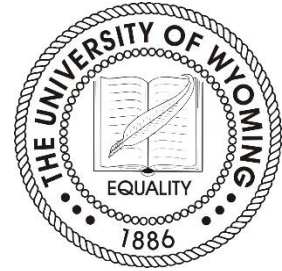

UNIVERSITY OF WYOMING REGULATIONS

Subject: University's Operating Budget

Number: UW Regulation 1-103



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: Includes the Provost and Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Governmental and Community Affairs, 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, and the General Counsel.

Division: Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the Office of Governmental and Community Affairs, 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 (1) salaries, wages, and benefits; (2) services, travel and entertainment, and supplies; (3) student financial aid; (4) utilities, repairs and maintenance, and rentals; (5) interest, claims, and other expenses; and (6) non-operating expenditures.

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); and (3) Restricted Operating Funds (i.e., sponsored contracts and grants, foundation gift and endowment payout funds). 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.** At least sixty (60) days prior to the beginning of each fiscal year, each Administrative Officer shall present to the President of the University and the Budget Committee of the Board of Trustees (“Board”) the proposed budget for their Division 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 transfer between Units within a Division, between Divisions, or between Expenditure Classifications, an amount not to exceed ten percent (10.0%) of the respective budget or \$100,000.00, whichever is less, per single transfer. Prior Board approval is required for any single transfer which exceeds a fiscal year cumulative transfer of fifteen percent (15.0%) of the respective 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/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>.

Associated Regulations, Policies, and Forms: None.

History: Adopted 5/10/2017 Board of Trustees meeting