

University System of Georgia  
Budget Process for System

Process	Allocation of Time As Percent					Total FTE
	Budget Director	Asst. Budget Director	Admin. Secretary	Budget Analyst	Budget/Policy Analyst	
Database administration, use to respond to inquiries, prepare reports, etc.			60		15	.75
Receive appropriations from legislature, get approval for allocation to campuses, and send allocations to each entity.	15	10			35	.60
Perform special projects; respond to surveys, as needed.	5	10		20	20	.55
Process monthly budget amendments from campuses.		10	5	30	5	.50
Request and review fee requests and revenue projections from campuses.	5	5		15	15	.40
Respond to campus questions, analysis of ad hoc issues.	10	10		10	10	.40
Respond to inquiries about budget from OPB, discuss budgets with campuses.	25					.25
Work on state funding formula.	10	15				.25
Receive and process completed budget from campuses, process amendments to OPB.		10	5	5		.20
Process final budget changes for fiscal year and prepares Annual Expenditure Report.		5	5	10		.20
Prepare Blue Book.		5	5	10		.20
Allocate additional funds to campuses for special funding initiatives.		20				.20
Clerical and administrative duties.			20			.20
Prepare budget strategy for budget in development.	15					.15
Review budget requests from campuses and set budget priorities. Submit budget to OPB.	15					.15
Total percent	100%	100%	100%	100%	100%	5.00