



Policy # 51000

BUDGET DEVELOPMENT PROCEDURES

Effective Date:

Revised Date: New

Responsible Office: Office of Budget and Planning

Division: Finance

I. PURPOSE/OBJECTIVE

This procedure outlines the steps undertaken to develop Grambling State University's annual 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.

II. ANNUAL BUDGET DEVELOPMENT PROCEDURES

- A. In November (generally the first Cabinet Meeting), the Vice President for Finance requests all Vice Presidents to nominate candidates from their respective departments to serve on the Budget Advisory Committee.
- B. By November 30th, nominations are presented by the VP for Finance to the President for his approval and official appointment.
- C. By December 10th, the VP for Finance, AVP for Budget and Planning, and the nominees are notified of the approved appointments.
- D. In January, 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.
- E. In February, the Budget Advisory Committee meets to review and revise the Budget Development Process and the Budget Request Packet.
- F. By the end of February, the Vice President for Finance reviews, revises, and/or approves the Budget Development Process and the Budget Request Packet.
- G. By the first week in March, the Office of Budget and Planning disseminates the Budget Request Packet to the President, Vice Presidents, Deans and Department Heads via email.
- H. 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.

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- I. 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 to further assist with completing the Budget Request Packet.
 - J. During March, Vice Presidents meet with their respective Deans and Department 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.
 - K. By the third week in March, the Budget Request Packets must be completed and returned via email to the Office of Budget and Planning for compilation.
 - L. By the end of March, 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.
 - M. At the 1st Cabinet Hearing in April, the compiled Budget Request Packets are presented as an initial draft of the proposed base budget to the President and Cabinet Members.
 - N. During April, Vice Presidents begin re-meeting with their respective departments to finalize budgetary requests.
 - O. By the third week in April, Vice Presidents finalize proposed base budgets with the Office of Budget and Planning.
 - P. By the end of April, the Office of Budget and Planning finalizes the ensuing year's proposed budget and presents for the Vice President for Finance's approval.
 - Q. At the 1st Cabinet Hearing in May, the final draft of the proposed budget is presented for approval by the President and the Cabinet Members.
 - R. By July 1st, the ensuing year's proposed budget is formatted for submission to the University of Louisiana Systems Office.
 - S. By July 5th, departments may access their budgets via the Banner System.
 - T. By September 1st, a final presentation of the budget is formatted for submission to the Louisiana Board of Regents.