

## **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. Review**

This policy shall be reviewed annually by the appropriate administrator or more frequently as deemed necessary. Any recommended revisions to this policy and its procedures should be initiated by the appropriate administrator and sent through the review process culminating with approval by the Provost who shall recommend revisions to the President.

### **C. 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 fiscal 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.

### **D. 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 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/she 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/she is responsible. Account managers should also expend funds within the approved

student fee, grant or contract definitions and requirements and in accordance with state and federal rules and regulations.

**E. Applicable References**

1. [Regent's Rules and Regulations, Rule 20501, Accounting, Operating Budgets, and Legislative Budgets Requests.](#)
2. [Regent's Rules and Regulations, Rule 20901, Procurement of Certain Goods and Services](#)
3. [Regent's Rules and Regulations , Rule 20801, Travel](#)
4. [U.T. System Policy, UTS 142.1, Section 3.2, Policy on the Annual Financial Report](#)
5. [UTB/TSC Handbook of Operating Procedures](#)