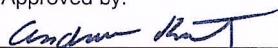


<b>BGSU Firelands</b> Governance Document Procedure	Administrative Committees	Budget Review
Approved by: 	Date Revised 1/20/2017	<b>FC 5121</b>

**PURPOSE**

Defines the procedure for the annual review and reporting of the personnel and operating budgets.

**PROCEDURE**

Director of Budget & Operations	solicits personnel and operating budget requests from the managers of the various departments and divisions of the college.
Budget Manager	prepares personnel requests and operating budget requests with sufficient details to provide justification/need and allow analysis by the committee.
Budget Coordinator	Reviews budgets and makes recommendations for additions, clarifications to budget. Forwards budgets to Director of Budget and Operations when ready.
Director of Budget and Operations	provides the committee with the requests submitted by the budget managers.  provides the committee with data on projected revenue.
Committee	reviews requests and identifies items of concern in the committee's minutes.  requests clarification of the items of concern from the appropriate budget manager.  reviews and recommends a prioritized list of personnel to the Dean for the following academic year and projected personnel expenses for long term planning.  submits a recommended operating budget for the following academic year to the Dean.
Dean	provides a preliminary response to the Budget Managers' personnel requests and operating budget requests in January and May.
Budget Manager	provides these preliminary responses to affected faculty and staff upon notification by the Dean.
Dean	submits the proposed budget to the Provost.  provides a final budget to Budget Managers by June, upon approval by the Provost.
Budget Manager	provides the final budget to affected faculty and staff upon notification by the Dean.