

**BUDGET GUIDELINES and PROCEDURES**

Revised  
June 14, 2019

## 1. Introduction – Role of Budgeting

The budgeting process at Colorado State University–Pueblo is a logical extension of the institution’s academic, administrative, and facilities planning process. Through the budget process, the University is able to implement a practical fiscal plan for the operation of the institution which:

- a. recognizes University priorities
- b. allocates resources among competing needs; and
- c. authorizes spending authority for the major units within the University.

## 2. Applicability of Guidelines and Procedures

These guidelines and procedures are to be applied in conjunction with the budget policies of the [Board of Governors of the Colorado State University System \(BOG\)](#). See [Policy 201: CSUS Board Budget Policy](#) for more details.

The budget guidelines and procedures of Colorado State University-Pueblo provide a fiscal planning framework for the operation of the institution and applies to Education and General (E&G) funds, Auxiliary funds, Extended Studies, Internal Service Units, Athletics, Student Activities, and, to a more limited extent, Sponsored Programs.

## 3. Involvement and Responsibility

There is a high level of consultation throughout the University. The Vice Presidents (V.P.’s) work with their individual units and consult with one another through the Vice President’s Council. In addition, the President, his Cabinet, the President’s Budget Advisory Committee, and the University Leadership Team are involved in the development of the University budget.

Approval authority for the University budget is the responsibility of the University President and, ultimately, the BOG.

## 4. Budget Predictors

Through the involvement of the persons/committees listed above, enrollment projections are given in order to set the appropriate revenue budget. Along with the enrollment projections, continuous Board of Governors (BOG) meetings and information shared by the System Office aid in the development of tuition rate, state support, mandated costs, and non-discretionary costs. Projections are refined throughout the budget cycle and are reflected on the incremental budgets presented at the BOG with final approval given by the BOG in May.

## 5. Budget Templates

Throughout the budget cycle and in preparation for the following year’s budget, adjustments by way of the budget template are made to the E&G base budgets. These adjustments are predicated by the aforementioned budget predictors, as well as committees and individuals (Deans and Directors) responsible for their departmental budgets. These adjustments are tracked by the Budget Office in the E&G template and once finalized become the new fiscal year budget load.

For non E&G units mentioned above in section two, “Applicability of Guidelines and Procedures,” requests are made by the Budget Office to these units by the end of April each year for submission of their budget templates to the Budget Office. The Budget Office supplies these units with the template and guidance on how to construct the template.

#### 6. Development Deadline

Final Revisions to the budget load must be made by the first Monday in July. The next year’s budget load is guided by the timeline set forth by Colorado State University (Fort Collins) and in general happens by July 31.

#### 7. Current Year Budget

To ensure a balanced budget, updates on current year enrollment are provided throughout the year. In coordination with the persons/committees listed in section three, “Involvement and Responsibility,” the budgetary impact is analyzed and current budget will be adjusted if necessary. Each area V.P. will submit budget adjustments (if any) to the Budget Office for initiation. Submitted budget changes must include account numbers with dollar amounts that are to be adjusted.

Day-to-day budget oversight is ultimately the responsibility of the Account Supervisors and/or account Fiscal Officers. Supervisors or whomever they’ve delegated to review expenditures should utilize the account reports found here: [I:\KFS\Reports](#). In addition, the Budget Office will supply to the units quarterly E&G budget to actual reports. For additional reports, requests can be made through the Budget Office.

Fiscal Officers are responsible for approving expenditures in their accounts, and must take care when doing so that there is enough funding whether it is budget or cash to cover the expenditures. In the event that an Account Supervisor or his/her delegate needs current year budget adjustments, requests can be made to the Budget Office for guidance. In most cases the unit can initiate the budget adjustment through the University’s financial system, KFS.

#### 8. Funding and University Projects

For University projects which include but aren’t limited to Capital Construction and University remodeling projects, available funding must exist. Procedures for this are part of Facilities Management and further instruction can be found on the [Facilities website](#). The information on the website contains the project initiation form which includes the funding source information that must be approved by the Fiscal Officer of the stated funding source and the area Vice President.

#### 9. Program Initiatives

It is assumed that the continuing budget will be sufficient to provide for program initiatives. Occasionally, however, additional funds, as either a one-time or continuing expense, are needed to meet a particular institutional objective. Requests for program initiative funding will be made to the appropriate Vice President and will be approved through consultation with the persons/committees listed in section three.

## 10. Unspent and Overspent Budgets

A policy on unexpended operating budget is only rational to the extent that the Education & General (E&G) year-end fund balance is positive. With that context, and the core principle that we generally expend funds in the year they are allocated to meet the needs of existing students and faculty, a roll forward policy should allow for better management of funds near the end of the fiscal year and allow units, with university approval, to plan and make expenditure prioritization choices that allow multiyear budget commitments to longer term projects. This policy only pertains to budgets and actuals within the University Education & General sub fund. Please refer to Rule 7 of the [Financial Rules](#) located on the University website.

Accounts that are E&G may not end the year with a deficit and account supervisors must take affirmative financial action to ensure that overspent accounts within their control are balanced by their other accounts which finish the year with a surplus. An E&G unit that ends the year with a deficit will be subject to a reduction in the next fiscal year's budget.

For Non-E&G funds, each Account Manager is expected to budget in a manner which will permit some flexibility of operation throughout the year and address long-term capital needs. Revenue collected but not expended will fall into each units fund balance and will become part of the University's reserves unless use of the fund balance is separately identified as such in all budget submissions and approved by the area VP in coordination with the persons/committees listed in section three.