

## Lapse Funds 2018-2019

### Definition

**Lapse Funds:** any available funds created by a vacancy. It does not apply to free balances created due to release time. Lapse generated in fee accounts, auxiliaries, athletics, and restricted are excluded from the following process.

### Process

During November, the Budget Office will process budget revisions taking all of the available lapse funds in vacant faculty positions and distributing 40% to a new operating index in the corresponding Dean or VP area. The Budget Office will also process budget revisions taking a prorated amount of lapse funds that were available from nonfaculty positions through October 31 and distributing 40% to the corresponding Dean or VP operating account in the newly created index. The remaining 60% of lapse will be put into a University Lapsed Salary Pool. An example for nonfaculty: If a position has been vacant since July 1, 2018, 33% (4/12) will be taken out of the position and 40% of that amount returned to the corresponding dean or VP.

In subsequent months, the Budget Office will process budget revisions taking a prorated amount of the available lapse funds in vacant nonfaculty positions and return 40% to the corresponding Dean or VP operating account.

For temporary budget revisions processed prior to November 1, the Budget Office will determine the 60%/40% split and make the necessary budget adjustments.

### Timeline – Due Dates

**November 29** – The Budget Office will process budget revisions taking all of the available lapse funds in vacant faculty positions and distributing 40% to a new operating index in the corresponding Dean or VP area. The Budget Office will also process budget revisions taking a prorated amount of lapse funds that were available from nonfaculty positions as of October 31 and distribute 40% to the corresponding Dean or VP operating account in the newly created index.

**December 14** – The Budget Office will process budget revisions taking a prorated amount of lapse out of nonfaculty positions and distribute the funds using the 60%/40% split.

**February 15** - The Budget Office will process budget revisions taking a prorated amount of lapse out of nonfaculty positions and distribute the funds using the 60%/40% split.

**February 25** – Current estimate budget revisions plus distribution budget revisions made by the Deans and VP's per departmental requests are due. The Deans and VP's should submit their budget revisions putting the funds into the appropriate expenditure index and account code. These revisions should cover any negative balances as well as expected expenditures for the remainder of the fiscal year.

**March 1** – Deadline to request funds from the University Lapsed Salary Pool for special projects, purchases, or out-of-the-ordinary expenditures.

**March 4** – Budget Office takes all available lapse funds and puts 100% into the University Lapsed Salary Pool.

**March 15** – Budget Office distributes funds for previously approved requests from the University Lapsed Salary Pool to the appropriate expenditure index and account code.

**June 30** – End of the year budget revisions; however, no lapse funds in positions can be used by the departments.