**Budget Changes FSS/PPS 03.14 (03.02.01)**

**Issue No. 7**

**Effective Date: 09/13/2019**

**Next Review Date: 10/01/2023 (E4Y)**

 **Senior Reviewer: Assistant Vice President for Budgeting, Financial Planning, and Analysis**

**01. POLICY STATEMENTS**

01.01 The Texas State University operating budget is presented annually to the Texas State University System (TSUS) Board of Regents for approval.

01.02 This policy states certain approval and reporting requirements for amending the Texas State operating budget. Such requirements are needed to ensure compliance with state and regental guidelines for budget amendments.

**02. OPERATING PROCEDURES**

02.01 All budget changes shall be included in the President's Report (Board Report) to the TSUS Board of Regents using the following schedule:

1. May Board Meeting – additional changes made through February 28; and;

b. November Board Meeting – additional changes made through August and any fiscal-year-end adjustments.

02.02 The exact due dates for the semi-annual submission of budget changes will be made available to the Budget Office by the executive assistant to the vice president for Finance and Support Services (VPFSS).

02.03 The Budget Office will provide a summary of budget changes in the prescribed format provided by the System Office and appropriate variance descriptions as necessary to be included in the Board Report under the Finance and Audit Committee section.

02.04 The Budget Office will submit background material and copies of budget changes to the VPFSS upon request (this is not included in the President's Report).

02.05 The Budget Office will keep the necessary files to support all amendments to the budget including:

1. budget changes;
2. worksheet reflecting UB, estimated income, transfers of funding between budgeted elements, semi-annually; and
3. reconciliation statement, semi-annually.

**03. REVIEWER OF THIS PPS**

03.01 Reviewer of this PPS includes the following:

Position Date

Assistant Vice President for October 1 E4Y

Budgeting, Financial Planning, and

Analysis

**04. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Assistant Vice President, Budgeting, Financial Planning, and Analysis; senior reviewer of this PPS

Vice President for Finance and Support Services