

**R.A.L.P.H.**  
**(Revenues and Liabilities Procedural Handout)**

**Budgetary Affairs Committee**  
Indiana University East  
November, 1998

**AUTHORIZATION:**

The Budgetary Affairs Committee (BAC) is a standing committee of the East Faculty Senate and is authorized by the constitution of that body. The description to follow can best be described as present practice.

**COMPOSITION:**

Each division, and the library, nominates a member to serve on the BAC. The East Faculty Senate elects or approves members. Members serve for two-year appointments.

**MANAGEMENT:**

The committee selects its chair each year from among second-year members. Some agenda items arise as requests from the campus Chancellor or budget office, or faculty senate president. Some items originate from the chair or other committee members. In addition BAC can be asked by the East Faculty Senate for a budgetary analysis of issues being considered by the Senate.

**MEETINGS:**

The chair convenes meetings as necessary, typically every week during the academic year. All meetings are open with the exception of executive sessions. The approved BAC meeting minutes are placed in all campus buildings and on the server.

**RELATIONSHIPS WITH CAMPUS ADMINISTRATION:**

The BAC is advisory to the campus Chancellor and budget office. During fall semester the BAC meets with the Chancellor and appropriate Vice Chancellors to discuss budget decisions for the upcoming year. During the spring semester the BAC meets with these same individuals to discuss particular issues during budget construction. Throughout the rest of the year, the BAC interacts (face-to-face, Email, phone) regularly with the Chancellor and the Budget Office regarding budgetary challenges and opportunities. The BAC and Chancellor's office have endeavored to maintain a collegial approach to financial decision-making.

In order to be effective in efforts to assist in the budgetary process, BAC has an agreement with the Chancellor that it will be consulted on budgetary matters. BAC should receive reasonable and timely notice of expenditures involving twenty thousand dollars or more of discretionary or reserve funding.

**RELATIONSHIP TO THE EAST FACULTY SENATE:**

Other standing committees of the East Faculty Senate are encouraged to communicate with BAC on matters regarding budgetary concerns. The BAC makes reports directly to the East Faculty Senate concerning budgetary analyses and policies. Each year BAC makes a summary report to the East Faculty Senate for discussion.

**AUTHORITY:**

BAC's authority is to represent the faculty and to give advice to the Chancellor and Budget Office.

**SOURCES OF INFORMATION:**

To provide sound advice BAC will seek information from divisions, the Chancellor, Administrators, the Budget Office and other reasonable sources. BAC requires sufficient, reliable data from the above sources. Whatever information the BAC requests should be made easily available, along with careful explanations of the data.

**CONFIDENTIALITY:**

The BAC often deals with budget information in very preliminary form. Sometimes the issues are sensitive.