FN40 – Budgets [DRAFT]

Records of the planning, control, and follow-up for University and individual unit annual budgets.

Content & Scope
A university-wide budget is approved each year by the Board of Governors. The base budget (based on the previous year's allocations) is entered into the enterprise financial system and accounts are adjusted as amounts are approved.

The records include budget estimates and submissions, the budget subsystem, budget adjustment approvals, statistics, and related correspondence.

Related Records
- Budget estimates and encumbrances are maintained as part of the general ledger in the enterprise financial system.
- For the approved university-wide budget, see GV25 – Board of Governors.

Responsible Unit
- Deputy Provost and Associate Vice-President, Integrated Planning & Budgeting.
- Finance.
- Institutional Analysis & Planning.
- All units responsible for their own budgeting.

Information Steward
- Deputy Provost and Associate Vice-President, Integrated Planning & Budgeting
- Vice-President, Administration & Finance

Information Confidentiality Classification
Restricted.

Retention
7 years.

Note: data derived from these records may be retained by the University until superseded or obsolete.

Disposition
Secure destruction.

Authority
University of Waterloo Act, 1972.