

The Budget Process

The annual budget is the plan for how APSU will receive and spend funds in a fiscal year (July 1 to June 30). The budget planning process is a year-round effort that prioritizes allocating funding in order to meet the goals of the strategic plan.

Sources of Funds

APSU's funding comes from state appropriation, tuition and fees, and sales of goods and services.

Users and Roles

Budget Director – Coordinates the budget request gathering process and prepares the Proposed, Revised, and Current Estimated Budget.

Requestors – Users who will complete the budget request file. They are typically the approver of an org code.

Requestors can also be supervisors or a SLT member. Examples may include a department chair, a director, or even a SLT member as they also have individual org codes.

Supervisors – Users who will review the budget request file and approve requests made by the Requestor, who would be a direct report. Examples may include a college dean or an associate vice president.

SLT Member – Users who will make the final approval for their division. These members are as follows:

- President
- Provost & Senior Vice President – Academic Affairs
- Vice President – Finance & Administration
- Vice President – Student Affairs
- Vice President – Legal Affairs and Organizational Strategy
- Vice President – Athletics
- Vice President – Alumni, Engagement and Philanthropy
- Vice President – Military and Veteran Affairs
- Chief of Staff
- Chief of Institutional Culture

Tennessee Board of Regents – TBR is a system over TN's community and technical colleges. While APSU has separated from them, TBR continues to gather and compile budget documentation for all TN Universities, with the exception of the UT system.

Board of Trustees – Individuals who provide oversight and guidance to APSU.

Tennessee Higher Education Commission – THEC prepares the yearly State appropriation recommendation to the State of TN. The recommendation is calculated using an outcomes-based funding formula.

Timeline

October to December – Budget request forms are sent out to requestors. The forms are reviewed and approved by supervisors.

February – SLT will meet to review and discuss budget requests to make recommendations to the President.

March or April – Budget Advisory Task Force will meet to review and discuss budget requests to make recommendations to the President.

May – The Budget Office will take all approved requests and prior budgets to prepare the Proposed budget and submit budget documents to the Tennessee Board of Regents (TBR).

June – The Board of Trustees will meet and formally approve the Proposed budget.

July – The Budget Office will load the Proposed budget into Banner.

October to November – After fall enrollments are finalized and taken into account, the Budget Office will prepare the Revised budget and submit the budget documents to TBR.

December – The Board of Trustees will meet and formally approve the Revised budget.

May – The Budget Office will finalize the current year's budget and submit the Current Estimate budget to TBR, along with next year's Proposed budget.

June – The Board of Trustees will meet and formally approve the Current Estimated budget, along with next year's Proposed budget.