

**BUDGET POLICIES**  
**AND PROCEDURES**  
**FOR**  
**STATE-FUNDED ACCOUNTS**

**Revised July 1, 2007**

**(Changes in Italics)**

# Budget Policies and Procedures for State Funded Accounts

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# **Budget Policies and Procedures for State Funded Accounts**

*(Revised July 1, 2007)*

## **OBJECTIVES AND APPLICATION**

Designed to provide for the most effective and efficient use of scarce state resources, the university's budget policies and procedures allow units to have maximum flexibility in making judgments regarding the best use of the resources that have been allocated to them, judgments that advance the overall academic goals of the university. Within the basic requirement that units not exceed the dollar or position line weight allocated to them, the policies delegate authority and responsibility for budget decisions largely to campus, college and departmental levels

While these policies and procedures provide more flexibility for the university's operating units, they also demand more responsibility and accountability at the local level. The policies also allow senior management to establish policies and to delegate responsibilities for their diverse organizational structures more efficiently.

The effectiveness of the policies depend on the understanding of the requirements to comply with state regulations, internal procedures on fund use and information for internal management reporting at all levels of the university. The emphasis is on post action reviews at each level of budget responsibility to ensure that the university's limited resources are being used appropriately, efficiently, and in a manner consistent with the overall university goals.

In addition to the policies and procedures described in this document, managers should refer to the University Policy Library for information on the appropriate use of university funds as well as to the university's more complete regulations.

These budget policies apply to expenditures made from all accounts in the General University (GU) and Agricultural Experiment Station (AES) state funded budgets (2-0, 2-1, 2-2, 2-3, 2-4, 2-7xxxx). This state budget consists of funds provided by the state appropriation, tuition and fee income and several other minor sources. Certain types of accounts within this grouping, such as off-campus, special projects, sponsored programs cost sharing accounts and AES accounts, have exceptions which are noted.

This document is divided into three major categories: general policies, policies relating to salary funds and policies relating to non-salary funds. Appendix A includes definitions of the budget terms used.

## GENERAL BUDGET POLICIES

*As previously noted, the state budget contains resources from a variety of sources, including the state appropriation. The state appropriation brings two types of resources to the university—expendable dollars and budgeted positions. These resources are provided, as stated in the Governor’s Budget Message dated February 22, 2007:*

- 1. To provide quality, affordable baccalaureate programs in the humanities, arts, sciences, and career fields to full-time and part-time undergraduates.*
- 2. To provide quality post-baccalaureate education in the humanities, arts, sciences, and professions.*
- 3. To stimulate the continuous development of knowledge in the humanities, arts, sciences, and professional fields by professional teacher-scholars as a complement to rigorous classroom inquiry by students and faculty.*
- 4. To make available to the community the professional competence and expertise of faculty and students, and other institutional resources such as concerts, performances, lectures, and facilities.*
- 5. To meet the needs of faculty and students for current, accessible information.*
- 6. To ensure the personal, social, and intellectual growth of each individual student.*
- 7. To ensure that each campus and its facilities are safe, secure, and well-maintained.*

*While the objectives of the state appropriation are consistent with the university’s primary mission, the objectives do not extend to all activities of the university. For example, making the professional competence and expertise of faculty and students available to the community does not extend to those instances where the competence and expertise of faculty and students are provided primarily for the benefit of a public or private sponsor, and particularly when the university has contracted for the services of its faculty or students. Similarly ensuring the personal, social and intellectual growth of individual students does not extend to providing housing, dining, and recreational facilities to students.*

*The officers, faculty, and staff of the university have a fiduciary responsibility to the state to ensure that resources provided through the state budget are utilized only in accordance with state objectives and a responsibility to the university to manage these resources as fully and effectively as possible. These responsibilities extend to both the very visible value of budgeted dollars and the less visible value of state-budgeted positions, every one representing the cost of providing fringe benefits to a full-time employee.*

**A. BUDGET RESPONSIBILITY STRUCTURE**

**Each senior officer is designated responsibility for the management of budget areas that report to him/her.** These senior officers are:

President  
Executive Vice President for Academic Affairs  
Senior Vice President for Administration and Chief Financial Officer  
Camden Provost  
Newark Provost

These officers are responsible for the management of the budgets allocated to them and are the ultimate authority on how these funds are disbursed and used by the divisions, colleges, institutes and departments reporting to them. The senior officers have the responsibility and authority to make the most efficient and effective use of all state budgeted resources allocated to their responsibility.

Budgets are allocated at the executive level and each senior officer has the authority to distribute budgets and to set procedures, within overall university policy and procedures, that relate to the lower levels of responsibility. The basic structure of these levels is:

Senior Officers  
Vice Presidential Level  
College, Center, Institute or Division  
Department

**B. LIMITATIONS ON EXPENDITURES AND POSITIONS**

**An area of responsibility may not exceed the total dollars or the total budgeted positions allocated to the unit.** Since state authorized positions have fringe benefits that are funded by the state, position control is necessary to ensure that the university does not exceed its state authorized position count. Should a unit exceed its budget allotment, it will be the responsibility of the next higher level of authority up to the senior officer to cover the deficit.

**C. TRANSFERS BETWEEN SALARY AND NON-SALARY**

**Resources may be transferred between salary and non-salary subcodes.** In making these transfers, managers must note that non-salary resources are extremely limited, and transfers to salary increase both the university's salary base and subsequent salary package (employee raises) costs. Since the state continues to significantly underfund salary packages, units may have to contribute to funding out-year salary package costs through reallocations (see Item E, page 4).

#### **D. TRANSFERS BETWEEN SUB-ELEMENTS**

**Transfers between functional sub-elements (such as instruction, research, library, student services) are permitted,** but significant transfers should be reviewed at the executive level.

Since the university must report expenditures to the state by sub-element, senior officers may be requested to supply explanations for significant shifts in resources between sub-elements as requested by the Office of Budget and Resource Studies.

Since the University Financial Aid Office needs accurate information on available aid resources to package student aid awards appropriately, such transfers involving student aid must be coordinated with the Office of Financial Aid.

#### **E. FUNDING TO MEET SALARY AND NON-SALARY NEEDS**

**Units will normally be allocated annually a pool of dollars to meet salary and non-salary needs.** All salary increases associated with salary program costs (across the board increases, scheduled increments, faculty merit increases, faculty promotion increases, performance-based pay increases for APS and Confidential employees) will be met through this pool and existing resources at the department, college and executive level. The combination will vary with changing budget conditions. In those years when full funding of the salary package cannot be allocated to units, upward salary adjustments will increase the portion of the annual salary charges borne by existing departments, colleges and executive level resources. Downward salary adjustments (for example, appointments less than the existing budget) will decrease the portion of the annual salary charges borne by existing departments, colleges and executive level resources.

#### **F. SEPARATION OF STATE AND NON-STATE ACCOUNTS**

**Funds may not be transferred from state accounts (2-0, 2-1, 2-2, 2-3, 2-4, 2-7xxxx) to non-state accounts** since the university must be able to account for the uses of money in the state budget.

#### **G. SEPARATION OF GENERAL UNIVERSITY AND AGRICULTURAL EXPERIMENT STATION ACCOUNTS**

**Funds may not be transferred between GU accounts (2-0, 2-1, 2-2 2-3 and 2-7xxxx) and AES accounts (2-4xxxx).** Since the GU and AES budgets are separate appropriations from the state, expenses for the two must be segregated.

#### **H. MANAGEMENT OF OFF-CAMPUS CREDIT PROGRAMS**

Since off-campus credit programs are self-supporting and fund all expenses including fringe benefit costs from their tuition and fee income, the senior officer or his/her designee may establish procedures regarding management of these programs under his/her responsibility within the university's Off-Campus Credit Program Policy, *in consultation with the Office of the Vice President for Continuing Education and Outreach.*

## SALARY POLICIES

The State of New Jersey funds the cost of fringe benefits for eligible employees on state budgeted positions paid from the General University and the Agricultural Experiment Station state budgets. The annual appropriations act sets a maximum number of positions the University may fill and expect the state to fund the associated fringe benefits. Therefore, salary policy is designed to ensure that expenditures do not exceed both the allocation of dollars and the allocation of budgeted (weighted) positions. Since the fringe benefits for each state position represent a considerable state funded resource, state positions should be managed to use this fringe resource as fully and effectively as possible.

### *A. General Salary Policies*

1. **STATE FUNDED POSITION MUST SUPPORT STATE OBJECTIVES**

*All appointments to budgeted positions must be for functions that support the objectives of the state appropriation to the university. Where a function supports both the objectives of the state appropriation and other activities of the university beyond its primary mission, the number of budgeted positions allocated to the function should bear a reasonable relationship to the amount of support provided to state objectives. Please refer to objectives from the Governor's Budget Message on page 2.*

2. **LIMITATIONS ON APPOINTMENTS AGAINST BUDGETED POSITIONS**

**The total appointments against a budgeted position cannot exceed either the budgeted Full Time Equivalent (FTE) weight or budgeted salary dollars.** When the actual weighted FTEs of the appointment(s) equal the budgeted weight, any remaining dollars are available to the unit for reallocation or may be recouped through the salary savings process described in section A11, page 9, of these policies.

Since off-campus accounts and special project accounts are charged for fringe benefit costs, budgeted FTE policies do not apply.

3. **APPOINTMENTS WITHOUT BUDGETED POSITIONS**

Additional appointments of employees with full benefits may be made to special accounts in the 2-3xxxx series without budgeted positions. In such cases, the appointing unit must pay both the salary and the fringe benefits of the employee. Units interested in establishing such accounts should contact the Office of Budget and Resource Studies for assistance.

4. **APPOINTMENTS THAT EXCEED THE BUDGETED SALARY**  
**Appointments (including new appointments, internal transfers and promotions and reclassification of staff positions), exceeding the budgeted position salary must be funded from budgeted resources belonging to the department, campus unit, vice presidential or executive level to which the unit belongs.** The funding source for such an appointment must be identified before an offer is made.

5. **USE OF NON-STATE FUNDS TO SUPPORT BUDGETED POSITIONS**

*When budgeted salary dollars are insufficient to meet the cost of an appointment to a budgeted position, additional funding will normally be provided from other salary or non-salary resources (see General Budget Policy C. on page 3) in state-funded accounts. In limited instances and in order to insure that the university maximizes its use of the fringe benefit resources represented by budgeted positions, it may be appropriate to budget additional salary needed for an appointment to a budgeted position by expense recovery (subcode 1990) to a state-funded account from a source outside the state budget. Such situations are limited for two reasons. First, the university's overall management of its budgeted positions requires a predictable vacancy rate; unplanned appointments to budgeted positions through the use of funds not budgeted to state accounts could cause the university to exceed its legislated maximum number of filled positions and jeopardize this very valuable resource. Secondly, the university has a fiduciary responsibility to insure that all state resources are appropriately utilized according to those objectives, and the use of non-state funds might be interpreted, though it is not necessarily indicative of, a function that supports activities beyond the objectives of the state appropriation outlined in the Governor's Budget Message on page 2. Consequently, the use of non-state funds to support budgeted positions will be limited as follows:*

*a. The positions supported by non-state funds clearly meet the criteria of General Salary Policy A.1. on page 5.*

*b. The non-state funds credited to state-budgeted accounts should not be monies recovered for services rendered by the budgeted positions to a public or private entity. For example, the University's Graduate School of Education studies K through 12 education and shares with local school districts the results of its studies as part of its research and extension functions. The use of state funds and budgeted positions to support these functions is appropriate. When school districts reimburse the university for specific services rendered, however, the use of neither state funds nor budgeted positions is appropriate.*

- c. *The non-state funds credited to state-budgeted accounts should not be monies recovered for services rendered by the budgeted positions to a university activity beyond the objectives of the state appropriation. For example, a career counselor position in the state budget could be funded from excess housing fees because the counselor is rendering services that provide for the personal and intellectual growth of students as a whole. A resident counselor position in the state budget could not be funded in such a manner because the budgeted position would be rendering services to the function of housing students, a non-state activity.*
- d. *Most restricted funding sources, including grants and contracts, require the use of separate accounts and do not allow for commingling with other funding sources such as the state budget. Therefore, non-state funds may be credited to state-budgeted accounts only if there are no restrictions precluding their transfer.*
- e. *Any increase in budgeted salary offset by an increase in expense recovery (1990) must be supported by the actual salary of an incumbent employee or a plan to utilize the additional budgeted salary through recruitment within two months. The amount actually credited to subcode 1990 by the budgeting unit should be the actual salary expended. Actual credits significantly less than budgeted recoveries to 1990 may result in total or partial reversal of budget adjustments to 1990 and a return of budgeted positions to central accounts until the budgeting unit can substantiate plans to hire on the affected positions and the ability to provide the necessary salary from its state budget or a source outside the state budget.*
- f. ***Before budget adjustments are instituted or appointments of employees to under-utilized positions are instituted, a list of proposed non-state funding sources, the proposed job titles, the names of the individuals to fill the proposed jobs or the plans to recruit for the proposed jobs, and the relationship of the proposed jobs to the non-state funding sources shall be provided through the Office of Budget and Resource Studies for approval by the Executive Vice President for Academic Affairs. If the appointments are to be effective at the start of the fiscal year, the required lists should be submitted no later than May 31<sup>st</sup>. Lists for all other appointments should be submitted two months prior to the effective date but no later than March 31<sup>st</sup> of any fiscal year. Appointments approved and permanently budgeted through a budget adjustment or the Working Budget process do not require resubmission. Appointments temporarily budgeted require resubmission for future periods.***

6. **APPOINTMENTS BELOW THE BUDGETED SALARY**  
**Appointments (including new appointments, internal transfers and promotions), below the budgeted position salary will generate savings. These savings may be reallocated for other purposes by the department.** Senior officers should take into consideration the varying ability of campus units and departments to generate these kinds of savings in the budget planning process.

7. **MOVEMENT OF POSITIONS BETWEEN FACULTY AND STAFF**  
**All positions are budgeted as either faculty or staff positions. Units may change a position from one category to the other at any time by:**

- processing a permanent budget adjustment to change a position from one category to the other. The permanent adjustments permit senior officers, vice presidents, deans, directors and other higher level authorities to be aware of how salary resources are being used by the units which report to them.
- processing a temporary budget adjustment to move weight and/or dollars from faculty positions to other faculty positions and from staff positions to other staff positions. As noted above, permanent budget adjustments are needed to move a position from one category to the other.

The only exception relates to Postdoctoral Associate positions where state regulations do not permit the use of Postdoctoral Associate weight for any other purpose. (Postdoctoral Associate positions are identified by sub-code 1370, job codes 99631 and 99632 and position numbers between 900 and 925.) These positions and the associated fringe benefits were given to the University exclusively for the purpose of maintaining state funding for Postdoctoral Associate appointments. Since the fringe rate is lower on Postdoctoral Associates than other salaried employees, the state restricts the use of these lines. The restriction does not preclude the appointment of a Postdoctoral Associate to a regular faculty position. Senior officers, however, are cautioned to manage their allocated Postdoctoral Associate positions to ensure maximum utilization before more valuable faculty positions are used for Postdoctoral Associates.

8. **BUDGET ADJUSTMENTS-ANNUALIZED BASIS**  
**All budget adjustments between lines are done on the annualized cost basis in terms of both weight and salary dollars needed in the current year** due to current system programming specifications. However, if the actual cost of the appointment to the adjusted line is less than the annualized cost, units may process a second temporary adjustment to reflect the actual cost for the year so that the salary savings may be used for other purposes.

Example: a department chairperson is authorized by the dean to add a permanent secretarial position effective January 1 with an annual value of \$30,000. The actual cost for the current year will be only \$15,000. The dean must transfer 1.00 weight and \$30,000 to the department to cover the annual cost. However, the dean may also do a temporary adjustment for .50 weight and \$15,000 to move the resources that were unused for the first half of the year elsewhere.

9. **MINIMUM FUNDING ON POSITION LINES**

**All permanent transfers of salary dollars must leave sufficient dollars on a position to permit some level of hiring** so that scarce positions with their fringe benefit funding are used efficiently and so that the unfunded lines are not perceived as unnecessary to the university's general operation. Staff lines must be funded at a minimum of range 7 and academic lines at a minimum of range 14. *Because part time lecturers (PTLs job class 99902, 99903 or 99905) should be appointed to academic wages of labor (see B.4. on page 10), no lines may be budgeted as PTLs. Postdoctoral Associate positions require a minimum level of funding equal to that established for an academic position.*

Unfunded lines (lines without the required minimal salary dollars) may be returned to central accounts which will fund the minimal dollars for the position until the unit has salary dollars to actively hire on the position.

Senior managers should review vacant positions across units reporting to them to preclude creation of unnecessary fringe benefit costs (see General Salary Policy A.3 page 5).

10. **DURATION OF TEMPORARY APPOINTMENTS**

Appointments on temporary lines must end on or before the end of the fiscal year to avoid over committing salary resources. Appointments that extend beyond the end of the fiscal year should be made only on permanent lines.

11. **USE OF SALARY SAVINGS**

**Salary savings are the difference between the budget for salaries less year-to-date expenditures and projected expenditures to the end of the fiscal year.** All salary savings generated by a unit are available to that unit. Senior officers should take into consideration in their budget planning the ability of each unit under their responsibility to generate salary savings.

12. **CARRY OVER OF SALARY AND NON-SALARY SAVINGS**  
**Units will be permitted to carry over salary savings and/or non-salary savings with the permission of the executive officer.** *Before permission is granted, however, the executive officer will review with the Executive Vice President for Academic Affairs summary plans for the use of carryover funds in units reporting to the executive officer.*

### ***B. Faculty Salary Policies***

1. **FACULTY MEMBER ON SABBATICAL**  
The cost of fringe benefits for a faculty member on sabbatical, with either full or partial salary, is funded by the state. This precludes appointing additional people on the budgeted position. For a faculty member receiving only partial salary, however, the unused salary budget is credited to the salary savings account of the applicable unit.
2. **FACULTY MEMBER ON LEAVE OF ABSENCE**  
For a faculty member on leave of absence, other than a sabbatical, with full or partial salary, the percentage of weight available for other appointments is determined by calculating what percentage of the full salary is being used by the faculty member on leave and deducting that percentage from the budgeted weight.
3. **CONVERSION OF POSITIONS FROM CY TO AY & VICE VERSA**  
**The savings from conversion of any faculty appointment from a Calendar-Year (CY) appointment to an Academic-Year (AY) position is available to the department for other purposes.** The conversion of any faculty appointment from an Academic Year position to a Calendar Year position requires an appropriate budget adjustment.
4. **PTLs ON ACADEMIC WAGES OF LABOR**  
**Appointments of part-time lecturers (PTLs) should be made to academic wages of labor without budgeted weight.** The only limitation to the number of PTLs appointed will be the dollars budgeted to academic wages of labor, subcode 1210, but budgeted dollars may be added to academic wages of labor from any resources, either salary or non-salary, within an organization's General University budget on either a permanent or temporary basis. To make use of the academic wages of labor category, units should appoint PTLs (Job Classes 99902, 99903, and 99905) to position 990. As a result of this appointment policy for PTLs, the assignment of budgeted weight to positions with Job Classes 99902, 99903, and 99905 has been phased out.

**5. TRANSFERS TO ACADEMIC WAGES OF LABOR OR PTL APPOINTMENTS TO VACANT FACULTY LINES**

To replace lost teaching power on a vacant regular faculty position, academic units may temporarily transfer all or some of the budgeted salary dollars to academic wages of labor (see item B.4 on page 10) or appoint PTLs directly to the vacant position. When appointed directly to a vacant faculty position, the PTL's salary will deplete budgeted dollars but not budgeted weight.

*C. Teaching Assistant/Graduate Assistant Policies*

**1. FUNDING OF TUITION AND FEE REMISSIONS**

**When a unit decides to appoint a TA/GA to a position other than one previously budgeted for TA/GAs, it needs to fund the cost of remission from its budget.** *If the appointment is temporary, the remission will be funded through a budget transfer to the appropriate remission account. The current year's full-time resident tuition and fees for the applicable unit is used as the remission amount. If the appointment is to a newly created permanent TA/GA position, prorated remission costs will be deducted from the unit's All Funds tuition allocation.*

**2. RESTRICTIONS ON SUB-ELEMENTS**

**Teaching assistants must be paid from accounts in the Instruction (IDR) sub-element and the graduate and research assistants from accounts in the Research (SBR) sub-element** so that budgets accurately describe the use of funds.

This does not restrict units' ability to fund TAs and GAs, since units may move budgeted positions for salaried student lines (type 6 employees) between functional sub-elements (see item D, page 4).

*D. Staff Policies*

**1. FUNDING OF TEMPORARY ASSIGNMENTS**

**Temporary assignments, which require acting pay to a staff employee, are funded by the recipient's unit.** Normally this is done with a temporary budget adjustment from the vacant position for which the employee is performing in the acting capacity. Units have the discretion to use other resources for this purpose.

**2. APPOINTMENTS TO T-CODED POSITIONS**

**Appointments to T-coded positions**, in which the nature of the work responsibilities merits the establishment of a salary outside of any established University salary scale, **are made only after consultation between the senior executive and the Associate Vice President of Human Resources.** **T-coded positions are always assigned 1.00 weight.**

**3. APPOINTMENTS TO POSITIONS THAT ARE VACANT DUE TO RETIREMENTS**

**When a position becomes open due to the retirement of an employee, an appointment may occur immediately after the retiree's last day in office, even if the retiree continues on the payroll due to accrued vacation time.**

**4. PAYMENT OF ACCRUED VACATION TIME**

**The cost of the accrued vacation time paid to a retiree, whether as regular salary or as a lump sum payment, is the responsibility of the department because the department has the authority to approve vacation carry over requests that are consistent with University policy.**

**5. PAYMENT OF UNUSED SICK LEAVE**

**Payment on retirement of unused sick leave an employee has accrued will be funded centrally since departments have no control over the amount of accumulated sick leave.**

**6. FILLING POSITIONS THAT ARE VACANT DUE TO LONG-TERM LEAVES OF ABSENCES**

**A staff position of an employee who is on a long-term leave of absence without pay may, in consultation with University Human Resources, be recruited and filled. If the employee does return to work, it will be the responsibility of the department to provide a position and salary for the employee.**

**NON-SALARY POLICIES**

Non-salary policies apply to all GU and AES accounts, including off-campus credit programs, sponsored program cost sharing and special projects. For the purpose of these policies, personnel costs other than the following salary items (sub-codes 1200, 1210 and 1370) are treated as non-salary. This includes, but is not limited to, wages of labor (1230), student wages (1250), overtime (1270) and shift differential (1310).

**A. LIMITATIONS ON EXPENDITURES**

**Units must not exceed their non-salary budget and salary savings transferred to non-salary.** For off-campus accounts, the limit on expenditures, including the academic support charges, should be based on actual tuition and fee income earned, rather than the budget for the account.

**B. PAYMENTS TO FELLOWS & OTHER STIPENDAPPOINTMENTS**

**Payments to fellows and other stipend appointments are classified as student aid, not salaries, and should be charged to student aid accounts.** To insure that the Office of Financial Aid can monitor the appropriate use of student aid funds, student aid sub-code 8450 should be used for these appointments. All charges to subcode 8450, as well as other student aid subcodes 8200-8230, 8440 and 8460, should always be recorded to accounts that are in the Student Aid sub-element.

- C. RESTRICTIONS ON USE OF FUEL & UTILITY FUNDS**  
**Non-salary funds budgeted in fuel and utility sub-codes (2030-2060)**  
**are restricted for that purpose and may not be transferred to other**  
**sub-codes or used for other purposes,** since the university does not  
penalize campuses for exceeding fuel and utility costs. Expenses for these  
categories in excess of the budget are funded centrally.

## **Glossary of Terms**

### **Appendix A**

**Budget Adjustment** – A change in the allocation of dollars and/or budgeted weight to the original budget. These adjustments may be temporary (i.e., they are reversed at the end of the fiscal year) or permanent (i.e., they are not changed at the end of the fiscal year).

**Budgeted Positions** – Those positions that have been authorized by the State and which carry a full state-funded fringe benefit package.

**Budgeted Weight** – A quantification of the utilization of positions. A full-time position carries a weight of 1.00. The position could be occupied by more than one employee, each using a portion of the weight. For example, an employee with one-half of his/her full-time salary charged to a position uses .50 of the weight.

**Fringe Benefits** – Benefits received by employees in addition to their regular pay which may include retirement, health insurance, social security, workers compensation, unemployment insurance, and temporary disability insurance. Most employees are eligible for the latter four benefits, but only full-benefit employees also receive health and/or retirement benefits.

**Off-Campus Credit Program Accounts** – Accounts for credit courses offered to students at off-campus locations. These programs are self-supporting and must cover all costs including fringe benefits.

**Non-State Funded Accounts** – All accounts not in the 2-0, 2-1, 2-2, 2-3, 2-4 and 2-7XXX series. Included are auxiliary, grant, gift and endowment accounts.

**Salary Program** – The cost of the salary increases negotiated each year by the various bargaining units and the cost of salary increases granted each year to non-represented employees. This includes across-the-board increases, increments, merit increases, etc. Excluded are promotions, reclassifications, and unit-initiated adjustments.

**Salary Savings** – The difference between the amount budgeted for salaries and the year-to-date expenditures and projected expenditures to the end of the fiscal year for those same budgeted positions.

**Senior Officer** – The controller of an executive level budget responsibility or several responsibilities.

**Glossary of Terms**  
**Appendix A**  
**(Continued)**

**Special Project Accounts** – Accounts funded from recovery of facilities and administrative costs on grants and contracts. The accounts have no budgeted positions and are charged for fringe benefits for any salary costs incurred.

**State Budget** – All the state accounts (accounts funded by state appropriations, general tuition and fees and some minor miscellaneous income) are collectively referred to as the state budget.

**State Funded Accounts** – Those accounts that are supported by state appropriations, general tuition and fees and some minor miscellaneous income. The first two digits of these accounts are: 2-0, 2-1, 2-2, 2-3, 2-4, and 2-7.

**Sub-Elements** - An attribute assigned to every account in the state budget that identifies the purpose of expenditures from the account. The sub-elements are: Instruction and Departmental Research(IDR), Separately Budgeted Research(SBR), Extension and Public Service(EPS), Student Services(SS), General Institutional Support(GI), Physical Plant(PP), General Administration(GA), Library(LIB), Computers(COM), Student Aid(SA), and Special Projects(SP).

**Transfers** – A transaction that reallocates dollars from one funded item to another funded item.

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