Budget Office

**Budgeting College, Program and Course Fees**

**College Administration Fees**

College administration fees post to the Dean’s regular E&G Budgets and are subject to the following procedural rules.

1. Receipts will be divided as follows.
	1. Dean: 60%
	2. VP of Academic Affairs: 15%
	3. President: 25%
2. Transfers to the Educational Flex Fund #110005 will be completed on a semester basis once the last day to drop a course with a refund has passed.
3. **Unspent revenue does carry forward from one fiscal year to the next.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Detail Code | Description | Fund | Organization | Account | Program |
| F268 | College of A&H Admin Cost | 110000 | 250100 | 502217 | 101000 |
| F269 | College of B&E Admin Cost | 110000 | 221000 | 502217 | 101000 |
| F270 | College of E&H Admin Cost | 110000 | 241000 | 502217 | 101000 |
| F271 | College of STEM Admin Cost | 110000 | 270100 | 502217 | 101000 |

**Program and Course Fees**

Program and course fee revenue posts to funds 110005 and 116005 and individual departmental organization codes. They are subject to the following procedural rules.

1. They will be budgeted upon receipt of a fully approved request.
2. Carry forward from previous years and current year to date earned revenue can be budgeted.
3. **Unspent revenue does carry forward from one fiscal year to the next.**

**Budget Requests**

Budgets can be set up as needed and are subject to the following procedures and restrictions:

1. New Budgets
	1. Send a memo or email that has been approved by the Dean and Academic Affairs to the Budget Office requesting a budget be set up. Include the following.
		1. Amount being requested.
		2. Whether the request is for carry over funds or current year revenue.
		3. The Index for the budget.
		4. The account line to be budgeted. Supplies and services 70300, travel 70400, or capital outlay 70500.
2. Budget Transfers
	1. Send an email or paper budget transfer to the Budget Office.
	2. Budget transfers within the Educational Flex fund are considered permanent meaning they will be reflected in the next years carry over balance.
3. Transfers to Department Budgets
	1. Some recurring expenses such as salary and benefits cannot be paid from the Educational Flex Fund. You can still use course fee revenue to pay for them however you will need to request a transfer from the Educational Flex Fund to your departmental budget.
	2. Transfers can only go from the Educational Flex Fund to the department and not the other way. Once it is requested and moved, it cannot be moved back and will not roll over to the next fiscal year.
4. Restrictions
	1. Both new budget requests and budget transfer requests are subject to carry over and year to date revenue totals. This means the total budget set up for a particular department cannot exceed what they had left over from the previous year and what they’ve earned in the current year.
	2. Please plan requests to fund either quarterly, semiannual or annual needs to reduce the need for frequent budget transfers.
	3. Recurring expenses cannot be set up on the Educational Flex Fund. They should be paid from the regular departmental budget.

**Reports**

1. Argos: Fee Reports -> Educational Flex Fund Balance Report
	1. COA: T
	2. Fiscal Year: Current fiscal year
	3. Funds: 110005 for Russellville and 116005 for Ozark
	4. Organization: You can pick one or leave on All Organizations. This will show you all the Orgs you have access to.
	5. Click Submit
2. Revenue, Expenses, and Accumulated Balances
	1. This report pulls revenues, expenses, and transfers. The accumulated balance is the net of all revenue received, minus expenses, and plus/minus any transfers in or out.
	2. Transfers are reflected in the Expense column.
	3. Available Budget should not exceed the Current Balance. Note, the current balance in the report is not the available budget balance which also includes requisitions. The budget balance may be less but it should not be more.
3. Prior Years Breakdown
	1. This shows the total Revenue and Expenses for each fiscal year and is for informational purposes only.

This report is restricted to Fund/Org security.