FIN 40

BUDGET MONITORING AND REPORTING

RECORDS CLASSIFICATION PLAN AND RETENTION SCHEDULE

URIMC Approved:
October 11, 2012

URIMC Revised:
N/A

RIM Edits (consistency, typographical, updates, etc.):
October 25, 2012, October 1, 2015, November 15, 2016 and March 2, 2017

Contact the Records and Information Management Program (Archives and Special Collections, University Library) for more information: https://www.uregina.ca/library/rim/
FIN 40 BUDGET MONITORING AND REPORTING

FUNCTIONAL GROUPING DESCRIPTION

“Budget Monitoring and Reporting” consists of records relating to the function of comparing actual revenue and expenses with budgeted amounts and reporting variances, etc

See EAG-XX for “Budget Development” records and “Approved Budgets.”

FIN 40 FUNCTIONS LIST

100 Budget Monitoring
### FIN 40 BUDGET MONITORING AND REPORTING

#### FUNCTION 100– BUDGET MONITORING

#### FUNCTION DESCRIPTION

“Budget Monitoring” consists of records that facilitate the review of revenues and expenditures in relation to approved budgets.

<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN40-100-10</td>
<td><strong>Ancillaries Monitoring</strong></td>
<td>FS</td>
<td>FS</td>
<td>6 years</td>
<td>N/A</td>
<td>No</td>
<td>Destroy.</td>
</tr>
<tr>
<td></td>
<td>Includes Ancillary Report calculations, spreadsheets submitted by the Ancillaries, evaluation of prior year’s results report, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN40-100-20</td>
<td><strong>Carry-Forward Information</strong></td>
<td>FS</td>
<td>FS</td>
<td>6 years</td>
<td>1 year</td>
<td>B</td>
<td>Destroy.</td>
</tr>
<tr>
<td>FIN40-100-30</td>
<td><strong>Faculty and Unit Monitoring</strong></td>
<td>Various</td>
<td>Various</td>
<td>6 years</td>
<td>N/A</td>
<td>No</td>
<td>Destroy.</td>
</tr>
<tr>
<td></td>
<td>Includes records associated with budget monitoring at the faculty and unit level. Also contains records relating to sessional allowance monitoring.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SO** – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

**OPR** – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

**B** – Banner

**M** – Marketplace

*End of the year is April 30 unless otherwise specified. Retention timeframes will commence in the year following completion/date of last action that activates the retention period. All records are subject to archival appraisal once their stated retention period has been met. Contact your area’s Designated Records Officer before initiating disposition.

URIMC Approved: October 11, 2012
<table>
<thead>
<tr>
<th>Series Number</th>
<th>Series Name</th>
<th>OPR</th>
<th>Official Record Location</th>
<th>Official Record Retention*</th>
<th>Other Copies Retention</th>
<th>Specialized Electronic System</th>
<th>Disposition Guidelines and Related Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN40-100-40</td>
<td>Faculty and Unit Reporting</td>
<td>FS</td>
<td>FS</td>
<td>6 years</td>
<td>1 year</td>
<td>No</td>
<td>Mid-year reports are created by faculties and units and forwarded to Financial Services annually. Destroy.</td>
</tr>
<tr>
<td></td>
<td>Includes mid-year reporting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN40-100-50</td>
<td>Variance Analysis and Projections</td>
<td>FS</td>
<td>FS</td>
<td>6 years</td>
<td>N/A</td>
<td>No</td>
<td>Destroy.</td>
</tr>
<tr>
<td></td>
<td>Includes revenue and capital projections and supporting documentation and summary reports forwarded to the Board of Governors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SO – Superseded (updated or replaced by the appropriate position or body) or Obsolete (declared no longer relevant by the appropriate position or body). Definition of SO for each series is maintained by your area’s Designated Records Officer.

OPR – Office of Primary Responsibility. Contact your area’s Designated Records Officer for details on OPRs listed as “Various.”

B – Banner

M – Marketplace

*End of the year is April 30 unless otherwise specified. Retention timeframes will commence in the year following completion/date of last action that activates the retention period. All records are subject to archival appraisal once their stated retention period has been met. Contact your area’s Designated Records Officer before initiating disposition.

URIMC Approved: October 11, 2012