

Sul Ross State University
Business Process Analysis – Finance Module

Process Name: Budget Approval/Activation

Date: August 8, 2005

Time: 3:30 pm

Location: ACR 207

Participants: Tanya Romero, Carolyn Todd

Session Lead: Tanya Romero - Viso; Carolyn Todd - Narrative

Narrative/Description: Department receives new approved FY budget. Account Manager (AM) reviews approved budget, makes adjustments if needed based on approved budget versus requested budget; proceeds to plan, and utilize budget for new fiscal year. If a need for additional funding is found, AM prepares justification and submits to respective VP for review and preliminary approval. Respective VP reviews request and determines if request is valid. If request is valid the respective VP approves and submits request to VPBA office for final approval and processing. If the request is not valid, it is returned to the AM for additional justification or a response as to why the request cannot be approved.

Electronic Inputs: AM may design spreadsheets for budgetary projections and monitoring.

Manual/Paper Inputs: AM may solicit ideas/spreadsheets from staff.

Key Decision Points (list all): For continued planning, AM may divide expenses into quarterly or monthly. Need for additional funds may be discovered by AM as year-end approaches or unexpected expenses occur.

Related Policy(s): Internal policy.

Interface to Other Systems: FRS

Web Features: none

Electronic Outputs: Spreadsheets

Manual/Paper Outputs: Spreadsheets

Customer(s): Departments

Regulatory Items: State spending laws

Frequency/Volume: As needed

Potential Break Points: Funding availability,

Automation: none

Issues: Lack of and communication complications, understanding of budget monitoring and policies.