JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: IV:09 **DATE: October 1991**

REVISION/REVIEW DATES: May 1992, June 2013, June 2015, Jan 2023, May 2023, Oct. 2026

SUBJECT: Planning and Budgeting
APPROVED: Dr. Don C. Killingsworth, Jr. , President

PURPOSE

The purpose of the Budget Allocation Process is to ensure Jacksonville State University's (JSU) leadership allocates funds in a way that supports JSU in meeting its mission, goals, and priorities. Budgeting is part of JSU's Continuous Improvement Process that includes strategic planning, operational planning, program review, reporting, and evidence-based decision making.

POLICY

On an annual basis, every department/college or unit will submit an operating budget request for the following academic year. This planning phase should reflect the overall priorities of the department or unit. The annual unit budget request should include an examination of prior year expenses, analysis of changing conditions, and review of trends. The President's Cabinet will establish planning assumptions to guide the budget formation. The President's Cabinet reviews all budget requests from their respective divisions and collectively prioritizes these budget requests based on the university, division and/or unit's mission, goals, and objectives. When funding is not available to cover the costs of priorities, the President's Cabinet may reallocate budgets to ensure university priorities are funded.

The University Budget Committee meets throughout the academic year and is divided into Revenue and Expense Subcommittees. The Revenue Subcommittee identifies revenue, including the anticipated state appropriation, to determine and recommend to the President the next academic year's tuition and fees. The Expense Subcommittee reviews pertinent data from university units. This may include budgets and expenditures, costs per credit hour, retention rates, graduation rates, and national/regional averages for budgets, salaries, and numbers of staff/faculty to make expenditure recommendations to the President.

The University Budget Committee's recommendations are reviewed, amended as needed, and approved by the President's Cabinet. The Senior Vice President of Finance & Administration presents the budget proposal with the President to the Building and Finance Committee of the Board of Trustees. Once approved by the Committee, the recommendation for tuition and fees, other revenue, and expenses are introduced to the full Board of Trustees for approval.

The attached Budget Development Planning Calendar provides an overview and timeline that outlines the full budget process and strategic and operational plan reporting. Overall, the purpose is to make annual data-driven adjustments to propel JSU toward attaining our most important goals.

RESPONSIBILITY

The Senior Vice President for Finance & Administration and CFO is responsible for this policy.

EVALUATION

This policy and its procedures will be reviewed at least every five (5) years.

BUDGET DEVELOPMENT PLANNING CALENDAR

June/July

- President reviews and appoints new committee members to two-year term
- Orientation Packet to New Budget Committee Members
- Implement new or revised plans for CY budget for the beginning of Fall Term
- Review NY Budget Worksheet/Program Review Update Forms

August/September

- New staff contracts due to HR (prior to August payroll close date
- Budget Monitoring training to new Budget Managers
- Budget development process for NY Tentative budget begins in September
- Review Committee Charge

October

- JSU BOT adopts Approved Budget for CY
- Budget Managers to review budget package with appropriate Administrator(s)
- Prepare the ACHE Budget Presentation (if required)
- NY Budget Worksheet sent to Budget Managers after the October BOT Meeting.
- Units submit Operational Plan reports to the Office of Institutional Research and Effectiveness (OIRE)
- Division leaders submit Strategic Plan report to the President and OIRE.

November

- Provide departments with information to complete the Request for Purchase Form, service, or capital projects (IT, or CP&F)

December

- Review of budget requests

January

- Begin compiling NY expense budget requests & priorities
- Review PY reserves, revenue, & expenses after the audit report is issued (> January 15)
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 3-4 of Governor Term)

February

- Continue review of NY Tentative budget requests & compiling of data
- New Position Requests due to PAC
- Budget Managers make revisions-based feedback, then re-submit
- Budget Plans Developed – Alternative Scenarios prepared for NY Tentative budget for Cabinet review
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 2 of Governor Term)

March

- ETF State Budget Report Issued
- Complete NY Interim Budget
- Sustainability Report
- Begin development of the Budget Development Premise based on the Governor's January Budget (Year 1 of Governor's Term)

BUDGET DEVELOPMENT PLANNING CALENDAR (continued)

April

- Submit NY Tuition, Fees, and Interim budget to BOT for approval[1]
- Returning Faculty Base Contracts due for position budgeting
- Midyear CY review provided to Cabinet for review
- Open Forum/Budget Bulletin
- Respond to Budget Manager as to what requests will be approved
- Division leaders submit Strategic Plan status report to the President and OIRE.

May

- Fiscal Health Check List

[1] With exception for the 1st and fourth years of the legislative quadrennium when the State of Alabama Legislature comes into session in March and January which may result in the submission to be moved back to May – July.