



## MEMORANDUM

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To: Units with Approved One-Time Initiatives

From: James L. Black, Vice President for Finance and Administration and Chair of the Budget Advisory Council  
Christy Beth Coons Yates, Strategic Planning and Organizational Development

Subject: If funds cannot be spent on the approved Initiative by June 30<sup>th</sup>, 2006

Date: April 7<sup>th</sup>, 2006

At this time, please review any approved Initiatives (both those with immediate funding and those pending availability of funds) to determine if they can be accomplished by June 30<sup>th</sup> 2006. When making this assessment, consider that you may not receive funds until late April or May. Be certain you can use the funds for the *specific initiative* which has been approved through the Budget Advisory Council (BAC) by June 30<sup>th</sup>, 2006. If you have not received notification of approved initiatives, then this memorandum serves as an information item so you can remain informed about the process as a whole.

If you find that you will not be able complete that particular initiative by the deadline, please inform Dr. Coons Yates as soon as possible so that the Budget Advisory Council can reallocate those funds to the next most pressing initiatives. The Budget Advisory Council has decided that you may not transfer funding from one Initiative to another. You must notify the group so an appropriate reallocation of funds can be made within the committee.

However, there may be some narrowly defined instances where alternative suggestions for use of initiative monies may be appropriate. For example, if you receive funding for an initiative to attend a training program that will not be offered until September of 2006, you will be unable to use your funds by the deadline. You might request to use your initiative money to buy operating supplies before June 30<sup>th</sup> and then take an equal amount of money out of your original FY07 operating supply budget after July 1<sup>st</sup> to register for the training in September. If your request is approved, we will ask that you document this in writing for our planning and budgeting records. These alternative suggestions for accomplishing the originally approved Initiative can be submitted for BAC review through Dr. Coons Yates.

Please notify Dr Coons Yates of Initiatives you will not be implementing or of requests for alternative funding usage as soon as possible. This will allow the best utilization of financial resources by the entire campus in the most expedient manner. Thank you for your assistance and diligent participation in the planning and budgeting processes.