Proposed Changes to One-Time Allocations

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Introduction

During the annual budget call process, campus divisions may request one-time allocations. UBAC reviews these requests and makes their recommendations to the President. Those requests approved by the President are distributed as General Operating Fund budget allocations to divisions.

The Potential Issue

Currently, there is no follow-up in regards to whether the funds were spent or whether they were used for the intended purpose.

Proposed Changes

1. BPA will assign a Class ChartField (beginning with 2012-13 fiscal year and going forwards) to one-time allocations, so they may be tracked in CFS Financials or the Cognos data warehouse reports.
2. Divisions will be expected to incur expenses utilizing the Class ChartField. Any requests to transfer budget must be approved by Budget Planning and Administration (BPA) Administrator and must include the assigned Class ChartField.
3. To ensure 2011-12 one-time allocations were properly utilized, applicable divisions will be sent a memo asking them to identify their expenses from the Common Financial System (CFS) or via the Cognos data warehouse reports.
4. If one-time monies are not used by the end of the next fiscal year, the monies will be returned to central reserves.
5. After the end of a fiscal year, BPA will generate reports to ensure one-time monies were properly utilized. These reports will be available to the committee upon request. Alternatively, a subcommittee may be formed to review reports.
6. The above points will be noted on the form for one-time requests, which is distributed during the annual budget call process.