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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION:** Budget & Financial Planning  
**AREA:** Budget

**MAPP 03.01.01**

<b>Budget Principles and Objectives</b>
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**I. POLICY**

- A. The principles that guide budget creation at Lamar University (LU) are grounded in State of Texas law and the rules and regulations of the Texas State University System (TSUS). In adhering to these principles, the University seeks to achieve the objectives of resource management and reporting, planning, and innovation.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of applicable federal, state, and TSUS laws, statutes, rules, and regulations, including, but not limited to, the TSUS Rules and Regulations, Chapter II, Subparagraph 4.3 and Chapter III, Subparagraph 6.7, and the Texas Education Code, Chapters 51, 95, and 96.

**III. DEFINITIONS**

- A. **Annual Operating Budget (AOB or “budget”).** The Annual Operating Budget is the authority through which the University receives and expends monies during its fiscal year (September 1 – August 31). Transfers of funds between appropriated items are subject to the TSUS Board of Regents' approval.
- B. **Budget Development Cycle.** Each year, LU follows a systematic process for developing an Annual Operating Budget for the upcoming fiscal year (September 1 – August 31). This budget development cycle typically extends from January to August of the year before a new fiscal year begins. During this cycle, University personnel discuss, develop, and refine a proposed operating budget. In August of each year, LU’s President submits the proposed budget to the TSUS Board of Regents. Once approved by the Board, the budget becomes operational.
- C. **Fiscal Year (FY).** From the Texas Higher Education Coordinating Board: “The period of time beginning September 1 and ending on the following August 31, both dates inclusive, which coincides with the State of Texas’ fiscal year. It is sometimes called academic year.” A given budget is known by the year in which that fiscal year ends; for example, the September 1, 2021-August 31, 2022 budget is known as the FY22 budget.



3. **Innovation.** LU advocates prudent budget management; however, the University also strives to improve budget practices in areas that include, but are not limited to, the following:
  - Standardize data collection used in tuition modeling and reporting requirements.
  - Continuously improve budget cycle methodologies and modules to maximize resource availability.
  - Minimize the use of external databases/spreadsheets in analyzing data.
  - Participate in and support the development of non-financial data warehouse information to assist academic units in decision-making.

#### REFERENCES

- A. State of Texas, Legislative Appropriation Request: Detailed Instructions for Agencies, June 2016
- B. Texas Education Code, Chapters 51, 95, and 96
- C. Texas Higher Education Coordinating Board, Glossary of Terms, 2017
- D. TSUS Rules and Regulations, Chapter II, Subparagraph 4.3 and Chapter III, Subparagraph 6