Georgia Institute of Technology
Institute Budget Planning & Administration
Policies and Procedures

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Overview

The function of the Georgia Tech Budget Office is to plan, prepare, maintain, monitor and report on all institutional budgets at Georgia Tech according to established Institutional and Board of Regents (BOR) policies. The Georgia Tech budget expresses the intentions of the Institute in terms of dollars. These intentions include a fiscal year (July 1 - June 30) plan for the Institute, which is reflected in the Annual (Original) Operating and Capital Budget. Any changes made during the fiscal year must be reflected through an amendment process.

The President of the Institute is held responsible by the Board of Regents of the University System of Georgia for planning and administering all programs and related budgets for the Institute. Administrative and planning responsibility for budgetary units within Georgia Tech is delegated by the President to the Provost, Senior Vice President, and Vice Presidents. It is further delegated to division heads, including deans and other division heads reporting directly to the President.

Policies

The Budget Office is required to follow an established set of guidelines and policies set forth by the State of Georgia, the Board of Regents and the Institute. These are found in Section 702 of the Board of Regents policy manual. Key portions of the BOR policy are cited below.

Organization of Budget and Accounting Structure
Financial and budgetary procedure for the University System shall divide financing, accounting, and operation of fiscal affairs into two parts: first, educational and general programs, such as cost of instruction, research, public service, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowships, and such income as student fees, federal grants, endowment income, vocational funds income from sales, gifts, rentals, and other related items; and, second, auxiliary enterprises, such as dining halls, residence halls, and other related items. *(Section 702)*

Preparation of Operating Budgets
Each institution of the System shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises of the institution for the fiscal year within the limit of funds allocated plus estimated internal income of the institution. Operating budgets of separately incorporated athletic organizations are specifically excluded from this process, although the transfer of student fees to those separately incorporated organizations must be reflected as a single item in the budget submitted to the Chancellor (BR Minutes, 1946-47, pp. 214-15). *(Section 702.02)*

Budget Amendments
Institutions are authorized to amend their annual operating budgets without prior approval of the Board of Regents except that any amendment which exceeds $1 million and involves state general fund appropriations, auxiliary enterprise funds or student activity funds shall be submitted to the Board of Regents for approval.

Prior Board of Regents approval shall not be required for any budget amendment involving special purpose state funds, non-state funds, or internal revenue sources. Institutions shall be required to report quarterly on all budget amendments to the Vice Chancellor for Fiscal Affairs and the Treasurer under procedures developed by his/her staff. The Chancellor or the Vice Chancellor for Fiscal Affairs and the Treasurer reserves the right to require prior approval of the budget amendments at any institution of the University System which he/she determines has failed to manage its budget within available resources or in a manner consistent with Board of Regents goals and priorities. Under these circumstances, the Chancellor or the Vice Chancellor for Fiscal Affairs and Treasurer may request the institution to develop a remediation plan to assure more appropriate decisions on future budget changes (BR Minutes, 1951-52, pp. 365-66; June, 1999, p. 17). (Section 702.3)

Definitions

The consolidated operating budget for Georgia Tech includes Resident Instruction, Georgia Tech Research Institute (GTRI), Georgia Tech Professional Education (GTPE), Advanced Technology Development Center (ATDC), Economic Development Institute (EDI), Center for Assistive Technology and Environmental Access (CATEA), Auxiliary Services, and Student Services. The consolidated budget includes all the financial resources available to Georgia Tech during a given year. There is a separate budget for major capital projects. The budget for the academic core of the Institute, plus executive management and all general Institute support activities such as Library, Administration & Finance, Information Technology, Plant Operations, etc. is referred to as the "Resident Instruction Budget." See the next section for additional definitions pertaining to Georgia Tech budgets.

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Definitions Pertaining to Budgeting at Georgia Tech

- Account (was Object Code) - A detailed identifier for classifying expenditures. For example, supplies, equipment, health insurance, wages, etc.

- Allocation - The process of distributing funds to the campus. Separate processes are used to allocate the funds from the different sources. Resident Instruction funding is usually placed in a unit's budget and forms the base budget for the new year. Additional funds added to the base are called "new workload" funds. Generally, the base budget plus new workload form the budget for the next year.

- Auxiliary Enterprises - Operations that support the mission of the institute by providing essential services to students, faculty and staff, including food service, housing, and parking. Fees support these operations. Auxiliary Enterprises are considered self-supporting and therefore do not receive an allocation from the State.

- B Units - Other organized activities at Georgia Tech with separate appropriations in the State of Georgia budget. . These are: Georgia Tech Research Institute (GTRI), Advanced Technology Development Center (ATDC) and Enterprise Innovation Institute (EII).

- Budget - The annual financial plan of the Institute. . With the approval of the Board of Regents, the Institute adopts the Original Budget in July of each fiscal year and subsequently approves an amended budget each month. The amended budget must be approved quarterly by the Board of Regents.

- Budget Amendment - The process that campus units use to update their Original Budgets. The process involves, but is not limited to, the re-distribution of funds between accounts, function and sources of funds, additions or reductions of funds, or changes in personal services status, such as position changes, title changes, and resignations. According to Board of Regents policy, "any expansion in operations that would necessitate an increase in the budget shall be submitted to the Board for approval before any obligation is incurred…"

- Capital Budget - Budget established to account for funds used in the acquisition, construction, renewal or replacement of new or existing physical properties or land.

- Departmental Sales and Services - Revenues collected on behalf of a specific program to be used solely for that program, such as a copy fee charged by the Library.

- Education and General - All of the Institute's operating budget with the exception of Auxiliary Enterprises; excludes major capital expenditures.

- Expenditure Budget - That part of the budget where the funds will be spent.

- Fiscal Year - Twelve-month period that is the basis for the budget and financial statements: July 1 through June 30 for State of Georgia entities.

- FTE (Full Time Equivalent) - The effort a person works in a fiscal year expressed in a percent. "FTE" is used to equalize effort expended for personal services by the Institute. For example, a person who works fulltime for twelve months is 1.00 FTE; a person working half time for twelve is .50 FTE. An academic faculty member who works full-time for the fall and spring semesters is .75 FTE.

- Fund - Accounting and budgeting entity with its own set of self-balancing accounts. The funds are established on the basis of Generally Accepted Accounting Practices and state law. Operating budgets are included as "current funds." The Institute's core functions are included in the major fund category "Resident Instruction."

- Group Position - Personal services budget line that contain more than one non-permanent position, such as graduate students, student assistants, and summer faculty.

- Internal Revenue - Revenue derived primarily from tuition and fee income and recoveries of indirect costs from research conducted at Georgia Tech. (Other revenues included in this category are miscellaneous student fees, gifts and grants, sales and services of departments, and any other sources.

- Lottery - Special allocations from the State that are funded from the State lottery. These funds are designated and limited in use and must be separately identifiable.

- Non-Personal Services - A grouping of project numbers not related to salaries and fringe benefits. These categories include travel, supplies, and books/equipment.

- Operating Budget - The "Resident Instruction Budget," together with the "'B"' Unit Budgets and the Auxiliary Enterprises, are referred to as the "Operating Budget." It includes all the financial resources available to Georgia Tech for educational, general, research, and auxiliary activities during a given fiscal year. The operating budget, also known as "total current funds," excludes major capital expenditures.

- Original Budget - The budget beginning July 1st of the fiscal year, which must be approved by the Board of Regents.

- Personal Services - A grouping of project numbers directly related to salaries, wages and fringe benefits.

- Program / Function - A classification of expenditures specifying a major service or program. The program categories as defined by U.S. Department of Education, Instruction, Research, Institutional Support, Public Service, Operation of Plant, Student Services, Academic Support, and Fellowships and Scholarships.

- Project ID - For Georgia Tech accounting, the lowest level identifier where funds are budgeted or expended.

- Research Consortium - Special allocations from the Board of Regents. These funds are designated for a specific program, such as Georgia's Traditional Industries, and must be separately identifiable.

- Resident Instruction Budget - The budget for the academic core of the Institute that includes academic units plus executive management and all general Institute support activities. The "B" Units, Auxiliary Enterprises, and Student Activities are excluded from Resident Instruction.

- Revenue Budgets (Sources of Funding) - There are several sources of revenue for the Institute's operating budget: 1) State Appropriations; 2) Internal Revenue; 3) Sponsored Operations; 4) Departmental Sales and Services; 5) Special Funding Initiatives; and 6) Research Consortium. Sponsored Operations includes funding from the Georgia Tech Research Corporation (GTRC) and Georgia Tech Foundation (GTF), two affiliate organizations.

- Special Funding Initiative (SFI) - Special allocations from the Chancellor's Office. These funds are designated for a specific program and also must be separately identifiable. An example is GT Savannah or CEISMIC.

- Sponsored Operations - Revenue from sponsor reimbursement of direct and indirect costs of sponsored research, instruction, and other institutional activities funded through Grants and Contracts.

- State Appropriation - An authorization by the Legislature to a state entity to spend from public funds, a special sum of money for a fiscal year. For higher education appropriations are made to the Board of Regents for allocation to institutions.

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Overview

The President of Georgia Tech, within the constraints established by the Board of Regents(BOR), ultimately determines Georgia Tech's internal budget allocations within the constraints imposed by sponsoring organizations, donors, and the BOR of the University System of Georgia (USG). Georgia Tech's internal budget process requires all campus units to develop requests on the basis of the Strategic Plan of Georgia Tech and their own units' strategic plans. Office of the President executives receive input from the college deans and division heads of other units and also from committees that make recommendations on fees for the coming year.

The following factors influence decisions about resource allocations to colleges and other units:

- Revenue projections, including the level of expected state funding and tuition and fee and other revenue
- Budget requests from the units
- Expected impact of requests on Georgia Tech's overall strategic plan and on individual unit plans
- Committee recommendations.

The process begins in the fall with a review by executive staff and division heads of performance metrics that are to be used to help determine budget allocations. The process also involves the review of mandatory and elective fee increase requests from Auxiliary and other units funded through student fees and the development of tuition recommendations to be provided to the BOR. Early in the calendar year units are required to prepare budget requests for the following fiscal year. Budget proposals address funding above base budgets and, if required, reallocations or reductions. Requests include the assignment of unit-wide priorities and an explanation of how the requests address their strategic plans. In most years the President's Office conducts meetings on unit budget priorities.

Budget Allocation Process

The process for determining resource allocations for the next fiscal year generally follows the outline below. The attachment to this document is a flow chart that illustrates how Georgia Tech's internal budget process synchronizes with the state's and the BOR's processes.

July through January

- Institute and Unit Strategic Planning Activities
  The Office of the President executives, comprised of the President, Provost, Executive Vice President for Research, and the Executive Vice President for Administration and Finance, review the Institute's The Strategic Plan of Georgia Tech and the related action plans as these relate to the budget. This is to ensure that the budget for the current year contains adequate funding to meet the priorities for the year. By the end of the calendar year the President establishes unit operating

[and capital budget request guidelines](#) and Institute operating budget priorities for the following year. Each Georgia Tech unit is requested to review its own strategic plan, including strategies, objectives, and action plans, accompanied by resource requirements. All unit plans must be tied to the GT Strategic Plan. Also, each unit reviews its performance and workload metrics, to be used in developing budget requests for the following year. These performance measures are provided online by the [Office of Institutional Research and Planning](#) (IRP) and are later compiled for the Office of the President as part of the budget process.

- Preliminary Central Budget Analysis

  Offices of the [Institute Planning and Resource Management](#) (IPRM) team perform preliminary planning activities, including revenue estimates, preparation of fee and tuition recommendations, and determination of mandatory cost increases anticipated for the following fiscal year. The IPRM office coordinating this effort is the [Office of Institute Budget Planning and Administration](#) (IBPA, or "Budget Office"). Other key units participating in budget planning are the IRP and the Office of Capital Planning and Space Management.

- Revenue Projections

  The Budget Office, in cooperation with IRP and the Office of Enrollment Management, prepares revenue projections submitted to the BOR in December per the Board's [budget calendar](#). The most complex projection is tuition, based on enrollment projections from Enrollment Management and IRP by student status. The other two major revenue sources projected are state allocations and indirect cost recoveries. The Budget Office relies on the Office of Grants and Contracts for projections of sponsored funding. Throughout the budget process, the projections are updated as new data are available, such as student applications, sponsored awards, and state budget information.

- Tuition and Fee Recommendations

  The following four efforts related to tuition and fees proceed during the November through January time period:

  o IPRM staff prepares recommended graduate and undergraduate tuition recommendations on the basis of comparisons of Georgia Tech with its peer institutions. The primary office conducting this work is the Office of Institutional Research and Planning (IRP).

  o The [Mandatory Student Fee Advisory Committee](#) receives recommended fee changes from the following units partially funded through these fees paid by all students: transportation, student activities, technology, student health, and athletics. The Committee recommends the fee levels to the President, who in turn recommends mandatory fees to the Board of Regents (BOR). See the separate [policy](#) describing this fee process, which is coordinated by the Budget Office.

  o Units administering other fees may recommend changes to these fees for the following year to the Budget Office for review. Except for the mandatory fees noted above, the President approves new fees or changes to existing fee levels. See the [separate policy](#) on non-mandatory fees and the list of Georgia Tech's fees as posted to the [BOR website](#).

  o Academic units with tuition differentials for specific professional masters programs may propose new differentials or changes to existing differentials, consistent with the [policies and procedures prescribed by the BOR](#) and [Georgia Tech requirements](#). Departments and schools submit these to the Budget Office for initial review. The President recommends any changes to the BOR, which approves all tuition differentials.

- BOR Budget Request to Governor
  The BOR submits a budget request to the Governor in the fall, addressing the following major items:
  - o Formula funding based on the enrollment-based formula, which considers enrollment by group (discipline) and level (lower level, upper level, and graduate)
  - o Plant operations and maintenance funding based on facility square footage
  - o Major capital projects, based on submissions from USG institutions
  - o Major Repair and Renovation funding
  - o Cost increases to health insurance and other fringe benefits
  - o Earmarked funding items.
  - o The Governor considers this request along with requests from other state agencies and institutions as he prepares his proposal to the General Assembly.

January through March

- Governor's Budget Proposal; General Assembly Budget Review and Approval
  The Governor submits his budget proposal to the General Assembly in early January. This document contains recommendations on funding of the four items listed in the BOR Budget request list above. The Governor's budget documents are shown here on the Governor's Office of Planning and Budget website. Based on the Governor's recommendations, the General Assembly creates an Appropriations Bill, which serves as the basis for its budget review. Following approval by the House, the bill is then considered by the Senate and finally, by the House/Senate Conference Committee, which works out any differences between the two bills. After ratification of the bill by both houses, the bill goes the Governor, who may issue line item vetoes on the bill. After consideration by the General Assembly of the vetoes (to override or sustain), the bill then becomes an act. The legislative budget process, which is described on the OPB website, generally is completed by the end of March. The BOR may then proceed with its approval of budget allocations and tuition and fee levels for USG institutions, generally at its April meeting.
- BOR Budget Review of Institutions' Budget, Tuition, and Fee Proposals
  Early in the calendar year the Chancellor holds budget meetings to review USG institutions' budget and tuition proposals. The President and other executives present Georgia Tech proposals to the Chancellor and to other key BOR staff. These meetings focus on strategic plans as well as budget needs. BOR staff review of the proposals continues through the end of March, when they prepare recommendations to the full Board of Regents for approval at its April meeting. The meeting minutes reflect these decisions, which are then transmitted to institutions via allocation reports, posted on a website accessible to individual institutions.
- Central Georgia Tech Internal Budget Actions
  In February or March the Budget Offices prepares and distributes to units their preliminary allocation figures for the upcoming year and also detailed budget instructions, including salary administration guidelines. The Office of the President approves all instructions and guidelines. Throughout the January through May time period the Budget Office updates the revenue and institutional spending estimates on the basis of preliminary information from the BOR and General Assembly, and a review of the current year's financial status.
- Unit Budget Request Activities

College deans and other division heads prepare budget requests for the following fiscal year based on guidelines issued by the Budget Office. Requests must be linked to the Institute and unit strategic plans and must reference performance metrics to justify the requests. The performance data are presented to the Office of the President for review during the process. The requests could involve reallocation of existing resources or budget reduction plans, depending on the Institute's expected budget status and the guidelines provided by the President. The Office of the President reviews the Institute budget situation with input from IPRM staff and conducts strategic planning meetings with all deans and the other major division heads. The President attends and leads these meetings.

- Preliminary Resource Allocation Decisions
  The Office of the President determines preliminary allocations and/or budget reductions or reallocations on the basis of expected resource level information available at the end of March. The executives base their decisions on priorities as they relate to the Georgia Tech Strategic Plan and previous and projected performance data such as student enrollment.

April and May

- BOR Approvals
  The Board of Regents is scheduled to approve the following at its April meeting, to be affirmed at its May meeting:
  o Tuition rates, including tuition differentials
  o Mandatory fee rates (fees paid by all students for student activities, student health, transportation, and athletics)
  o Budget allocations to Georgia Tech on the basis of the approved appropriations act.
- Georgia Tech Budget Allocation Activities
  Following receipt of BOR approvals, the Office of the President approves budget allocations on the basis of final revenue estimates by the Budget Office. Some of the decisions will wait until the fall semester enrollment and tuition revenue are known in October. Office of the President executives transmit budget approvals to their respective division heads, along with spending guidelines.
- Detailed Budget Preparation
  Upon receipt of their allocations, campus units prepare detailed "Original Budgets," consistent with the allocation instructions received. Units enter their own budgets, which are then reviewed approved by the Budget Office to ensure consistency with allocation instructions. The tool used for this preparation is the Internet Budgeting Solution (IBS). Campus units use this same application to enter budget amendments during the year. IBS contains a detailed, unique database that is linked to other Georgia Tech systems – General Ledger, HR/payroll, and the Salary Planning and Distribution System.

May and June

- Final Budget Activities
  The Budget Office reviews individual unit budget submissions and incorporates these into the Institute's official Original Budget, which is then submitted to the Board of Regents for final approval at its May meeting. These budgets include details by position and by account (object) code for each project, which is the lowest level of accounting at Georgia Tech. The project budgets

"roll up" to the departments, and the departments roll up to the divisions, which are colleges or administrative units whose heads report directly to the Office of the President. This detailed document includes a variety of schedules required by the BOR.

- Establishing and Executing Approved Original Budget
The Budget Office works with campus units to establish final budgets for implementation in the new fiscal year. Final budgets are posted to the General Ledger, which remains in "synch" with the budget system throughout the fiscal year.

References

State of Georgia Appropriations Bills: http://opb.georgia.gov/appropriations-bills

Governor's Budget Reports: http://opb.georgia.gov/governors-budget-reports

Georgia Tech Planning, Budgeting, and Financial Accounting References:

    Financial Reports: http://www.fin-services.gatech.edu/financial-reports
    Office of Institute Budget Planning and Administration: http://www.budgets.gatech.edu/
    Office of Institute Research and Planning (including Fact Book and data links):
    http://www.irp.gatech.edu/
    Annual Report: http://ar2012.president.gatech.edu/
    Strategic Plan: http://www.strategicvision.gatech.edu/
    Financial and Budget Policies: http://policies.gatech.edu/business-finance

University System of Georgia References:

    Selected Georgia State Code authorizations: http://www.lexisnexis.com/hottopics/gacode/Default.asp
        § 20-3-32. Powers as to institutions, departments, courses, and degrees of university system
        § 20-3-53. Authority to allocate appropriations among institutions
        § 20-11-5. Appropriations for research institute (funds for Georgia Tech Research Institute)

    BOR Budget Office
        http://www.usg.edu/fiscal_affairs/functions/budgeting
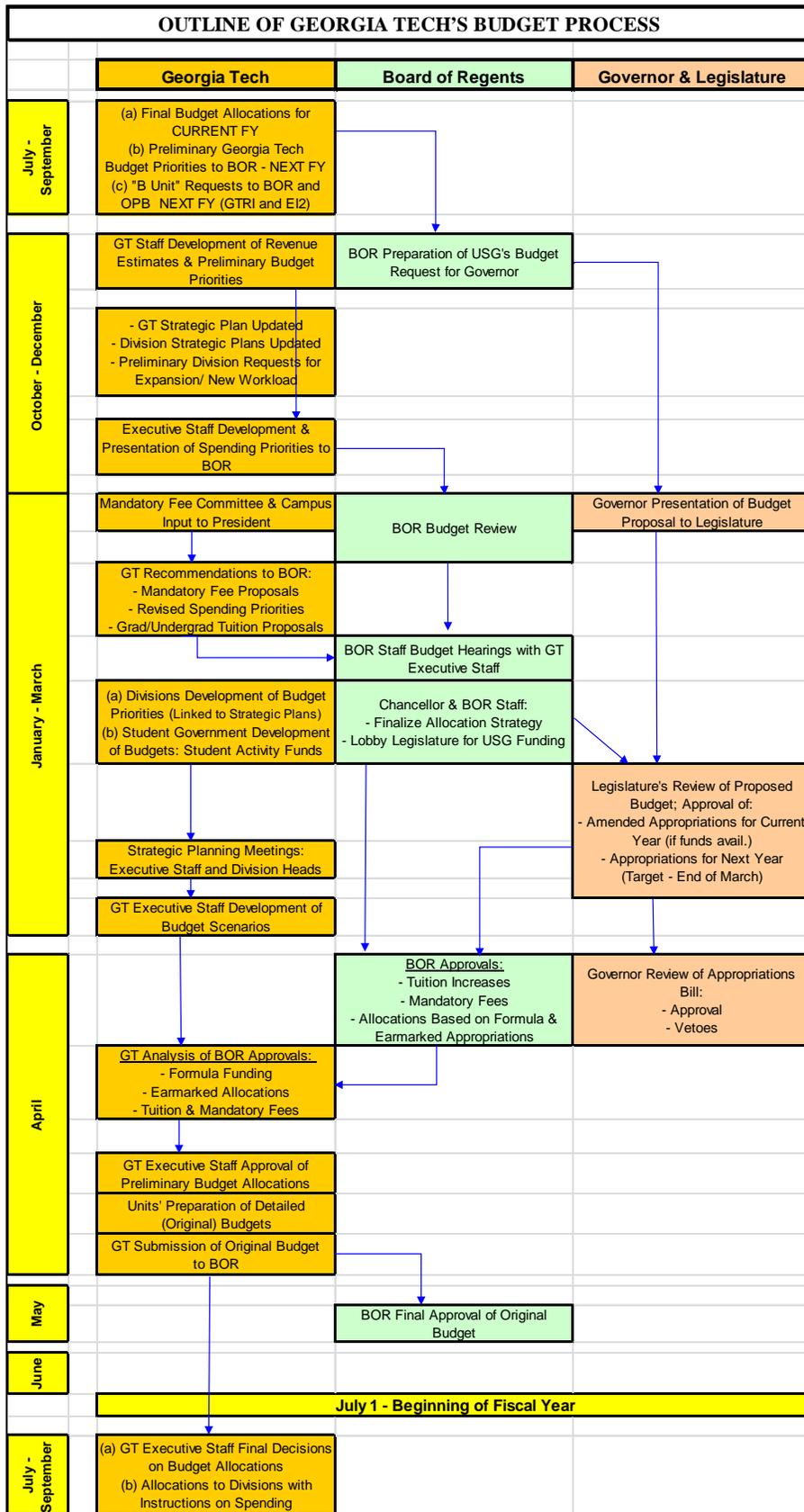
    BOR Policies and Procedures for Budgets:
        http://www.usg.edu/policymanual/section7/C447/#p7.2.3_operating_budgets
        http://www.usg.edu/policymanual/section7/C447/#p7.2.4_budget_amendments
http://www.usg.edu/business_procedures_manual/section8/

Attachment to Resource Allocation Policy

OUTLINE OF GEORGIA TECH'S BUDGET PROCESS

	Georgia Tech	Board of Regents	Governor & Legislature
July - September	(a) Final Budget Allocations for CURRENT FY (b) Preliminary Georgia Tech Budget Priorities to BOR - NEXT FY (c) "B Unit" Requests to BOR and OPB NEXT FY (GTRI and EI2)		
October - December	GT Staff Development of Revenue Estimates & Preliminary Budget Priorities	BOR Preparation of USG's Budget Request for Governor	
	- GT Strategic Plan Updated - Division Strategic Plans Updated - Preliminary Division Requests for Expansion/ New Workload		
	Executive Staff Development & Presentation of Spending Priorities to BOR		
January - March	Mandatory Fee Committee & Campus Input to President	BOR Budget Review	Governor Presentation of Budget Proposal to Legislature
	GT Recommendations to BOR: - Mandatory Fee Proposals - Revised Spending Priorities - Grad/Undergrad Tuition Proposals		
		BOR Staff Budget Hearings with GT Executive Staff	
	(a) Divisions Development of Budget Priorities (Linked to Strategic Plans) (b) Student Government Development of Budgets: Student Activity Funds	Chancellor & BOR Staff: - Finalize Allocation Strategy - Lobby Legislature for USG Funding	
			Legislature's Review of Proposed Budget; Approval of: - Amended Appropriations for Current Year (if funds avail.) - Appropriations for Next Year (Target - End of March)
	Strategic Planning Meetings: Executive Staff and Division Heads		
	GT Executive Staff Development of Budget Scenarios		
April		BOR Approvals: - Tuition Increases - Mandatory Fees - Allocations Based on Formula & Earmarked Appropriations	Governor Review of Appropriations Bill: - Approval - Vetoes
	GT Analysis of BOR Approvals: - Formula Funding - Earmarked Allocations - Tuition & Mandatory Fees		
	GT Executive Staff Approval of Preliminary Budget Allocations		
	Units' Preparation of Detailed (Original) Budgets		
	GT Submission of Original Budget to BOR		
May		BOR Final Approval of Original Budget	
June			
	July 1 - Beginning of Fiscal Year		
July - September	(a) GT Executive Staff Final Decisions on Budget Allocations (b) Allocations to Divisions with Instructions on Spending		

Annual Operating Budget (Proposed Budget)

Overview

The Georgia Institute of Technology budget expresses in terms of dollars the funded programs and plans of the Institute for the specific budget (fiscal) year. Revenue estimates are also identified to support these programs and plans. Budgetary approval by the Board of Regents (BOR) of the University System of Georgia (USG) and by the Institute administration constitutes authorization to expend the funds as budgeted and to collect the anticipated revenue. The approved budget is the primary instrument of fiscal control and must contain all revenue and expenditures of the Institute.

Institute revenue or program support derives from State Appropriations and Internal Income such as Student Fees, Indirect Cost Recoveries from Sponsored Projects, Gifts and Grants, Sales and Services, and Sponsored Operations. Each year the State of Georgia Legislature appropriates funds to the University System of Georgia for support of all Institutions in the system. The BOR in turn allocates state funds to each institution on the basis of a funding formula and specific guidelines established in the state Appropriations Act.

Guidelines & Policies

The Georgia Tech Office of Budget Planning and Administration (the "Budget Office") is required to follow an established set of guidelines and policies set forth by the State of Georgia, the Board of Regents, and the Institute. These guidelines require an annual operating budget be prepared for each budgetary unit of the Institute.

General Policy

The Board of Regents (BOR) annually allocates funds to each institution at its April meeting or next regular meeting following the approval of the appropriations act or as soon after as practical every year. The BOR approves the budgets of the institutions and Office of the Board of Regents at its regular May meeting each year, or as soon thereafter as practical.

The Board of Regents is the only medium through which all formal requests are made for appropriations from the General Assembly and the Governor of Georgia.

Operating Budgets

Each institution in the University System prepares an Operating Budget for educational and general activities of the Institution for the fiscal year within the limit of funds allocated, plus estimated internal revenue. In addition, a budget is prepared for Auxiliary operations that are supported by fees and other revenues.

Sources of Revenue

There are five basic sources of revenue for the Institute Resident Instruction operating budget: 1) State Appropriations; 2) Internal Revenue; 3) Sponsored Operations; 4) Departmental Sales and Services; and 5) Georgia Tech Research Corporation (GTRC) and the Georgia Tech Foundation (GTF).

1. State Appropriation

   Annual allocation of funds from the Board of Regents' legislative appropriation, funded by the State of Georgia.

2. Internal Revenue

   Derived primarily from tuition and fee income and recoveries of indirect costs from research conducted at Georgia Tech. (Note: Direct cost is anything that is directly related to a sponsored project, such as salaries and work supplies. Indirect cost recovery refers to the funds used to pay for administrative and support costs of the Institute, such as administration, facilities, and the Library.)

   - Tuition and Student Fees
   - Gifts and Grants
   - Indirect Cost Recoveries
   - Sales and Services of Educational Departments
   - Other Sources

3. Sponsored Operations

   Revenues from sponsor reimbursement of direct costs of sponsored research, instruction and other sponsored institutional activities.

4. Departmental Sales and Services

   Revenues collected on behalf of a specific program to be used solely for that program, such as students are charged a computer fee to be used to maintain the computer facilities they use and colleges charge fees for non-credit courses offered to businesses and the community.

5. GTRC and GTF

   Limited resources are available from the Georgia Tech Research Corporation and from the unrestricted (not designated for specific purposes) endowment of the Georgia Tech Foundation.

Distinctions in Sources of Revenue

Sponsored operations and departmental sales and services revenues are collected to support a specific project or program and therefore are limited in their use to that project or program alone. GTF funds are generally used to support students, faculty and staff in non-research activities. GTRC funds are generally allocated to students, faculty and staff for research purposes. State appropriations and internal revenue,

on the other hand, can be used for any part of the Resident Instruction program, including state-funded research activities.

Separate processes are used to allocate the funds from the different sources. Resident Instruction funding is usually placed in a unit's budget and forms the base budget for the next year. Additional money added to the base is called "new workload" funds. Generally, the base plus new workload forms the base for the following fiscal year. Funds from the Foundation and the Georgia Tech Research Corporation, on the other hand, are more likely to be treated as one-time grants.

Applicable Forms

Forms to be used in preparing the Annual (Proposed) Operating Budget are specified each year in the guidelines and instructions provided to campus units. See the Budget Office web site for current forms.

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Overview

The Office of Institute Budget Planning and Administration ("Budget Office") is responsible for the development, implementation, maintenance, and control of Georgia Tech's non-sponsored budgets, based on allocations approved through appropriate academic and administrative processes. The budget consists of funding from general, departmental services, special funding initiative, research consortium, lottery, sponsored, auxiliary, student services, and agency operations. In addition, budgets are maintained for a large number of capital projects.

Frequently Asked Questions

Q. What is a Budget Amendment?

A. A budget amendment is the process that campus units use to update their Original Budgets whenever operating conditions reflect a deviation from the Original Budget estimate according to guidelines stated in this policy. The Budget Office incorporates budget amendments from Georgia Tech units into a quarterly amendment submitted to the Board of Regents, per BOR Policy 702.03.

Only authorized personnel within departments have access to IBS and therefore to budget amendments. Divisions should have their own budget reconciliation processes in place to provide checks and balances related to budget amendment activity by staff.

Q. What process do I use to amend my budget?

A. The "Internet Budgeting Solution" (IBS) is a web-based application that allows users to amend their budgets on-line. This system was created and developed by the Budget Office. IBS is designed to interface with PeopleSoft's Financials, Human Resources, and Salary Planning and Distribution (SPD) applications.

Q. How do I get access to Internet Budgeting Solution (IBS)?

A. All users of IBS must complete an authorization form. This form authorizes this user to make changes to the budget for the departments listed and must be signed by the department head or designated representative. The form can be found at the following web address:
http://www.budgets.gatech.edu/IBS/IBSInfo/IBSAppAccessReqForm.xls

Q. How do I receive training?

A. The Budget Analyst assigned to a unit will provide, upon request, one-on-one training, including how to:

- Make changes to personal and non-personal services
- Add new project ID's
- Prepare totals
- Review changes
- View reports; and
- Miscellaneous functions of the application.

The [IBS Training Guide](#) and a demo are available on the Budget Office web site.

Q. What are the submission dates?

A. The monthly submission dates are published at this address: http://www.budgets.gatech.edu/Welcome/Calendar.html. Units may amend their budgets on a monthly basis, but units with insignificant changes may wish to save changes for a subsequent month.

Q. What are some of the common mistakes made in budget amendments?

A. Common mistakes:

- Not verifying beginning balance for all funding sources
- Not verifying SPD requested changes for accuracy, these requested changes affect your totals
- Transferring funds from one source to another
- Not clicking on the "Submit" button after completion of your budget amendment

General Instructions

The budget for each department or project should be amended to reflect the current estimate of expenditures and income (if applicable) for the fiscal year. The following list shows some, but not all types of transactions that would require a budget amendment:

1. Establish a budget amount or change the amount budgeted for non-personal services expenditures, such as travel, operating supplies and expense, and equipment.
2. Establish a budget amount or change the amount budgeted for anticipated income (revenue and departmental sales and services) for the fiscal year.
3. Establish or change the amount budgeted for a vacant position.
4. Make an approved increase or decrease to your original budget amount.

Steps in Budget Amendment Process

1. Log into the IBS System
   - Enter your Operator ID (GT ID number).
   - Enter your password.
   - Click "enter."

2. Check Totals
   - Go to Totals Page
   - Verify approved budget for all funding sources.

3. Check Amendment
   - Go to Review and Submit Page
   - Check Salary Planning and Distribution for any changes automatically generated by IBS.
   - These changes are driven by and reflect the SPD system the day the amendment was run. Delete/correct accordingly.
   - If increasing or decreasing budget, make adjustments to your personal services and/or non-personal services to reflect the change. After each entry is made make sure you click "Save."
   - Complete "Amendment Notes" and "Comments" fields (see "Use of Comments Fields" section below)
   - If there is no change to the "bottom-line" budget and funds are being transferred between personal services and non-personal services, there must be a zero balance.

4. Check Request Prior to Budget Submission
   - Go to "Review and Submit" page.
   - Verify funding source totals for any increases or decreases.
   - Verify total.
   - Make sure funding is not transferred from one source to another. For example, do not move funds from General Operations to Departmental Sales and Services (DSS).

5. Budget Submission
   - Click "Submit" button.
   - Your department is locked out to allow the Budget Analyst to process your changes.
   - An e-mail is generated and sent to the Budget Office to process your request.
   - Your budget amendment is updated. An e-mail notification is sent to you that your budget amendment is ready to print.

6. Printing Reports
   a. Go to "Reports" page.
   b. All reports are available in MS Excel.
   c. Note that Bud802 and Bud805 are generated after the BA is submitted.
   d. Print report for use by your unit's financial administrators in review of authorized monthly budget activity.

<u>**Use of Comment Fields in the Amendment Process**</u>

Department Level Comments – provide a description of your budget changes.

- This page differs from the detail level comments on the Personal Services and Non-Personal Services pages in that here you <u>must</u> include any high-level description to document why you made budget adjustments. **The description should be similar to the information previously provided on the cover sheets.**

Detail Level Comments (on Personal Services and Non-Personal Services pages)

- Your department is either receiving or giving out a mixture of funding (example: both Tech Fee and Research Consortium funding).
  - Enter totals by funding source in comment.
- Funding to or from more than one other department/project.
  - Enter <u>each</u> of the other departments' org numbers and amount in comment. Don't just enter a lump sum total by department.

Actions that result in a NET change to your department's budget require comments

- SPD adjustments or transfers from one account to another within a department do not require comments. Within comments, always include the project number org # or the name of the department that is either providing additional budget to your department or receiving funds from your department. Your analyst can help you with the transition to paperless documentation within amendments.

Any BA submitted with a net change in a department's budget but without any documentation in the comment fields will need to be corrected before it will be processed

- Your analyst will contact you to request that you submit the missing information and resubmit the amendment.

<u>**Budget Amendment Close-Out Process**</u>

- Budget Office balances the changes to the Original Budget.
- The files are processed and submitted to update the PeopleSoft General Ledger.
- The Budget Office notifies the unit budget contacts that IBS is available for your use and the next budget amendment due date.

Please contact your Budget Analyst if you have any questions about these policies and procedures.

Capital Budgets

Updated: Oct-2009

Overview

Capital projects, generally those costing more than $1 million, are funded from various sources. These sources, which include State of Georgia, Board of Regents, Georgia Tech Foundation, and campus funds, usually dictate who has administration of the project.

The State of Georgia funds the construction of buildings and the Georgia State Finance and Investment Commission (GSFIC) coordinates the project and disburses the funds.

The Board of Regents (BOR) receives an allocation from the state legislature referred to as Major Repair and Rehabilitation (MRR) funds. The MRR Fund is generally used for projects costing less than $1 million. The Board of Regents allocates these funds to the various units of the University System. These funds may be funneled through GSFIC if they are bond funds. The administration of the project may be handled by GSFIC or Georgia Tech depending on the type of project.

The Georgia Tech Foundation (GTF) funds various capital projects on campus. GTF retains administration of some of the projects and the facilities office/plant operations administers the remainder. These GTF projects require prior approval from the Board of Regents.

Some projects are funded by resources held by Georgia Tech, i.e. discretionary endowment funds and Auxiliary Enterprises reserve funds. These projects are controlled by Georgia Tech personnel after receiving Board of Regents approval.

Procedure

State of Georgia Funding

Each year a "Five-year Capital Outlay Budget Request" is prepared by the units of the University System of Georgia and submitted to the Board of Regents. The Board of Regents examines all requests and prepares a consolidated priority list. Only a portion of the list is funded by the legislature's allocation. The unfunded projects normally remain on the priority list the following year. Funds for the approved projects are transferred to GSFIC for disbursement and project administration. These projects are defined as new buildings, building additions, and building renovations estimated to cost $1,000,000 or more.

Board of Regents Funding

The Board of Regents receives a special allotment from the State of Georgia called Major Repair and Rehabilitation (MRR) funds. Each unit of the University System submits to the Board of Regents a prioritized list of repair/renovation projects estimated to cost less than $1,000,000 each. At Georgia Tech this list is prepared by the Space Administration Committee. The Board of Regents reviews each submission and decides which projects will be funded from the MRR allocation. The Board of Regents assigns a project number and authorizes GSFIC to make disbursements from the MRR allocation if the

source is bond proceeds. Occasionally projects in excess of $1,000,000 will be funded from MRR funds. When this happens they are usually funded in phases.

Georgia Tech Foundation Funding

GTF funds special projects as determined by the President of Georgia Tech and the Board of Trustees of GTF. These projects may be coordinated by GTF or the funds may be transferred to Georgia Tech and handled by Georgia Tech personnel.

Campus Funds

These are discretionary funds held by Georgia Tech consisting mainly of endowment funds and Auxiliary reserve funds. The use of discretionary endowment funds must have the President's approval or his designee prior to establishing a project budget. The Auxiliary Reserve funds are used to renovate existing Auxiliary Enterprise facilities, construct new Auxiliary Enterprise facilities, and purchase equipment needed by Auxiliary Enterprise units.

Unexpended Plant Funds

This fund group is used to account for the construction or acquisition of physical properties, renovation of existing properties, and purchase of inventories and non-inventoried equipment.

Expenditures in this fund group are categorized as follows:

- Land
- Buildings - New
- Buildings - Additions (Cost a minimum of $5,000 and a useful life of more than three years)
- Buildings - Renovations (Cost a minimum of $5,000 and a useful life of more than three years)
- Improvements Other Than Buildings - landscaping, parking lots, fences, etc.
- Equipment/Inventories - items costing $1,000 or more; (items made of glass or other fragile materials are supplies)
- Equipment items costing $5,000 or more are capitalized and depreciated
- Equipment/Non-inventoried - items costing less than $1,000 are considered supplies

Applicable Forms

Capital Budgets Form

The Capital Budgets Form is used to establish plant fund projects and is provided to the units by the Budget Office. The project account numbers for new projects will be assigned by the Budget Office after the project has been approved. If discretionary endowment funds are shown as the source, the President or his designee must approve the project. All plant fund projects must have the Board of Regents' approval.

Project ID and Revenue Account Number Request (Non-sponsored)

Updated: Jan-2011

Overview

Georgia Tech units may request new non-sponsored project ids and revenue accounts be established by accessing the Budget Office website. Units may also use the site for the revision of project and account titles or to delete existing non-sponsored expenditure project ids. The websites may be accessed from the Budget Office homepage or by clicking below:

Project Number Maintenance Request

Revenue Account Request

Definitions

Non-sponsored funds include the following activities funded by General Operations, Special Initiative Funding, and Departmental Sales and Services:

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Plant Operations

Non-sponsored funds also include Auxiliary Enterprises and Student Activities.

Procedures

Units access the appropriate request page and submit a completed request form. The Budget Office receives the completed form and creates the new project id or revenue account in the PeopleSoft financial system. The requesting unit receives an email containing the new project id or revenue account. Project numbers and revenue accounts are available for use the next business day.

Georgia Institute of Technology
Institute Budget Planning & Administration
Policies and Procedures

Amended: Nov 13, 2012

Background

Board of Regents Policy 7.3.2.1 (February 9, 2000, amended in June 2009, January 2010 and May 2010)

Mandatory Student Fees

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents. The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee.

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students. All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution.

Georgia Tech Policy

A Georgia Institute of Technology Mandatory Student Fee Advisory Committee ("Committee") is created to implement the provisions of Board of Regents (BOR) Policy 7.3.2.1. The Committee shall make recommendations to the President on changes to existing mandatory student fees or on possible new mandatory fees. Fees considered by the Committee shall exclude elective fees that are paid by the students who choose to receive specific services. Mandatory fees are defined in the Board of Regents' Policy manual as follows:

Mandatory student fees are defined as fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents.

The Committee shall be composed of twelve members selected as follows:

− Eight students appointed by the Presidents of the Student Government Associations;

– Four faculty or staff members appointed by the President of Georgia Tech, provided that at least two of these are faculty members and one is the Executive Director of the Office of Institute Budget Planning and Administration.

The Committee is co-chaired by one of the eight student members designated by the Presidents of the Student Government Association and by a faculty or staff co-chair selected by the President. The Office of Institute Budget Planning and Administration provides staff assistance to the Committee and submits the required documentation to the BOR in support of Georgia Tech's fee recommendations.

In addition, there shall be non-voting, ex officio members of the Committee as follows (unless appointed as a voting member). The ex-officio student Committee members are the Presidents of the Graduate and Undergraduate Student Government Associations, the Editor of The Technique, the Vice President for Finance and Chair of the Joint Finance Committee, and any other students appointed by the Student Government Association Presidents. Ex-officio faculty and staff Committee members may include the Vice President for Student Affairs, the Vice President for Campus Services, and any other faculty or staff appointed by the President.

The Committee shall receive and consider recommendations on mandatory fee levels from the following organizations:

– Technology Fee – Technology Fee Committee (for recommendations on fee levels only and not on projects to be funded)
– Transportation Fee – Parking and Transportation Advisory Committee
– Student Health Fee – Student Health Advisory Committee
– Student Activity Fee – Student Government Association
– Athletic Fee – Georgia Tech Athletic Association.

Other offices or student organizations also may propose new fees to the Committee. It would be up to the Committee Co-Chairs and the SGA presidents whether such proposals are to be considered.

Budget and Fee Review Procedures

The Committee is responsible for reviewing proposals for mandatory student fee rate changes and proposals to create new mandatory fees, and budgets funded from the fees. The Committee then provides its recommendations to the Georgia Tech President, who provides a specific request to the Chancellor and Board of Regents of the University System of Georgia as provided in BOR Policy 7.3.2.1.

The framework for the Committee's review process is stated in Section 24.0 of the BOR Business Procedures Manual. This section also provides guidelines on the purposes and "authorized uses" of mandatory fee revenues by the types of fees. An excerpt from the manual related to the committee's budget and fee review process is appended to this document.

The following guidelines shall govern voting by the Committee:

a) The Committee only votes on proposals to change existing fee levels (increase or reductions) or to add new fees. (**NOTE**: The BOR policy only refers to the committee's consideration of increases to existing fees and new fees. By inference this policy also includes recommendations to reduce existing fees.)

b) Where a staff Committee member works in a program funded through a fee, he or she must abstain from voting on the proposal for that fee.

c) When a Committee member is absent from a meeting, a substitute may be selected for that member, with a notification in writing to the co-chairs.

d) In no case shall the number of voting student members at a meeting fall below one-half of the total voting Committee members.

The Committee calendar is dependent on the calendar of the BOR. In order to provide the Chancellor with mandatory student fee and budgetary recommendations in January of each year, the Committee must perform most of its review work prior to the end of the fall semester. The staff chair will coordinate with BOR staff to ensure that fee recommendations are made on a timely basis. Submitting organizations are responsible for preparing the forms required by the BOR and by Georgia Tech to support fee submissions, with the assistance of the Office of Institute Budget Planning and Administration.

History

- Approved September 12, 2000
- Amended on October 1, 2001 to change the composition of the committee from six students and six faculty/staff to eight students and four faculty/staff
- Updated January 6, 2012 to conform to changes in BOR policies on November 18, 2011
- Updated November 13, 2012 to conform to changes in BOR Business Procedures Manual

Excerpt from Board of Regents Business Procedures Manual

24.2 Budgeting of Fees

Institutional budgeting is covered in Section 8 of the Business Procedures Manual (BPM). Budgeting for mandatory and elective student fees is specifically addressed in Section 8.3 of the BPM. For mandatory fees (excluding the special institutional fee), an advisory committee as described in BOR Policy 7.3.2.1 should review the annual budget and make recommendations to the institution president regarding the adoption of the budget. It is recommended that any significant mid-year amendments or changes to the budget that are associated with activities not included in the original purpose of the fee be shared with the advisory committee.

The financial information presented to the advisory committee (for both the original budget and any amendments) should include the beginning fund balance amount (less committed reserves) and projected current year revenue and disbursements.

When reviewing budgets, it is not the advisory committee's responsibility to determine the salary amount for any position, however, total salaries and the positions funded should be disclosed on the budget reports presented to the advisory committee. It is acceptable to present these amounts combined on one line for salary and benefits with a disclosure indicating the positions.

Indirect Cost (F&A) Incentive Allocation

Updated: Oct-2010

Overview

Georgia Tech allocates 30% of the Resident Instruction F&A (facilities and admin) indirect cost recoveries generated by academic units back to those units. This includes all colleges. Depending on actual performance, a unit may generate additional or reduced budget allocations each fiscal year. Incentive allocations are approved by executive staff, subject to availability of funds. The allocation is made to the college level (not the department level), and funds are distributed at the discretion of each dean.

Procedures

Original Budget Allocation

Each academic unit's Original Budget for the next fiscal year contains an F&A base. This base is 30% of the Office of Grants and Contracts' revenue estimate for the current fiscal year as of March 30. The Office of Budget Planning and Administration provides estimates to the units of their incentive allocations during the budget development process to permit them to plan their expenditures and budget accordingly.

Mid-Year Budget Allocation

Mid-year permanent budget allocations may be approved by executive staff based on changes to F&A recoveries during the fiscal year. If approved, the allocations will be based on the most current Office of Grants and Contracts' revenue estimates for current fiscal year.

Reconciliation

After the close of the fiscal year, the incentive allocations will be re-computed based on actual earnings for the previous year. These funds will be distributed as permanent additional or reduced budget adjustments in the first budget amendment of the new fiscal year. This will make the units whole for recoveries from the prior fiscal year.

Georgia Institute of Technology
Institute Budget Planning & Administration
Policies and Procedures

Approval and Budgetary Review of Elective Student Fees and Other Special Fees

Updated: Dec-2012

I. Policy Objective

Approval by the President of Georgia Institute of Technology is required for all elective fees and special charges per the Board of Regents (BOR) policy included as an appendix to this document. The purposes of Georgia Institute of Technology's elective fees and other special fee approval policy are to:

- Provide a consistent approach to approval and treatment of fees and
- Ensure that students are not burdened with costs that should be covered by tuition or state funds.

II. General Policy Provisions

In general, departments are expected to cover normal instructional costs within their general operations budget, and elective fees and other charges should be needed only in exceptional situations. The financial needs of the department or school must be weighed against the impact of the fees on students and also the costs of administering the fees (assessment and collection). Fees must be used to augment, rather than replace general budgeted funds for departmental instructional costs.

Board of Regent approval is required for any fee or charge, with the exception of specific course fees for supplementary costs (i.e. lab fees), that is mandatory for all full-time undergraduate students or all undergraduate students in a specific degree program. All other elective fees will continue to be approved by USG presidents.

Increases in these fees should be kept moderate and gradual. Fees approved under this policy must be reviewed by the Bursar's Office to determine the most appropriate way to assess and collect these fees. Fees approved under this policy will be administered and collected directly by the Bursar Office. **All new fees and increases to existing fees must be approved by the President, and when approved, will be implemented in the following academic year.**

The following are examples of what may be funded through elective fees and special charges:

- Cost of providing course materials to be consumed, retained or used by the student
- Special costs associated with the use of University-owned tools and equipment for extracurricular or out-of-class learning activities
- Cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student
- Doctoral binding fee
- Transcript fees

This policy specifically <u>excludes</u> the following cost items to be paid through fees:

- Salaries, wages, and employee benefits of support personnel (including honoraria)

- Instructional equipment located and utilized in classrooms and labs primarily during scheduled periods of instruction
- Reproduction of copyrighted materials
  See the BOR website for a summary of copyright policy: (www.usg.edu/legal/copyright/).
- Course syllabi

III. Establishment of New Elective Fees and Special Charges

All elective fees and special charges must conform to stated Georgia Tech policy. Departments may not assess and collect course-related fees that the President has not approved under the policy.

The Provost's Office, Office of Budget Planning and Administration ("Budget Office"), and Bursar's Office are responsible for applying the policy and ensuring adequate campus oversight of all fees. This responsibility includes review of fee proposals, review of the costing and proposed fee levels, and the appropriate distribution of collected fees.

A. Review Process

All requests to establish a new elective fee/special charge or an adjustment to an existing fee must follow these review procedures and be approved by the President. These requests will be reviewed annually in January for implementation during the following academic year. Separate fee requests are not required for courses taught during the summer if they have already been approved for fall and spring. The approved fee is automatically assessed during the summer if the course is offered under the same course number and course description.

B. Allowable Costs

When proposing new fees, departments must follow the following guidelines:

- Departments must apply a test of reasonableness to ensure that funding has not already been provided to the department or school through other fund sources, such as current state or tuition funds.
- Guidelines for the types of items that may be included in the fee are listed in Section II. Only direct costs (not overhead/indirect costs) may be included in the computation of the fee, and departments must fully and accurately document the cost of supplies, consumables, and support services associated with each elective fee.
- Each proposed fee must provide course-specific cost information.
- If equipment is included in the fee, the cost of the equipment must be allocated over the useful life of the equipment and cannot be fully expensed in the year of acquisition. For the calculation of course materials fees, "equipment" is considered to be tangible property having a useful life of more than one year.
- If the fee is to be assessed for a course during the summer as well as the academic year, the expected costs and income associated with the summer session should be included in the calculation of the overall fee. Alternatively, departments may request a different fee for the summer.

C. Designation and Collection of Elective Fees and Special Charges Revenue

Each fee will be established in the student fee fund/account/project range.

All approved course fees will be assessed through Banner (student system) to all students enrolled in specific course at the time of registration. The published tuition and fee deadlines for each term will be in effect for these type fees. For all other type fee approvals, a review will be made by the Bursar's Office to determine the most appropriate method for assessment and subsequent collection. These fees will generally be due at the time of assessment.

D. Utilization of Elective Fee Revenue

Revenue from each individual elective fee and special charges must be expended only for costs that were specified in the calculation of the approved fee. Revenue cannot be used for other costs, and should not be used as a profit generating mechanism.

E. Proposal Format and Submission

Forms for requesting new fees and increases to existing fees are available in Excel format on the Budget Office's website (Elective Fee Form) and examples are included as Appendices 2 and 3 to this policy. The forms include a cost table that must be completed to identify specific costs covered by the fee and to show the basis of the proposed fee level. Completed proposals, reviewed and signed by the appropriate department head and dean/division head, should be submitted by December 15 to the Provost's Office of Financial Administration. Off-cycle proposals will be considered in special circumstances. Following the Provost Office's review, the Budget Office and Bursar's Office will review the proposal prior to submission to the President. The Bursar's Office will review and include a recommendation for the assessment and collection of the fee. Only fees approved by the President should be assessed to students. Once approved, new or increased fees will be implemented in the following academic year.

IV. Requests for Elective Fee Increase/Decrease

Requests for increases in approved elective fees will follow the same procedures and policies as the establishment of new fees. Requests for elimination or decreases of existing elective fees, or application of the fee following a minor change in the course number or description, will be handled administratively by the appropriate college/unit.   Notification should be sent to the Budget Office and Bursar's Office when fees are reduced or eliminated.

University System of Georgia, Board of Regents Policy

7.3.2.2 Elective Fees and Special Charges

Other Elective Fees and Special Charges

Institution presidents are authorized to approve elective fees and special charges as outlined below. However, any fee or special charge that is required to be paid by all fulltime, undergraduate students at the institution or by all undergraduate students in a specific degree program, with the exception of specific course fees for supplementary costs, shall be approved by the Board.

Other elective fees and special charges are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:

1. Resident hall deposits;
2. Penalty charges;
3. Non-mandatory parking fees and parking fines;
4. Library fines;
5. Laboratory fees;
6. Post office box rentals; and
7. Course fees to cover supplementary costs for specific courses, such as art materials, course packets/kits, software/videos, and special equipment (BoR Minutes, January 2010).

Institutional presidents are authorized to establish and adjust these fees, as appropriate. Prior to implementation of such fees, institutions shall be required to report to the Chancellor any establishments and adjustments made thereto under procedures established by the USG chief fiscal officer (BoR Minutes, January 2010).

Reference: www.usg.edu/regents/policymanual/700.phtml

Note: <u>Example Only</u> – *Please refer to Budget Office website for current version.*

Georgia Institute of Technology
Student Elective Fees and Special Charges Proposal
Note: Not to be used for mandatory fee proposals
*Also to be used to request **an increase in existing elective fees***

IMPORTANT! Adjust height of all rows so information is completely visible when printed!

School/College/Unit
Department/Program
Effective Date (semester/year) (a)
Department Contact
Telephone Number
E-mail address

Course Title or Program/Activity (b)	Course Number (if applicable)	Required for Major (Y/N)	Annual Headcount (c)	Fee PER STUDENT (d)	Annual Fee Revenue
					$0

(a) *Not to be implemented during current fiscal year,* per BoR policy
(b) Effective January 2011: Board of Regent approval is required for any fee or charge, **with the exception of supplemental course/lab fees**, that is mandatory for all full-time undergraduate students or all undergraduate students in a specific degree program. All other elective fees will continue to be approved by USG presidents
(c) Annual headcount: either the average enrollment of the two most recent years the course has been offered, as reported in official campus enrollment figures, or the # of participants in the program/activity related to the fee
(d) Round to whole dollars.

1. Statement of Justification
(Reasonableness test -- how is cost currently covered? why is department budget insufficient?)

2 Fee Assessment and Collection

a. What is the criteria for fee assessment?

If course fee, confirm with Registrar's Office that fee can be assessed before proceeding

(Related to a specific course and charged to all students enrolled?, elective for students (transcripts, duplicate diplomas), charged to specific students, ex. Fines?)

If charged to all students in a specific degree program, Board of Regents approval is required

b. Proposed method for collection?
(Could this fee be assessed and collected through Banner with their other registration/fees? Could a web-based application be used to allow customer to pay for item, ie. Transcript, duplicate diploma, fines?)

3 COST TABLE Worksheet.
List all course, activity or program costs to be covered by the proposed fee in Part 2 of this form, the Cost Table Worksheet.

4 Reviewed by (each reviewer should forward to the next on the list after signing, and keep a copy for own records)

REVIEWED BY	Printed Name	Signature	Date
a. DEPT/COLLEGE CHAIR			
b. DEAN/DIRECTOR			
c. PROVOST or designee (for Academic Units only)			
d. Registrar's Office (if course/lab fee)			
e. Assoc VP Admin and Finance or designee	James Fortner/ Carol Payne		
f. IBPA (Budget Office)			

5 APPROVED BY PRESIDENT or official designee	G.P. "Bud" Peterson		

6 After approval by President, signed copy to Institute Budget Planning & Administration (IBPA).
IBPA will provide scanned copies of approved paperwork to all reviewers listed above

7 Board of Regents Approval (if charged to all students in a specific degree program)	New fees considered by BoR once per year, at April meeting only.	

Until BoR approval, GT President's approval does not authorize fee implementation.   Date approved

Note: **Example Only** – *Please refer to Budget Office website for current version.*

GEORGIA INSTITUTE OF TECHNOLOGY
Non-Mandatory Student Fee
COST TABLE

Department Contact from Part 1	0
Course title or program from Part 1:	0

Enrollment/Participation Projection for upcoming semesters	Projected Headcount	Fee Per Student	Total Fee Revenue
Summer Semester		$0	$0
Fall Semester		$0	$0
Spring Semester		$0	$0
	0		$0

*Include **only** costs associated with the course or program for which fee is to be charged*

	Fiscal Year Budget	
Revenue		
Tuition Revenue [a] (projection based on current Fall enrollment)		**Describe "other revenue" source(s)**
Proposed Fee (above)	$0	
Other Revenue (Describe) DO NOT INCLUDE MANDATORY FEES		No mandatory fees included.
TOTAL REVENUE	$0	
Expenditures		
Personal Services: (only if any differential tuition reported above is used to help support personal services)		
Faculty		
Support Staff		BoR Policy specifically excludes the following costs from being paid through elective fees: Salaries, wages and employee benefits of support personnel (including honoraria), Instructional equipment located and utilized in classrooms and labs primarily
Fringes		
Other		
Subtotal Personal Services	$0	
Operating Expenses:		
Regular Operating Expenses		
Travel		
Computer Equipment		
Other		
Subtotal Operating Expenses	$0	
TOTAL EXPENDITURES	$0	
Surplus/(Deficit)	$0	

NOTES:

Adjust height of this row so all information is visible

[a] Include ONLY tuition revenue that goes directly to your college for this course (examples: differential or studies abroad revenue, if applicable)

Budget Process for Graduate Assistantships and Tuition Waivers

Updated: Mar-2010

Overview

This document outlines the process for implementing the policy on graduate assistantships and waivers approved on April 25, 2006 beginning in Fiscal Year 2007. (See the Graduate Studies web site for the full policy – www.gradadmiss.gatech.edu/institute_policies/). One aim of the policy is to control forfeited tuition revenue that is then allocated out to Georgia Tech units on the basis of Institute priorities. In addressing this goal, the policy intends to provide incentives to colleges to monitor and manage graduate tuition waivers for their own students. The budgeting and planning process requires a close examination by colleges of planned assistantships and the impact of the resulting waivers on Georgia Tech's budget.

Under the policy tuition waivers are only allowed for Graduate Research Assistants (GRAs) and Graduate Teaching Assistants (GTAs). All other graduate students working for Georgia Tech units should be treated as student employees hired as "Graduate Assistants," who are not awarded tuition waivers. The "Graduate Student Assistant" classification is discontinued beginning in the fall of 2006.

Also, under the policy all sponsored programs are subject to resident tuition recovery under the Graduate Student Tuition Remission Program (GSTRP), including those programs funded by Georgia Tech Foundation and Georgia Tech Research Corporation awards. Any exceptions must be approved by the Provost.

Outline of Budget Process

Below is described the budget process as it relates to graduate assistantships funded through General Operations (non-sponsored) sources. This process began in Fiscal 2007 following approval of the policy on assistantships and tuition waivers.

1. The Budget Office developed an initial base for Fiscal 2007 assistantship budgets on the basis of Fiscal 2005 actual waivers for GRAs supported by General Operations funding and for GTAs, which are also funded through General Operations.
2. During the annual budget process colleges should review base assistantship figures at the school/department level (the General Operations funded portion) and may provide to the Provost any requested changes to the next year's base of GRAs and GTAs. If a college requests a change in its base, the Provost reviews the request on the basis of historical graduate assistantship data, faculty count, credit hours taught, commitments for GRAs for new faculty, and other factors.
3. The Provost's Office informs the Budget Office of any approved base changes prior to the beginning of the fall semester.
4. Colleges develop internal allocations of assistantships among schools and departments.
5. Once the Fiscal 2007 assistantship base is established, this will continue until changes are approved by the Provost.

Implementation of Process during Fiscal Year

1. Colleges plan the number of assistantships to be awarded and monitor closely the waiver approval process, consistent with the policy and the established targets.
2. Within the first month of the fall semester, the Bursar's Office provides to each college a list of assistantships entered into the Banner system.
3. Each college confirms for each semester that the graduate assistantship list is correct and that the type of assistantship is properly defined for each student. Based on this review, colleges make appropriate changes, as required.
4. The Budget Office monitors approved GRA and GTA totals once during the fall semester as of October and provides reports to colleges and to executive staff.
5. The Budget Office completes a settlement process for each college as follows:
    a. For non-sponsored GRAs and GTAs, the Budget Office compares the assistantship base for the fall semester to the actual assistantships (waivers) granted.
    b. The difference between the assistantship base and the actual for the fall semester is multiplied times the resident, graduate tuition rate. The following budget adjustments are made on the basis of each college's performance in relation to its assistantship targets:
        - If a college grants non-sponsored assistantships above its target level (total for GRAs and GTAs), the college's General Operations budget is reduced by an amount equal to the GSTRP amount above the budget (@ the current resident graduate tuition rate).
        - If a college's number of assistantships falls below its target level, the college's General Operations budget is increased by an amount equal to the resident graduate tuition rate, subject to approval of the Provost and Executive Vice President and the availability of funds.
    c. The Budget Office provides to the colleges details of assistantships and waivers by student and by department/school.
    d. Internal budget allocations within each college are made by each dean on the basis of this process.

Additional Information:

Text of Policies for Graduate Studies: www.gradadmiss.gatech.edu/institute_policies/

Posting Dept Video-Based Instruction System (VBIS) Revenue

Updated: Sep-2010

Overview

The current method of posting VBIS revenue is to debit a Departmental Sales and Services (DSS) project ID and revenue account for Georgia Tech Professional Education (GTPE) and to credit a Departmental DSS project ID and revenue account. Since VBIS revenue is tuition revenue, the Institute needs to ensure the transfer of funds between GTPE and the Departments is consistent with the original revenue source (tuition).   Listed below are the new procedures for transferring VBIS revenue:

- As VBIS revenue is receipted in the BANNER system, it will post to GTPE project ID 221105000 and to the appropriate VBIS revenue account (4019XX).

- After all tuition and adjustments have posted for the semester, GTPE will prepare a journal entry to transfer VBIS revenue to the department. Example Journal Entry:

Project	Account	Amount
221105000	401974	10,000.00
250XXXX	401974	(10,000.00)

- **Note that the tuition revenue account is used when posting the transfer.** GTPE will provide the Budget Office and Departments appropriate documentation regarding the transfers for each semester.

In the same month the VBIS revenue is transferred, each department should prepare a budget amendment to amend both the revenue and expense budgets of their VBIS Tuition project number. The amended amount for both revenue and expense should match the information provided to the Budget Office by GTPE.

Additional Information

- Departments should request new project numbers from the Budget Office by September 20, 2010 so the Summer Semester transfer may be processed. If a project number is not requested by the deadline, one will be assigned.

- Departments should note that VBIS Tuition Project numbers will be responsible for their own fringe benefits costs.

This new procedure only impacts VBIS tuition revenue. All other non-credit hour professional education revenue will be recognized as DSS.

Year-End Deficits and Division Carry Forwards

Policy Objective and Applicability

This policy establishes procedures for handling year-end deficits or surpluses incurred by Georgia Tech divisions. The policy pertains to Resident Instruction General Operations and Technology Fee funds budgeted in the following fund numbers: 10010 (State Appropriations), 14000 (GTPE), 10015 (Indirect Cost Recovery), 10016 (Technology Fee), 10500 (Tuition), and 10600 (Other General, including DS&S).

Overview

General Operations Funds

At the beginning of each fiscal year, an expense budget is established for General Operations and Technology Fee funded projects. These budgets are funded by the following revenue streams: State Appropriations, Indirect Cost Recoveries, Tuition, Miscellaneous Items and Technology Fees. During the year the Institute may allocate additional budget authority to units, depending on need and funding availability. At year end budgets should equal expenditures plus encumbrances (total expenses). When a college or other division's spending exceeds or is less than the final amended budget, either an adjustment must be made to balance the total Institute budget or a documented carry forward plan must be in place.

Departmental Sales Funds

When departmental sales and service revenue is less than total expenses, a deficit is created. Divisions should monitor potential deficits and cover any actual deficits with General Operations budget surplus. Conversely, when revenues are greater than total expenses, this surplus may be used by the division to offset any General Operations budget deficits.

Operating Deficits

Audit guidelines state that Institutions shall not overspend their Board of Regents approved budget authority, nor will expenses exceed revenues. When budgets are overspent or expenses exceed revenues, an operating deficit is created. Before the fiscal year can be closed, the operating deficits must be corrected. To help facilitate more effective management of the Institute's budget as a whole, divisions will be responsible for any year end deficits that are not previously approved by the administration.

Surplus

A division may request the return of a surplus funds at year-end for use in the next fiscal year, often referred to as a "carry forward of funds." To meet the needs of the division, the Office of Institute Budget Planning and Administration ("Budget Office") must manage the carry forward in the year of close and in the following year as well. Because of the restrictive state rules governing carrying forward funds and year-end closing, surplus/carry forward arrangements must be documented and reviewed to ensure proper accounting and

budgeting methods have been followed. This policy establishes carry forward guidelines to ensure that all requirements are met.

Rules and Guidelines

Division Deficits

If, during the fiscal year, a division becomes aware of a deficit situation, the Budget Office should be notified by the division head or chief division budget director as soon as possible. The Executive Director of the Budget Office will inform the administration of the situation. In some cases, operating deficits may be allowed by the administration due to special circumstances. After the fiscal year closes, the Budget Office will conduct an analysis of budget to actual total expenses and Departmental Sales activity. If any division has an unapproved net operating deficit, the division's current fiscal year budget will be reduced on a one-time basis by the year-end deficit amount in the first budget amendment.

Division Carry Forwards

If a surplus or excess budget is anticipated for year end, and the college or other division would like those funds returned in the next fiscal year, complete the online request form (http://forms.budgets.gatech.edu/view.php?id=15035) before April 15. These will be reviewed by the Executive Director, Budget Planning and Administration, and where appropriate, by executive staff, with a final decision to be communicated to the division by May 15. Requests submitted by individual departments, programs, centers, or schools will not be accepted except for tuition differential or studies abroad 60/40 split of summer semester revenues. In the request, the division should explain:

- the estimated amount to be carried forward
- an explanation of why the funds will be available, and
- the purpose for which those funds will be used in the next fiscal year.

If, prior to June 1st, the division's estimate of the year-end surplus changes, the Budget Office should be notified. The division should keep in mind that expenses funded from carry forward funds are subject to audit. Documentation should be kept to verify that purchases were in accordance with the purpose originally stated.

Approval is subject to the Institute's generation of an overall surplus of at least the approved amount. These are one-time funds that will not be built into the unit's permanent base budget. If the unit's net year-end balance for General Operations and DS&S funds combined is less than the amount requested, only the YE balance may be budgeted in the upcoming fiscal year. If the net year-end balance exceeds the amount requested, the maximum amount approved per the request may be budgeted in the upcoming fiscal year.

Note: Carry forward of Georgia Tech Professional Education (GTPE) Program Revenue is handled in a separate policy.

The following information will be required on the online form to carry forward balances into the next fiscal year. The link for the online form is: http://forms.budgets.gatech.edu/view.php?id=15035

- Date: *date of request*

- Division: *division containing the requesting department*

- Org #: *organization number of requesting department*

- Explanation of source of funding

- Projected amount to be available at year-end

- Why the funds will remain unspent at year-end

- What the funds will be used for in next fiscal year (be specific)

- If previously discussed with Budget Office staff, with whom?

Tuition Differentials & Studies Abroad Revenue

Updated: April-2013

Overview

Units have the option to budget estimated Tuition Differentials and Study Abroad Program revenues for the current fiscal year in September. This allows use of funds before the actual revenues for Fall and Spring are known.

Policy Information

- Departments are allowed to "pre-budget" **up to but not exceeding the total actual revenue earned in the prior fiscal year**. Actuals information is provided by the Bursar's Office. The 5% administrative overhead retained by the Institute should not be included in the department's budget. It is the responsibility of units to submit a budget amendment in September to receive their early allocations.

- The Bursar's Office will report to units the actual Fall and Spring differentials and studies abroad revenue earned. Fall totals will be reported no later than the first work day of December, and Spring totals no later than the first work day of May. Units will be required to adjust any pre-budgeted September amount to the actual differentials/study abroad revenues earned in the <u>current</u> fiscal year. For departments that chose not to take advantage of the "pre-budget" opportunity in September, the current year actual revenue amount must all be budgeted no later than the May budget amendment. Board of Regents policy requires that available allocations **must be expended during the same fiscal year that the revenues are earned**.

  o When students are enrolled in dual degree programs with differentials, both programs will receive a portion of the total differential paid. The distribution is determined by the ratio of differentials to each other between two programs. A template for calculating the split of such differentials is available on the Budget Office website at:
    http://www.budgets.gatech.edu/Views/GTStudTuiFees.aspx
    (See **Appendix A** for a sample)

  o Summer semester revenues: Units receive 60% of the upcoming summer revenue in the current fiscal year. The remaining 40% will be budgeted for the following fiscal year. This split coincides with requirements for reporting Summer tuition & fees from all sources to the Board of Regents. If desired, a carry-forward of the current year's 60% may be requested via e-mail to the unit's assigned budget analyst. For purposes of estimating the 60%, the maximum allowed carry-forward is 60% of the PRIOR summer's revenue. A 'true up' opportunity is provided in the next fiscal year after Summer semester ends and information about actual revenue earned is provided by the Bursar's Office in September.
    (See **Appendix B** for an example of budgeting adjustments)

Units should contact their assigned analysts with any questions or concerns regarding the procedure. To look up the contact information for the analyst assigned to a division/department, go to http://www.budgets.gatech.edu/Views/BudStaff.aspx and click on the link "Budget Analyst Assignments" below the list of Budget Development & Management staff.

Example of Method for Allocating Differential When a Student Is In Two (or More) Differential Programs

Student is charged highest tuition rate based on programs in which the student is enrolled. The differential is then split between the programs based on ratio between the differentials in play.

Enter Data Into Blue Cells

	FY11 GT Base Tuition	Program A Tuition	Program A Differential	Program B Tuition	Program B Differential	Differential Charged To Student (Highest Differential)	Program A Differential Allocation (Per Student)	Program B Differential Allocation (Per Student)	# of Students	Extended Program A Differential Allocation	Extended Program B Differential Allocation
Resident	$ 4,318	$ 7,044	$ 2,726	$ 11,000	$ 6,682	$ 6,682	$ 1,936	$ 4,746	$ 2	$ 3,872	$ 9,492
Non-Resident	$ 13,102	$ 18,372	$ 5,270	$ 16,856	$ 3,754	$ 5,270	$ 3,078	$ 2,192	$ 1	$ 3,078	$ 2,192

Appendix B: Differentials budgeting example FY13

Example Using FY13 as "Current Year" and FY12 as "Prior Year"	
Actuals, Prior Fiscal Year	
Summer 2011 40%	28,000
Fall 2011	103,500
Spring 2012	98,325
Summer 2012 60%	42,600
MAXIMUM Amount that can be "pre-budgeted" in September of current FY:	**272,425**
Actuals for Current Year per Bursar's reports:	
Summer 2012 40%	28,840
Fall 2012	106,605
Spring 2013	101,275
Carry-forward of Summer 2012 60% (if requested in prior year)	42,600
Total Current Year Actuals as of May	**279,320**
True-up" of budget required after May 2013 report from Bursar	
Pre-budgeted	272,425
Actuals current year	279,320
Adjust budget (Current year Actuals - pre-budgeted)	**6,895**

In this example, the Actuals for current year are provided by the Bursar's Office by the **first working day** of:

   September 2012: Summer 2012 report
   December 2012: Fall 2012 report
   May 2013:   Spring 2013 report

   (September 2013: Summer 2013 report)

Allowable Costs for Technology Fee Projects

Explanation of Fee

The Technology Fee is a mandatory student fee charged to each student who is enrolled at Georgia Tech, regardless of the number of credit hours taken. See the Bursar's website for the current fee level. The fee is intended to enhance the technology available for the education of Georgia Tech students, as stated in the Board of Regents' Business Procedures Manual:

> The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives.

Allowable Costs

The definitions of allowable costs for the Technology Fee are detailed by the Board of Regents in the Business Procedures Manual section cited below (final draft of this section).

Board of Regents Business Procedures Manual, Section 24.3.1 (final draft)

Authorized Usage

There are two basic principles governing use of student technology fees:

Student technology fees should be used to support and supplement normal levels of technology spending. Institutions should be able to provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.

The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology.   Technology fee revenues should be used for the primary benefit of students by:

- Directing expenses to assist students in meeting educational objectives of their academic programs;
- Ensuring that there are sufficient campus software licenses, so that students have easy access to "technological" tools needed in their chosen disciplines;
- Ensuring that "computer" labs used by students are adequately equipped and have sufficient network bandwidth and appropriate internet access;
- Providing training for students in the use of computing and networking resources, when needed. Generally faculty and staff training should be paid for from general operating funds, but faculty and staff may avail themselves of student training sessions if space permits.
- Leveraging with other funds to yield greater resources for students; (Technology fee revenues may be combined with another fund source(s) to make purchases that will enhance technological resources provided to students).

- Providing new staffing only when it will clearly add documented value for students. Under no circumstances can technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should fees be used to fund general computing and networking positions that have a significant administrative or research support component.

Generally technology fees should not be used to acquire general supplies or software or hardware products for faculty use. General operating funds should be used for these purposes, unless there is a demonstrated and direct value to students which would justify use of technology fees.

Also, technology fees should not be used to purchase technological resources that will be used for administration purposes. System hardware, software, and other related costs that do not have a direct impact on student instructional objectives should be paid from general operating funds.

Source: Board of Regents **Business Procedures Manual**, *section 24.3.1, final draft dated 8/28/12*

Departmental Sales and Service Carry Forward Guidelines

Updated: Mar-2013

Closeout procedures for Departmental Sales and Services Carry Forward

Beginning FY13, departmental sales and services (DSS) residual balances will be eligible for carry-forward. Below are the guidelines for establishing carry-forward eligibility and calculating carry-forward balances:

- Individuals should request an eligibility review via the Departmental Sales & Service Carry Forward Notification and Documentation Form: http://forms.budgets.gatech.edu/view.php?id=14107 . A form must be completed for each project number to be reviewed.
- Projects will be reviewed to determine compliance with Institute policy. For complete details regarding eligibility, see the policy: (Link TBA).
- The review will occur after all closing adjustments have been posted. Revenue and expenditures will be reviewed **as posted**. Manual adjustments for calculating carry forward will not be possible for audit reasons.
- Residual balances will be calculated as follows:
  - Current Year Revenue + Carry Forward – Expenses – Encumbrances
  - Note that in FY13, there will be no carry forward in calculation
- Requestors will be notified of eligible projects and the final carry-forward balance after FY close. Please note, individuals should inform financial managers of project status and carry-forward balance.
- Eligible projects will be flagged and treated separately from Departmental closing totals. For calculating Departmental closing balances, units should NOT include carry-forward eligible DSS projects.
- Carry-forward funds **must** be expended in the next FY, with one exception. If a unit is planning a capital purchase, carry-forward balances may roll forward. Capital purchases should be noted in the spend plan (included in the online form) and include an item description and estimated cost.

Budgeting Prior Year Departmental Sales & Services Carry Forward in the Current Fiscal Year

Eligible prior year carry-forward (CF) funds are not budgeted in the current year's original budget for DS&S. They can be budgeted during the current fiscal year via a budget amendment. *Only estimated current year (new) revenues should be reflected in original budgets.*

- Carry-forward funds from the previous fiscal year are to be budgeted in the current year to revenue account **499000 "Trf of Funds – Prior Years"** and to appropriate expenditure categories.
- The revenue and expenditure budgets associated with CF must net to zero.

All carry-forward funding must remain in the project where the carry-forward was generated. CF funding cannot be moved from those projects to others during the fiscal year.

- Current year expenditures that are funded from prior year CF must be budgeted and charged directly to the carry forward project(s).
- The expenditures should be related to the purpose/spending plan that was submitted when the prior year carry-forward was generated.

Only new revenues generated in the <u>current year</u> should be budgeted/booked to these three allowed DS&S revenue account codes, per GT policy. Prior year carry forward should <u>not</u> be included in these current year revenue accounts:

- 471900 DSS – Internal (includes GT Affiliates)
- 452900 DSS - External to GT and GT Affiliates
- 452800 DSS - External Sponsored Projects.