

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 10.000
<b>10.002 Annual Operating Budget</b>	<b>Fiscal Management</b>

**Policy Statement.** UNT Dallas annually prepares an operating budget in accordance with state requirements. The preparation of the annual operating budget is a comprehensive process that integrates strategic planning and assessment. It is an institutional management tool designed to implement the long-range budgetary plans and to achieve university objectives during a specific budget period.

**Application of Policy.** This policy applies to all university departments that prepare and manage operating budgets.

**Definitions.**

1. **Cost Center Owner.** “Cost Center Owner” means the employee with management responsibility for financial transactions for the Department Identification (DeptID) or Project Identification (ProjID) for which he/she is the Holder of Record. The terms “cost center owner” and “DeptID holder/ProjID holder” are used interchangeably throughout UNT Dallas policies.
  
2. **Strategic Plan.** “Strategic Plan” means the official university document presenting the primary goals and objectives of the University as well as the fundamental strategies the University will employ to achieve those goals and objectives.

**Procedures and Responsibilities.**

1. The President shall issue guidelines and procedures for making budget requests to cost center owners and other staff involved in budget development. Guidelines and procedures issued by the President may include: instructions on ranking and prioritizing requests as it relates to university objectives, identifying budgeted activities or positions that may be reduced or eliminated upon conclusion of its support of university objectives, and a schedule of deadlines for submission of budget requests. The President shall review the budget requests and prepare the final operating budget for the University.

The President is authorized to delegate these responsibilities to an appropriate vice president(s) when such delegation will increase operational efficiency.

**Responsible Party:** President or Designee

2. The President shall submit the final university annual operating budget to the Chancellor for approval. In presenting the budget for approval, the President shall demonstrate that the operating budget:
  - i. is in compliance with Regents Rules;
  - ii. supports the accomplishment of the University's mission, goals and objectives consistent with the strategic plan;
  - iii. represents sound fiduciary management of university resources; and,
  - iv. has been prepared within the limits of available resources.

Responsible Party: President

3. Upon the Chancellor's approval, the annual operating budget will be recommended to the Board of Regents for final approval. Upon Board approval of the annual operating budget, the President will notify unit vice presidents and cost centers owners of the final annual operating budget. Each cost center owner is responsible for the efficient management of his/her respective budget.

Responsible Party: President; Cost Center Owners

**References and Cross-references.**

Regents Rules 10.200

Regents Rules 03.511

Texas Education Code, § 51.005 and § 51.0051

Approved: 11/24/2010

Effective: 11/24/2010

Revised: