

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Business and Support Operations

Section Number: 3.2.1

Subject: Budgets: Budget Approval and Implementation

Date of Present Issue:
6/25/2025

Date of Previous Issues:
10/79, 05/88, 07/00, 4/20

Policy Statement:

Lake Superior State University's Board of Trustees (Board) approves the General and Auxiliary Fund budgets each year. The timing of the Board's action depends upon the completion of the State of Michigan's appropriation process and the LSSU budgeting timeline. If the State appropriation process is not complete by the end of the University's fiscal year, the Board may adopt a continuing-expenditure resolution, to authorize continuation of the expenditures at a level consistent with the current fiscal year into the beginning of the next fiscal year, or the Board may choose to approve a budget and later approve budget adjustments, if necessary.

Scope:

Budget Managers in all university departments are affected; members of Senior Management; LSSU President; LSSU Board of Trustees.

Definitions:

- Budget Manager – person who manages the budget for a particular department/Organization.
- Senior Management Team – direct reports to the President.
- Budget Pak – budgeting software used in university budget process. Accessible by all budget managers.

Procedures:

- A. Once the President submits budgets to the Board, the Board may opt to appoint a Finance and Budget Committee consisting of selected Board members, to consider the administration's recommendations for the budgets for the next fiscal year.
- B. The entire Board would then consider the budgets at its next meeting. Various University officials have the authority to expend and make fund transfers as necessary throughout the year, within the limitations of the approved budget and in accordance with the intent of the Board of Trustees' approval.

C. Budget Preparation Duties:

	WHO	DOES WHAT
1.	Budget Manager	Prepares a draft of the proposed budget in Budget Pak incorporating priority needs as identified by the executive management (Senior Management Team and Supervisors) of the University.
2.	Supervisor(s)	Reviews and recommends draft budget(s) within Budget Pak.
3.	Senior Management Team	Reviews and recommends draft budget(s) within Budget Pak.
4.	V.P. for Finance & Operations	Prepares final budget(s) for President's review.
5.	President	Submits budget(s) to Board for approval.
6.	Finance and Budget Committee (optional)	Reviews detail of the proposed budget and makes recommendations for revision to the Board.
7.	Board of Trustees	Approves the proposed budget with any changes recommended by the Finance and Budget Committee.
8.	Budget Analyst/Coordinator	Uploads the approved budget in detail to Banner from Budget Pak and notifies department Budget Managers, via email, the approved budget information is available to use for budget monitoring in Budget Pak and Banner. Reports can be run by Budget Managers and executive management using reports in Budget Pak, Anchor Access or Argos.
9.	Any Vice President	Approves fund transfers within the limitations of the approved budget.
10.	President	Recommends for approval, to the Board of Trustees, changes to the total approved budget based on revised revenue projections and/or any major project or program modifications. Major project and program changes for this purpose are defined as individual items of expenditure in excess of \$50,000.
11.	Board of Trustees	Approves total budget changes and major project and program changes.
12.	Budget Analyst/Coordinator	Implements amendments to the budget as approved by the President and/or the Board of Trustees.
13.	V.P for Finance & Operations	Transmits to budget managers, via email, monthly automated reports comparing budget to actual spending. Follows up with questions on over-budget items. Prepares a budget status report for presentation to the Board of Trustees at each meeting of the Board. This report will also include statements related to the financial condition of other funds.

Responsibilities:

- Budget Manager – Draft proposed budget and enter into Budget Pak.
- Supervisor – Review and approve proposed budget in Budget Pak.
- Senior Management – Review and approve proposed budget in Budget Pak.

- VP for Finance – Prepare final budgets for review by President; prepare and transmit monthly reports.
- Any Vice President – Approve fund transfers subsequent to approval of final budget by Board of Trustees.
- Budget Managers; follow up on over-budget items; prepare status reports to the Board of Trustees.
- President – Submit budget to BOT for approval; recommend major program and project changes to BOT.
- Finance and Budget Committee – optional committee of Board, charged with review and recommendation of budget.
- Board of Trustees – Approves budget, with or without edits; approves major project and program changes.
- Budget Analyst/Coordinator – Uploads budget as well as any subsequent amendments into Banner.

Review Cycle:

Policy should be reviewed and evaluated for needed updates annually.