College of Humanities and Social Sciences
Budget Allocation Methodology

INTRODUCTION

The College of Humanities and Social Sciences uses a state fund budgeting process known as *Base Plus*. Each year's base budget, plus recurring adjustments (positive or negative), equals the next year's base budget. Each unit within the college has a budget managed by the administrative leader of the unit, and units are expected to operate within their budgetary constraints. Every fiscal year, state budgets should be strategically used and fully exhausted to further the mission of the unit. There are not routine calls by the college, for budget requests from the units, as most of the recurring funds in the college remain in the units, not in college reserves.

REQUESTING FINANCIAL SUPPORT

Faculty and staff interested in requesting financial support for an event, travel, or a purchase should work with their unit financial liaison. Executive Leadership Team (ELT) members interested in requesting significant additional financial support from the college should submit a request form.

TERMS AND DEFINITIONS:

Base Budget	The cumulative total of all recurring allocations to a specific project or group of projects.
Difference in Salary	The difference between the current salary of the separating T/TT faculty member and 105% of the minimum salary for an Assistant Professor in the discipline of the separating faculty member.
Fiscal Year	The accounting period of one cyclical year beginning July 1st of one year and ending June 30th of the following year. (Ex. July 1, 2018 – June 30, 2019)
One-Time Funds	Funds which temporarily increase or decrease a unit's budget, usually for the current fiscal year only.
Recurring Funds	Funds which permanently increase or decrease a unit's budget. Recurring funds are also referred to as permanent or continuing funds.
State Funds	Financial resources allocated from state receipts to support the mission of NC State University and subject to state-mandated spending guidelines. State funds are distributed through projects numbered 201xxx-249xxx.