

410. Annual Operating Budgets

The budgetary responsibilities of the Chancellor shall include, but not be limited to, the following:

- Recommending to the Board plans and policies which provide for the effective and efficient use of University resources.
- Establishing and supervising an orderly budgetary process that is integrated with such other activities as academic planning, capital planning, and the legislative appropriations request process.
- Publishing guidelines, schedules, and formats which facilitate the implementation of the established budgetary process.
- Coordinating and assisting the campuses with the development of their proposed operating budgets, including recommendations for tuition and fee increases and salary increase guidelines, and the submission of recommended campus operating budgets to the Board.
- Monitoring the implementation of campus operating budgets, recommending budget changes as necessary, and informing the Board of the status of those budgets.

Details related to the foregoing responsibilities are set forth in the following paragraphs.

I. Schedule, Guidelines and Formats

A. Schedule

The Chancellor shall issue annually an operating budget schedule, which shall be prepared in coordination with the campuses and which shall reflect prevailing circumstances. .

B. Guidelines and Formats

The Chancellor shall publish guidelines and formats which enable the campuses to concisely and meaningfully present for approval their annual operating budgets. These guidelines and formats shall include the following:

The format for the submission of significant financial data shall reflect the principles, guidelines, and classifications set forth in Board Rule 402 (Financial Accounting and Reporting).

The guidelines shall address tuition and fee and salary increase

recommendations and reflect the information to be included in the presentation materials for the Board.

The guidelines shall also delineate additional information to be provided as necessary to carry out The Board of Trustees' and Chancellor's financial responsibilities.

II. Submission and Approval of Annual Operating Budgets

Campus annual operating budget proposals for the next fiscal year shall be submitted to the Chancellor who shall in turn submit recommendations to the Board. These proposals shall be submitted in the format and at the times directed by the Chancellor but no later than the start of the new fiscal year. Operating budget proposals for the next fiscal year shall include comparisons with the approved operating budget for the current year. The Chancellor shall review, summarize, and recommend to the Board the campuses' annual operating budgets.

The campuses shall prepare such periodic status reports as deemed appropriate by the Chancellor.

(Originally adopted August 23, 1978; completely revised April 9, 1980; amended April 21, 1995, amended February 18, 1999; amended November 9, 2007.)