

## OPERATING BUDGET PROCESS

The operating budget process at USF St Petersburg is designed to incorporate the following major elements:

- Identification of priorities. This step must embody and enable the institution's strategic direction. Identification of priorities includes not only new programs, activities, and services, but also should identify low-priority items that may be reduced or eliminated.
- Alignment of priorities with resources. This is the process of determining the mix of priorities that can be supported with the resources available.
- Opportunity for broad-based input and review. Budget development is an administrative role, but it must be informed by the values and opinions of the entire institutional community, including faculty, students, staff, and the public.
- Preparation of detail. The budget is necessarily a detailed and complex plan, the preparation of which requires a significant amount of time.
- Formal approval. As a public institution, USFSP's campus board must approve its legislative budget request and operating budget. The USF Board of Trustees approves tuition and fee rates.

The following calendar shows the major events and roles that make up the operating budget process. Terms shown in italics are defined below the table.

MONTH	EVENT	ROLES
Feb	VP/CEO issues <i>budget guidelines and instructions</i> for the preparation of <i>budget proposals</i> .	VP/CEO <i>Major budget units</i>
Mar	Budget proposals due	Major budget units
Mar	Budget hearings (full day)	Conducted by <i>Budget Advisory Committee</i> Major budget units present Public invited to participate
April	<i>Budget scenarios</i> for coming year developed and submitted to VP/CEO	Budget Advisory Committee
April	Campus Board given budget preview	VP/CEO Campus Board
June	State appropriations set	State Government
June	Tuition set	University Board of Trustees
June	Final budget scenario for coming year determined and made available for	VP/CEO

MONTH	EVENT	ROLES
	review/comment	
June	<i>Legislative budget request</i> for succeeding year developed	Executive Team
July	Final budget scenario and legislative budget request presented to Campus Board for discussion and approval	VP/CEO Budget Director Campus Board
Aug-Sept	Detailed budget prepared	Budget Director
Sept	<i>Final budget document</i> distributed	Budget Director

*Budget guidelines and instructions* state the VP/CEO's priorities for the campus, preview the likely outcomes of the state budget and UBOT tuition-setting processes, review any "unavoidable costs" or previous commitments that must be addressed, and set the parameters for the budget proposals to follow.

*Budget proposals* are prepared by each major budget unit and formally respond to the budget guidelines and instructions. Budget proposals typically include requests for new funding and/or identification of items to be cut or reallocated, depending on the instructions for that year.

*Major budget units* are Academic Affairs, Student Affairs, Finance and Administration, and the VP/CEO's area. Within Academic Affairs, the three Colleges, Pointer Library, and Enrollment Management is each a major budget unit.

*Budget Advisory Committee* includes the Associate VP's, Budget Director, one representative each chosen by the Faculty, A&P, and USPS Councils, and one representative chosen by Student Government. In addition, the VP/CEO appoints one member of the committee at her discretion. The committee is chaired by one of the AVP's on a rotating basis to be determined by the VP/CEO.

*Budget scenarios* are high-level models of the budget which incorporate several variables, including state support, tuition rates, enrollment, and budget allocations.

*Legislative budget request* is the institution's formal request for state funding. It must be approved by the Campus Board and is submitted through the UBOT to the Chancellor's office.

*Final budget document* is the base budget in internal USFSP format.