

Policy Title: Budgeting Process	Procedure	370.1
	Effective Date	12/1/2025

1.0 PURPOSE

This University of Arkansas - Pulaski Technical College (UA-PTC) Budgeting Process Policy is established pursuant to [University of Arkansas Board of Trustees Policy 370.1](#) which provides that “Campuses … are to submit budgets to the President and Board of Trustees on an annual basis …” and that “each CFO of the campus or unit will develop appropriate internal controls and procedures and insure that established control limits are not exceeded without prior approval by the head of the campus or unit or his/her designee.” It is intended to insure timely input by all budgetary departments of the College and timely submission to the UA System of the annual budget, as well as provide clean and specific responsibility for proper budget management and control.

2.0 REVISION HISTORY

Adopted on: November 21, 2025

Revised on:

3.0 PERSONS AFFECTED

Chancellor, Chief Financial Officer, Financial Services and all UA-PTC Cost Center Managers

4.0 DEFINITIONS

Budget – The money allocated to each cost center on an annual fiscal year basis for salaries and/or operations of UA-PTC.

Budget Hearing – Meeting of the Budget and Planning Committee with the Cost Center Managers for presentations on the money requested for operations for the upcoming fiscal year. Opportunity for requests for additional information by the Budget and Planning Committee.

Budget Templates – Forms to be used by Cost Center Managers to submit the request for operating monies for the upcoming fiscal year.

Budgeting – A essential control mechanism for the efficient management of the money of UA-PTC using a plan for how the money is to be spent.

Chancellor's Executive Council – Consists of all the Vice Chancellors of the College and the Chief Information Officer.

Continuing Level of Operations – The same amount of money for the same expenditures as the current and previous fiscal years.

Cost Center – UAPTC department or function that incurs cost.

Cost Center Manager – UAPTC employee assigned to monitor and approve the expenditures of a cost center.

Fiscal Year – State of Arkansas set annual period of measurement of expenditures of money by State agencies – July 1 through June 30.

5.0 PROCEDURE

Each November budget templates will be sent out to the Vice Chancellors, Deans, and unit heads with instructions on how to complete along with a budget calendar to schedule the budget hearing for the cost center.

The budget hearings are conducted by the Planning and Budget Committee beginning in January each year giving all of the Vice Chancellors, Deans, and unit heads an opportunity to present and justify the unrestricted educational and general and auxiliary funding requests for the upcoming fiscal year tying the requests to the College's Strategic Plan.

At the conclusion of the budget hearings the Planning and Budget Committee will make recommendations to the Chancellor on funding priorities and the increase to student tuition and mandatory fees.

The Chancellor's Executive Council will review the budget requests, student tuition and fee charges, and projected revenue for the upcoming fiscal year, and using guidance from the UA System Board of Trustees, decide the level of funding for the budget requests. All projected funds available to the College will be budgeted on a fiscal year basis.

6.0 POLICY IMPLEMENTATION

The budget approved by the Chancellor's Executive Council is to be presented to the President and Board of Trustees for approval on an annual basis at a meeting designated by the Board prior to the start of each fiscal year.

Upon approval of the annual budget by the Board of Trustees, the budgets become the authorized level of campus operations. Any proposed material adjustment to the budget must be submitted to the President of the University of Arkansas System for review and approval. The materiality standards are as follows and represent cumulative adjustments during the year:

1. Revenues
 - a. Tuition, Fees, State Revenues, Local Sales Tax – 10%
 - b. All Other Revenues – 25%
2. Expenditures
 - a. Compensation and Benefits – 5%
 - b. All Other Expenditures – 10%

On a quarterly basis, the College will prepare a report comparing actual amounts expended to the budgeted amounts in a format specified by the Vice President for Finance for the University of Arkansas System, to include an Executive Narrative and explaining the significant variances between actual amounts and budget amounts. When necessary, budget adjustments due to

unforeseen circumstances are requested in this report. All budget adjustments to the line items enumerated in the quarterly financial reports to the Board of Trustees will be explained in the Executive Narrative.

Beginning in December of 2025 and continuing quarterly thereafter, but may occur more often, a meeting will be scheduled between the campus Chief Financial Officer (CFO) and the cost center managers to review the expenditures to budget that are reported in their totality on the quarterly report on a cost center basis.

The CFO will develop appropriate control amounts in the accounting system that will enable the CFO to monitor compliance with authorized spending levels. The CFO will develop a framework of internal controls and procedures to insure that established control limits are not exceeded without prior approval by the Chancellor or by the Chancellor's designee. Controls must include position control and amounts for mandatory and non-mandatory transfers and the use of fund balances.

7.0 MAINTENANCE OF RECORDS

All budget records are to be kept for a minimum five years. Such records may be subject to disclosure under the Arkansas Freedom of Information Act.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Rita Fleming, Vice President for Finance and Administration	11/14/2025
Ratified by:	Joint Operations	11/21/25
Recommended by Chancellor (Signature)		1/5/26
UA Policy Alignment	UA-BOT Policy 370.1	