

	Florida Gulf Coast University Policy Manual	Policy: 3.025 Approved: 01/27/10
	Title Budget Management Policy	Responsible Executive: Vice President for Administrative Services and Finance Responsible Office: <i>University Budget Office</i>

POLICY STATEMENT

The University Budget Office is responsible for the management and oversight of the departmental budgets. The University Budget Office, at its discretion, will complete budget transfers or other financial transactions in order to rectify budgets which are negative at the “pool” level. This policy does not apply to the Sponsored Research Trust Fund.

APPLICABILITY AND/OR ACCOUNTABILITY

This policy requires all departments maintain a positive budget.

REASON FOR POLICY

This policy is created to provide the University Budget Officer with the authority to properly manage various departmental budgets, as well as the University budget in order to assure the University meets its financial obligations for responsible management of University funds.

DEFINITION OF TERMS

Negative Budget: Any budget where the total expenses exceed available budget and/or revenue.

Negative Cash: Any fund where the available cash is less than zero.

Budget Transfer: A budget amendment processed in Banner Finance that re-allocates funds.

Other Financial Transactions: Any other transaction in Banner Finance that may be required to solve a budget issue. These include, but are not limited to, expenditure transfers, transfers of cash, and other movement resources or expenditures.

Available Balance: The amount of expenditure budget remaining within a given budget.

Budget Pool: A group of expenditures organized together to share one common budget. For example, all elements of travel are grouped together to form a common “travel pool” budget. The budget that is posted within a pool addresses all related expenses.

PROCEDURES

Upon close of the fiscal month, the University Budget Officer will review budgets and identify those areas with negative balances at the pool level, and/or funds where revenues do not meet expenses. When necessary, the University Budget Officer will reallocate resources from within the unit to rectify negative balances or negative cash balances. Prior to doing so, the Budget Officer will notify the appropriate department personnel via email of the negative position. Departments will have three business days from the notification to rectify any outstanding issues before action will be taken by the University Budget Officer. In the event that a budget transfer is used to solve a negative budget balance, such transfer will be processed as a non-recurring amendment.

Should the University Budget Officer reallocate budget to rectify a negative balance, or if its actions otherwise impact the financial resources of a given unit, said unit will be notified once such adjustments are made.

RELATED INFORMATION

None

HISTORY

New 01/27/10

APPENDICES

N/A

APPROVED

s/Wilson G. Bradshaw

 President

January 27, 2010

 Date