



SUBJECT: BUDGET PROCESS

- I. **PURPOSE:** To describe the process of budgeting and establish policy and time tables.
- II. **POLICY:**
1. The State Board of Regents has established definitions, policies, and procedures for submitting budget requests and for administering financial affairs. Institutional policies are intended to complement and implement Regents' policies.
 2. Each year the State Board of Regents issues a time table for preparing budget requests and for submitting financial information.
 3. The institutional process interfaces with the Regents' time table and follows the pattern outlined below:
 - January: Budget Office distributes budget request forms to each academic and administrative department.
 - March: Administrators assess the actions of the Legislature, and vice presidents receive proposed operating budget summaries for the budget year and budget request forms for the request year.
 - April/May: The President holds budget hearings with departments and divisions.
 - June: Budget documents (Actual) submitted to State Board of Regents.
 - July: Budget documents (Request) submitted to State Board of Regents.
 - August/September: Commissioner holds budget hearings. State Board of Regents holds budget hearings.
 - October: State Board of Regents approves budget recommendations.
 - November: Governor's budget office and Legislative Analyst's office hold budget meetings on campus.



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

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- December: Governor issues budget recommendations.
- January/February: Legislature meets and determines appropriations for higher education.
4. Prior to submitting the institutional budget request in July, the President's Staff reviews the budget projects and the President determines the priorities in accordance with the guidelines of the State Board of Regents.
 5. Preparation of the capital budget follows guidelines established by the State Building Board and State Board of Regents. The President determines project priorities, and the capital budget request is submitted in August to the State Building Board for action in November.

FORMER POLICY
DO NOT USE