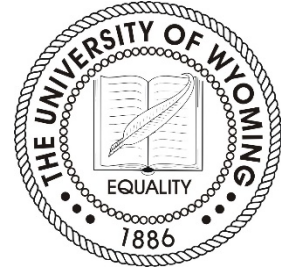

UNIVERSITY OF WYOMING REGULATIONS

Subject: University's Operating Budget

Number: UW Regulation 7-1



I. PURPOSE

To establish a process for approval of the University's Operating Budget and administration of Division budgets within the Operating Budget.

II. DEFINITIONS

Administrative Officer: For purposes of this Regulation, includes the President, the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Information Technology, the Vice President for Institutional Advancement, the Vice President for Research and Economic Development, the Vice President for Student Affairs, the Director of Intercollegiate Athletics, the General Counsel, the Dean of the College of Agriculture and Natural Resources, the Dean of the College of Arts and Sciences, the Dean of the College of Business, the Dean of the College of Education, the Dean of the College of Engineering and Applied Sciences, the Dean of the College of Health Sciences, the Dean of the College of Law, the Dean of the Honors College, the Dean of the University Libraries, the Dean of the Haub School of Environment and Natural Resources, the Executive Directive of the School of Energy Resources, and any other director of a Unit at the discretion of the Chair of the Budget Committee of the Board of Trustees.

Division: Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

Expenditure Classification: Includes the following:

- (1) salaries, wages, and benefits;
- (2) services, travel, and supplies;
- (3) utilities, repairs and maintenance, and rentals;
- (4) interest, claims, other expenses, subcontracts, depreciation and amortization; (5) capital expense, discontinued operations, and other non-operating expenditures; and
- (6) internal allocations and sales, and funding transfers.

Fiscal Year: July 1-June 30.

Operating Budget: The general operating budget of the University including (1) Unrestricted Operating Funds (i.e., block grant appropriations, tuition and fees, self-generated funds); (2) Designated Operating Funds (i.e., line-item or special state appropriations, designated fee revenue); (3) Restricted Expendable Operating Funds (i.e., Restricted Expendable Contribution, Restricted True Endowment Spendable, and Restricted Quasi Endowment Spendable funds); (4) Restricted Expendable Non-Operating Funds (i.e., Restricted Invested Like an Endowment ‘Quasi’ Corpus, Restricted Loan Funds, and Restricted Expendable Capital Contribution funds); (5) Restricted Grants Funds (i.e., includes all restricted externally sponsored projects); and (6) Restricted Government Funds (i.e., consists of various government loan funds including Perkins, Nursing, Pharmacy, BRAND, etc.). The Operating Budget shall include all sources of revenue, of whatever nature, all expenditures, and all cash & cash equivalent funds or reserves.

Unit (Organization): The academic, administrative, and auxiliary operating units of the University (i.e., College of Business Dean’s Office, Department of Mathematics, Dean of Student’s Office, Transit & Parking).

III. POLICY

- A. The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit his or her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University’s Board of Trustees. No more than sixty (60) days prior to the beginning of each fiscal year, the Budget Committee of the Board of Trustees shall hold hearings where each of the University’s Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.
- B. Until final approval of the Operating Budget by the Board, no expenditures chargeable to the budget for the next fiscal year shall be made.
- C. After Board approval of the Operating Budget, the President of the University may authorize an unbudgeted transfer between Units (Organizations) within a Division, between Divisions, between Expenditure Classifications, or between a Unit (Organization) or Division’s Operating Budget and the Unit (Organization) or Division’s reserves, an amount not to exceed ten percent (10.0%) of the respective Unit (Organization) or Division’s Total Expenses budget or \$100,000.00, whichever is less, per single transfer. Prior Board approval is required for any transfer that aggregates a fiscal year cumulative amount of fifteen percent (15.0%) of the respective Unit (Organization) or Division’s Total Expenses budget or \$200,000.00, whichever is less. All other transfers of any nature require prior Board approval.

IV. QUARTERLY REPORT

The President shall provide a quarterly written report to the Budget Committee of the Board of Trustees identifying each transfer or authorization made pursuant to Paragraph III(C).

Responsible Division/Unit: Office of the President and the Division of Administration

Source: Wyoming Statutes 21-17-203 and 21-17-204.

Link: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None.

History: Adopted 5/10/2017 Board of Trustees meeting
Renumbered 7/1/2018: formerly UW Regulation 1-103, now UW Regulation 7-1
Revisions adopted 9/14/2018 Board of Trustees meeting