

College of Humanities and Social Sciences

Budget Allocation Methodology

INTRODUCTION

The college uses a 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.

REQUESTING FINANCIAL SUPPORT

Faculty and staff interested in requesting financial support, from their unit or the college, should work with their [unit financial liaison](#).

TERMS AND DEFINITIONS:

Base Budget	The cumulative total of all recurring allocations to a specific project or group of projects.
Fiscal Year	The accounting period of one cyclical year beginning July 1 st of one year and ending June 30 th 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.
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.
Educational and Technology Fee (ETF)	Funds used to provide specialized instructional supplies and services, technology, and other equipment and services important to maintaining the academic experience for our students, allowing students to embrace emerging opportunities that differentiate the learning experience.