



Procedures # 51001.5

BUDGET DEVELOPMENT PROCEDURES

Effective Date: August 1, 2009

Reviewed Date: March 15, 2022

Responsible Office: Office of Budget and Financial Planning

Division: Finance

This procedure outlines the steps undertaken to develop Grambling State University's annual organizational/departamental Operating budgets. It encompasses the campus process and the guidelines set forth by Act 49 which prescribes the content and format of budget documents for higher education budget units.

I. ANNUAL BUDGET DEVELOPMENT PROCEDURES

- A. In November, the Vice President for Finance apprises the President and the Cabinet of the ensuing year's appropriation. During this meeting, Vice Presidents establish a conceptual framework for prioritizing budgetary requests and realignments in accordance with the University's missions, goals and institutional objectives.
- B. In November, the Director of Budget and Financial Planning and the Senior Associate Vice President for Finance meet to review and revise the Budget Development Process and the Budget Request Packet.
- C. By the end of February, the Vice President for Finance reviews, revises, and/or approves the Budget Development Process and the Budget Request Packet.
- D. By the first week of March, the Office of Budget and Planning disseminates the Budget Request Packet to the President, Vice Presidents, Deans and Department Heads/Unit Heads via email.
- E. Immediately upon receipt of the Budget Request Packet, departments may schedule an appointment with the Office of Budget and Planning for in-depth assistance with their Budget Request Packets.
- F. Upon written or emailed requests from their respective Dean or Department Head, departments will be provided current salary data from the Office of Budget and Planning, which will assist with completing the Budget Request Packet.

- G. In March, Vice Presidents meet with their respective Deans and Department Heads/ unit heads to review budgetary requests and reinforce the conceptual framework for prioritizing requests and realignments in accordance with the University's mission, goals and institutional objectives.
- H. By the end of March, the Budget Request Packets must be completed and returned via email to the Office of Budget and Planning for compilation.
- I. By the second week of April, the compiled Budget Request Packets are presented as an initial draft of the proposed base budget for the Vice President for Finance's review, revision and/or approval.
- J. During April, Vice Presidents will meet again with their respective departments to finalize budgetary requests.
- K. By the end of April, Vice Presidents finalize proposed base budgets with the Office of Budget and Planning.
- L. By mid-May, the ensuing fiscal year's proposed budget is reviewed by the Vice President and the Senior Associate Vice President for Finance for any changes.
- M. By the end of May, the Office of Budget and Planning finalizes the ensuing year's proposed budget and presents to the Vice President for approval.
- N. By June 30th, the ensuing year's proposed budget is finalized.
- O. Beginning July 1st, the Office of Budget and Financial Planning will prepare the budget, entering the final proposed university data into the template/format provided by the University of Louisiana Systems Office. The completed template/format will be reviewed and signed by the University President, and then submitted to the University of Louisiana Systems Office on August 1st.
- P. By August 15th, Departments should have access to their Operating Budgets in Banner.
- Q. By September 1st, the Office of Budget and Financial Planning completes a final presentation of the budget, formatted for submission to the Louisiana Board of Regents.

II. REVISION/REVISED HISTORY

January 23, 2020- Revised
August 1, 2009-Effective Date