

BGSU Firelands Governance Document Procedure	Administrative Committees	Budget Review
Approved by:	Date Revised 2-20-07	FC 5121

PURPOSE

Defines the procedure for the annual review of the personnel and operating budgets.

PROCEDURE

Director of Budget & Operations	solicits personnel and operating budget requests from the managers of the various departments and divisions of the college.
Budget Manager	prepares personnel requests and operating budget requests with sufficient details to provide justification/need and allow analysis by the committee.
Budget Coordinator	Reviews budgets and makes recommendations for additions, clarifications to budget. Forwards budgets to Director of Budget and Operations when ready.
Director of Budget and Operations	provides the committee with the requests submitted by the budget managers. provides the committee with data on projected revenue.
Committee	reviews requests and identifies items of concern in the committee's minutes. requests clarification of the items of concern from the appropriate budget manager. reviews and recommends a prioritized list of personnel to the Dean for the following academic year and projected personnel expenses for long term planning. submits a recommended operating budget for the following academic year to the Dean.

REFERENCES

FC 5141	Operating Expense Budget Request (BR-1)
FC 5142	Faculty/Staff Replacement/New Position Request (Form P-3)