiating Authority: Vice President for Finance and Administration | SBR Policy/Guideline Reference: |
| Approved: <i>Robert O. Liger</i> President | |

The President of Austin Peay State University is the officer responsible for the budgeting process at the institution. The President is assisted and advised during the budget preparation process by a committee appointed by the President. The purpose of the Budget Committee is to develop a budget in the best interests of the entire University.

The Budget Committee shall be made up of the (1) Vice President for Finance and Administration (chairman), (2) Vice President for Academic Affairs, (3) Vice President for Development, (4) Dean of Students, (5) Executive Assistant to the President, (6) Director of Athletics, (7) President of Faculty Senate, (8) Chairman of University Assembly, (9) Budget Director, and (10) Business Manager. In addition to active participation in the Budget Committee deliberations, the President of the Faculty Senate and the Chairman of the University Assembly are charged with the responsibility of disseminating budget process information to their constituents and supplementing the normal administrative channels.

Procedures

1. Upon receiving State, State Board of Regents, and Tennessee Higher Education constraints, the President shall direct senior administrators to prepare preliminary budgets for their divisions based upon University and divisional objectives. The President will inform these senior administrators of any prior commitments of financial resources, presidential preferences, and the amount of resources available for the coming year.

2. Senior administrators will request, discuss, and finalize budget requests from departments under their purview.
3. Senior administrators shall submit their divisional requests to the Budget Committee in priority ranking.
4. The Budget Director shall prepare a preliminary budget containing the divisional requirements approved by the Budget Committee. Senior administrators will provide departmental feedback to changes made by the Budget Committee.
5. The Budget Committee will review the draft budget(s) and will submit a draft budget to the President based upon University priorities, salary and fee policies mandated by the State, the State Board of Regents and the Tennessee Higher Education Commission.
6. If the Budget Committee is unable to present a balanced budget from the divisional input, the President will provide leadership in achieving a balanced budget.
7. The President will review the draft budget with the senior administrators. Senior administrators will provide departmental feedback to any changes made by the Budget Committee and the President.
8. The draft budget will be reviewed and adjusted to meet institutional priorities.
9. A final draft will be submitted to the President for approval.
10. Upon the President's approval of a final draft, the Budget Director shall be directed to prepare the final budget document in keeping with the version approved by the President.
11. After the President has approved the final budget, each senior administrator shall be responsible for informing employees in his/her division of the resolution of the budget process.

