

# University of Connecticut Health Center

## Budget Modifications Policies and Procedures

- **PROGRAM/BUSINESS UNIT** -Budget mods must be within the same Program/Business Unit – For example, an Expense budget cannot be moved from JDH to UMG – all exceptions will be reviewed by the Budget Committee
  
- **FUNDS** – Budget mods must be within the same fund – (General Funds, Operating Funds, Clinical Funds and Research Funds) – all exceptions will be reviewed by the Budget Committee
  
- **FINANCIAL CLASSIFICATION** – Budget mods must be within the same financial classification pools – (Salaries, Purchased Services, Supplies and Other expenses Pools) - all exceptions will be reviewed by the Budget Committee
  
- **FTE/HEAD COUNT** – Budget mods should not increase FTE/Head count over FY10 approved Budget. Budget mods to fund unbudgeted positions will need to come from an existing vacant position. - all exceptions will be reviewed by the Budget Committee
  
- **POSITION FUNDING** – Budget mods to fund mid year unbudgeted positions will require the annual amount to be funded. For example, an unbudgeted \$100,000 position starting in January would need a budget mod which equals the \$100,000 not \$50,000. - all exceptions will be reviewed by the Budget Committee
  
- **UNBUDGETED REVENUE POSITIONS and OTHER EXPENSES** – Budget modifications which use revenue as the offset to the increase expense will be reviewed by the Budget Committee.
  
- **GRANT MOVEMENT** – All positions moving off of a Grant onto the General Fund which are unbudgeted will need PTR approval and budget modifications to fund the position.
  
- **CMHC MOVEMENT** –Positions moving off of CMHC onto another UCHC Business Unit will need approval by the Budget Committee.
  
- **SPECIAL PAYROLL POSITIONS** – Budget Mods from Special Payroll positions to fund regular positions will be reviewed by the Budget Committee
  
- **OVERTIME** - Budget Mods from budgeted overtime to fund regular positions will be reviewed by the Budget Committee
  
- **BUDGETED NEW POSITIONS** – Filled at their intended purpose only. For example, if a Cardiologist is budgeted the position can not be filled with an Administrative Assistant - - all exceptions will be reviewed by the Budget Committee
  
- **BUDGETED SALARY POOLS** – All budget modifications from Salary Pools will need to be reviewed and approved by the Budget Committee. (i.e., Faculty Start up Commitments, Start ups for new faculty)  
Salary Retention Pool will be approved by Senior PTR only

\*\*Budget Committee – M. Whalen, Dr. Summerer, D. Gillion, J. Brigada, J. Biancamano, B. Eaton, C. Andrews, Dr. Koeppe, L. Danville