



**Policy Number:** 2.031  
**Originating Office:** Financial Affairs  
**Responsible Executive:** VP of Finance & Administration  
**Date Issued:** 02/06/2012  
**Date Last Revised:** 10/20/2023

# University Budget Process

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### I. REASON FOR THIS POLICY

Document the University Budget Process and the general timeline of the processes.

### II. STATEMENT OF POLICY

The University Budget Committee (UBC) will make recommendations regarding the Maintenance & Repair allocations, the budgets and financial plans for the Institutional Core, Support and Designated centers to the Executive Committee. The Executive Committee then makes budget recommendations to the President. Upon President approval, the budget is entered into the Banner system for approval by the Board of Regents.

### III. DEFINITIONS

Not Applicable.

### IV. PROCEDURES

Maintenance and Repair – Process to review the M&R needs of the Institution. M&R needs are determined for each area and recommendations are made regarding the allocation of available funds.

General Activity Fee (GAF) and Fees – Process to review the student GAF and Fee requests. These processes take place in November and December.

User Charges – Process to review increases in the current user charges rates and any new user charges.

Salary Policy – Process to apply salary policy, promotion and tenure increases for Faculty, Non- Faculty Exempt and Career Services staff.

Budget Request – Process to request general funds allocation, as well as expenditure authority for federal and other funds to the South Dakota Board of Regents. The SDBOR then forwards the next fiscal year's budget request to the Governor.

## V. RELATED DOCUMENTS, FORMS AND TOOLS

Detailed information related to the processes can be found in the [Budget Resource Manual](#).

The RCM Recommended [Budget Committee Structure](#) provides more information.