

New

Regulation BOG-9.007 State University Operating Budgets

(1) Each university president shall prepare an operating budget for approval by the University Board of Trustees, in accordance with instructions, guidelines, and standard formats provided by the Board of Governors.

(2) Each University Board of Trustees shall adopt an operating budget for the general operation of the university as prescribed by the regulations of the Board of Governors. The University Board of Trustees-ratified operating budget is presented to the Board of Governors for approval. Each university president shall implement the operating budget of the university as prescribed by regulations of the Board of Governors, policies of the University Board of Trustees, provisions of the General Appropriations Act, and data reflected within the Allocation Summary.

(3) The operating budgets of each state university shall represent the following budget entities:

(a) Educational and General (E&G)- reports actual and estimated year operating revenues and expenditures (actual year expenditures should include year-end encumbrances) for all E&G funds, including: General Revenue, Student and Other Fees, Educational Enhancement Trust Fund (Lottery), Phosphate Research Trust Fund – and including the following previously-appropriated trust funds: Experiment Station Federal Grant, Experiment Station Incidental, Extension Service Federal Grant, Extension Service Incidental, UF-HSC Incidental, and UF-Health Science Center Operations and Maintenance.

1. The E&G budget funds the general instruction, research, public service, plant operations and maintenance, student services, libraries, administrative support, and other enrollment-related and stand-alone operations of the universities. Universities shall accumulate ending fund balances for activities such as, but not limited to, a contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in university operations, and prior year encumbrances. At any time the unencumbered available balance in the E&G fund of the University Board of Trustees approved operating budget falls below five (5) percent of the approved total, the president shall provide a written notification and explanation to the Board of Governors.
2. Expenditures from any source of funds by any university shall not exceed the funds available. No expenditure of funds, contract, or agreement of any nature shall be made that requires additional appropriation of state

funds by the Legislature unless specifically authorized in advance by law or the General Appropriations Act.

3. The following units are required to report under this budget entity:

State Universities

UF-Institute of Food and Agricultural Science

UF Health Science Center

USF Medical Center

FSU Medical School

UCF Medical School

FIU Medical School

(b) Contracts and Grants - reports actual and estimated year revenues, expenditures, and positions for university functions which are supported by foundations, various state and federal agencies, local units of governments, businesses, and industries.

(c) Auxiliary Enterprises - reports actual and estimated year revenues, expenditures, and positions for self-supporting functions such as, but not limited to, parking services, housing, bookstore operations, and food services.

(d) Local Funds - reports actual and estimated year revenues, expenditures, and positions for the following specific areas:

1. Student Activities - revenues generated primarily from the activity and service fee each university is authorized to charge its students as a component of the mandatory fee schedule. Activities commonly supported by these revenues include student government, cultural events, student organizations, and intramural/club events.
2. Intercollegiate Athletics - revenues generated from the student athletic fee that each university is authorized to collect as a component of the mandatory fee schedule, and from other sources including ticket sales, radio/TV, bowl games, and tournament revenues.
3. Concession Fund - revenues generated from various vending activities located around the campuses. The University's budget must reflect the various departments/activities on each campus which benefit from receipt of these funds.
4. Student Financial Aid - revenues received by the university for loans, grants, scholarships, and other student financial aid. Expenditures of these funds must be reported by activities such as externally-funded

loans, student scholarships, need-based financial aid, academic-based financial aid, and athletic grants/scholarships.

5. Self-Insurance Programs - revenues received by the university from entities and individuals protected by the self-insurance programs. This budget must reflect expenditures related to the administration of the self insurance programs and the judgments or claims arising out of activities for which the self- insurance program was created.

(e) Faculty Practice Plan - related to the activities for the state universities' medical schools and health centers. This budget must be designed to report the monetary level of clinical activity regarding the training of students, post-graduate health professionals, and medical faculty.

(4) The operating budgets of each university shall represent the following:

(a) The university's plan for utilizing the resources available through direct or continuing appropriations by the Legislature, allocation amendments, or from local sources including tuition. The provisions of the General Appropriations Act and the Allocation Summary will be taken into consideration in the development and preparation of the E&G data.

(b) Actual prior-year revenues, expenditures (including prior-year encumbrances), and positions (excluding E&G carry forward amounts expended, except on Schedule I reports) and current-year estimated revenues, expenditures, and positions.

(c) Assurance that the universities are in compliance with general legislative intent for expenditure of the appropriated state funds and with the BOG guidelines and priorities.

(5) Interest earnings resulting from the investment of current-year educational and general appropriations are considered to be of the same nature as the original appropriations, and are subject to the same expenditure regulations as the original appropriations. E&G interest earnings are not to be utilized for fixed capital outlay expenditures. Interest earnings resulting from invested carry forward funds are considered to be additions to the university's carry forward balance, and are not reported in the annual operating budget with the exception of the manually-prepared estimated year E&G Schedule I reports.

Anticipated interest earnings for the estimated year from invested E&G funds should not be included when building the detailed operating budget schedules. Estimated year

E&G interest earnings and planned expenditures of these funds should only be reported on the manually-prepared E&G Schedule I and Summary Schedule I reports.

(6) Any unexpended E&G appropriation carried forward to the fund balance in a new fiscal year shall be utilized in support of E&G operating activities only.

Specific Authority: Article IX, Section 7(d), Florida Constitution; Section 216.023, Florida Statutes; New _____.