

# **BUDGET MODEL USER GUIDE**

# **AUXILIARY UNITS**

Updated FY2026

#### University of South Carolina Budget Model User Guide Auxiliary Units

#### I. Budget Model Overview

#### A. Introduction

The University of South Carolina Columbia introduced a redesigned budget model in FY2021 and implemented an updated version in FY2026. This data-driven framework for resource allocation is designed to foster entrepreneurial initiative, enhance operational efficiency, and improve transparency. While the model does not create or eliminate resources, it increases clarity and provides deeper insight into the University's internal economy. Under this approach, college-level budgets can grow, shrink, or remain stable based on unit activity, institutional priorities, and external influences.

## B. Unit Categorization

Under the budget model methodology, each Columbia operating unit is categorized into one of four groups based on its capacity to drive revenue-generating activities. Primary units, including academic and auxiliary units, have the ability to influence revenue generation directly. In contrast, central support units have limited or no capacity to impact revenue.

Unit Categories	Units Included			
Auxiliaries	Athletics, Housing, Parking, Student Health			
	All areas with Academic Deans are considered academic units except for			
Academic Units	Libraries, Honors College and Graduate School			
Pass-Through Units	Units supported with state appropriations and self-generated funds			
	All other Columbia campus areas not classified above (primarily			
Support Units	administrative units)			

Within the Support Unit category—which includes areas such as HR, Finance, Facilities, IT, and others—units are further organized into cost pools based on the similarity of their activities. Each cost pool is assigned an allocation metric that serves as a proxy for the costs associated with the services provided by the support units in that pool. These expense allocations are applied exclusively to academic units. Refer to the chart below for details on the support unit cost pools and their corresponding allocation metrics.

Cost Pool	Support Units Included	Allocation Metrics	
	University Technology Services (DoIT), Financial		
	Systems, General Fund, Admin & Finance, Law		
	Enforcement, Business Affairs, Development,		
University Services & Operations	Communications, External Affairs, Postal Services	Total Direct Expenses	
		Net Assignable	
Facilities	Facility Services, Facilities Projects, Utilities	Square Footage	
	Honors College, Palmetto College, Enrollment		
Student Services &	Mgmt, Scholarships, Student Affairs, University		
Undergraduate Affairs			
	Provost, Graduate School, University Press,		
	OIRAA, Faculty Senate, International Programs,		
	Evening/Weekend, Distributed Learning, Libraries,	Student FTE + Faculty	
Academic Affairs	Koger Center	FTE	
		Contract & Grant	
Research	Office of Research/Research Administration	Revenue	
	President, Civil Rights & Title IX, Legal, Economic		
	Engagement, Board of Trustees, System Affairs,		
Executive Affairs	Audit, Org. Excellence	Total FTE	
Employee Services	HR, Finance, Staff Senate	Total Employee FTE	

#### II. Unit Budgeting Guide FAQ

#### 1. As an auxiliary unit, is my budget and/or budget process impacted by the updated budget model?

No. Since auxiliary units are self-supporting and also already pay for "overhead" provided by the Columbia campus central administration (i.e. direct charges, strategic transfers), there is no impact as a result of updates to the budget model.

### 2. Explain budgets loaded to non-"A" funds. What balancing rules exist for these fund types?

• Budgets are loaded to non-"A" funds using the budget as submitted in Anaplan during unit budget development.

• If budgets were not allocated from BUD000-%999 during budget development, then they will be loaded at the unit (not department) level.

• Non-"A" unrestricted funds are allowed to be budgeted with a change to fund balance and balanced using account 31000.

• Budget entries can be made to non-"A" unrestricted budgets; however, budgeted 3XXXX's will still only relate to "A" funds.

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#### III. Timeline and Governance

#### A. Governance

The budget model governance structure is built to provide increased transparency and collaboration in decision making to engage multiple levels of the University. The operational support teams provide foundational work related to populating the model, reviewing and developing policy, and training. Their work informs advisory committees related to support unit costs, curricular decisions and space. Ultimately, advisory committees then make recommendations to executive groups such as the Budget Update Group (BUG), the President, and the Board of Trustees. It is important to note that the governance structure is designed to include Deans, faculty and faculty senate as integral voices in the process.

Operational Support Teams		Advisory Committees			Executive Groups	
Groups to meet as needed, at least twice per fiscal year.		Support Unit Allocation Committee meetings planned to begin in October and will meet as required throughout budget process. Other committees to meet as needed.		Budget Update Grou Board Briefings take	Budget Update Group meets monthly. President and Board Briefings take place regularly throughout the year.	
Model Development Team	Develop budget calendar and guidelines.	Budget Model Governance Advisory Committee	Charged with advising decision makers on policy/practice matters related to format, construction and general philosophy of the budget model.	Budget Update Group (BUG)	Group responsible for financial oversight and coordination and for deploying the strategic plan on behalf of the President and Board of Trustees.	
Model Analysis/ Reporting Team	Develop model reports for users at various levels and analyze mode results.	Support Unit Allocation Committee (SUAC)	Group charged with gathering information to provide recommendation to decision makers regarding support unit allocations.	President	Ultimate decision maker related to institutional proposals to the	
Policy Review/ Development Team	Identify policies impacted by new budget model and recommend modifications and/or development of new policies	Courses & Curricula Committee (Existing)	In addition to current roles, expands charge to consider proposals for new courses to avoid unnecessary course duplication or "gaming."		Board of Trustees.	
Training Team	Respond to budget model training requests to enhance budget model understanding across various groups.	Space Needs and Planning Committee (Existing)	In addition to current roles, expands role to ensure that timely and accurate space utilization data is available for users of the budget model.	Board of Trustees	Final decisions related to the budget.	