

BUDGET POLICY/FISCAL ACCOUNTABILITY

A. Purpose

The following describes, in general, the budgeting process at The university of Texas at Brownsville and Texas Southmost College and the statutory responsibility of its account managers.

B. Budget Policy

The university budget is the means by which the institutional mission is translated into specific programs and activities, for it is the funding of programs and activities that turns theory and intention into reality and action. The budget reflects the university's commitment to certain goals, even though the ultimate achievement of those goals may be beyond the period covered by the budget. The budgeting process, while actually allocating funds for the short-term period of only one year, should be based on the university's long-term priorities. Therefore, although the limitations of the biennial appropriations act make it impossible to commit state funds beyond a two-year period, it is the philosophy of the university to tie each year's operating budget into a long-range planning process.

C. Fiscal Accountability

Being responsible for university funds and resources is a serious obligation. By acceptance of the role, an account manager accepts the responsibility for planning and expenditures to carry out the operations of the account for the entire fiscal year and staying within the budget limits of the account. An account manager is not authorized to expend beyond the approved budget limits of any item within the account nor may he obligate the university for any purchase of goods or services except as provided in the Handbook of Operating Procedures. The account manager is personally accountable for all expenditures within the account. Article XVI, Section 10 of the Constitution of the state of Texas provides that a state employee will be held personally liable for the amount of any over-obligation for which he is responsible.

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D. Applicable References

1. Rules and Regulations of the Board of Regents, Part One, Chapter III, Section 27, Power to Authorize Expenditures Out of System Funds.
2. Rules and Regulations of the Board of Regents, Part Two, Chapter II:
 - a. Section 2, Accounting (paragraph 2.4 and 2.5 apply)
 - b. Section 5, Operating Budgets
 - c. Section 6, Legislative Budget Requests
3. Rules and Regulations of the Board of Regents, Part Two, Chapter III:
 - a. Section 1, Receipts, Admission tickets, and Charges
 - b. Section 2, Deposits with Institutional Business Office
 - c. Section 5, Vouchers and Expenditures
4. Rules and Regulations of the Board of Regents, Part Two, Chapter IV:
 - a. Section 1, Authority to Obligate Institutional Funds
 - b. Section 4, Purchases of Supplies and Equipment
5. Handbook for Fiscal Procedures.

E. Review

This document shall be reviewed biannually by the Vice President for Business Affairs.