

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: IV:09

DATE: October 1991

REVISION/REVIEW DATES: May 1992, June 2013, June 2015

SUBJECT: Planning and Budgeting

APPROVED: William A. Meehan, President

PURPOSE

The purpose of the Budget Allocation Process is to ensure Jacksonville State University's leadership allocates funds in a way that supports the university in meeting its vision, mission, goals and priorities. Budgeting is part of the university's continuous improvement process that includes strategic planning, reporting, and evidence-based decision making.

POLICY

On an annual basis, the University Budget Committee's Revenue Subcommittee will identify University revenue, including the anticipated state appropriation, to determine and recommend to the President the next academic year's tuition and fees. This recommendation is reviewed, amended as needed, and approved by the President, who presents it to the Building and Finance Committee of the Board of Trustees. Once approved by the Committee, the recommendation for tuition and fees and other revenue is introduced to the full Board of Trustees for approval.

Concurrently, Vice Presidents and the Athletic Director, who serve on the Budget Subcommittee of the Strategic Planning Committee, will review pertinent efficiency and productivity data from their units, provided as needed by the Office of Research and Planning. 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.

Vice Presidents and the Athletic Director will also review PRISM unit-level plans (due in December each year), and new budget requests from their divisions and prioritize these budget requests based on the university, division and/or unit's mission, vision, goals and objectives. In addition, the Strategic Planning Committee will review results and prioritize action items from the Strategic Plan through the Budget Subcommittee of the Strategic Planning Committee.

Through the Budget Subcommittee of the Strategic Planning Committee, budget priorities would be identified and agreed upon by the Vice Presidents and Athletic Director, and then forwarded to the Strategic Planning Committee for approval. Then priorities will be forwarded to the Expenditures Subcommittee of the University Budget Committee for funding consideration based on availability of new funds. The Budget Committee would then forward approved recommendations to the President for approval and allocation.

When new funds are not available or when new funds do not cover the costs of priorities, the Vice Presidents and Athletic Director may reallocate budgets to ensure university priorities are funded.

The attached Budget Allocation Plan table provides an overview as to how the full budget process works and how it is driven by other institutional effectiveness and continuous improvement processes. Overall, the purpose is to make annual data-driven adjustments to propel Jacksonville State University toward our most important goals.

RESPONSIBILITY

The Vice President for Finance & Administration and the Chief Research and Planning Officer are jointly responsible for this policy.

EVALUATION

This policy and its procedures will be reviewed biennially.

Jacksonville State University Budget Allocation Process General Timeline

Month	September	October	November	December	January	February	March	April	May	June - August	
Strategic Plan	Results documented in PRISM										
	Implement current year priorities and gather outcomes										
Units	Results documented in PRISM										
	Implement current year plan and gather outcomes										
VPABA & Budget Comm	Close out previous year's budget		Develop plan for next year			Deans, AVPs review plans and prioritize					
	Current Budget Year Begins		Revue Subcommittee makes recommendations for tuition and fees				Expenditures Subcommittee makes recommendations for allocation of new funds		University Budget Committee makes recommendation for allocation of new funds		
	Units informed of budgets.					Review outcomes, and financial data.					
VPs & AD						Review outcomes, and financial data.					
						VPs review PRISM plans and prioritize		Review all priorities and determine University budget priorities		Reconciles budget priorities with current budget and may recommend budget reallocations	
President & Trustees	Board approves final budget.							President makes budget recommendations to Board		Board approves interim budget in July	
								Board approves tuition and fees.		President makes revisions to budget recommendations to Board	