

**SECTION: Business Affairs**  
**SUBJECT: Budget Control**

**ISSUED BY:** Vice President for Business Affairs and Treasurer  
**REPLACES:** New  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** February 1998

Budget control

Each budget manager shall be required to explain, in writing, any variation of more than 2% from the expenditure projections based upon a three year historical proration of the annual budget. In addition, the manager shall present a written plan for bringing the year-to-date budget in line with the annual budget before the end of the fiscal year.

Annually each budget manager shall prepare a budget for the next fiscal year sufficient to fund approved programs and present that budget to the respective Vice President. Significant budget requests should be presented in the Annual Report to the Administrative Officer.