

UNIVERSITY OF DENVER - Colorado Seminary	Date	Section	Page
<b>POLICY MANUAL</b>	9/11/01	2.10.020	2 pages (printed)

Subject:

**BUDGETARY RESPONSIBILITY AND STRUCTURE - "BUDGET MANAGERS"**

## **I. INTRODUCTION**

It is the policy of the University of Denver to provide managers with budgetary and accounting records necessary for the efficient and effective use of the resources provided for their respective components of the operation. The budgetary structure is intended to mirror the institutional structure. Thus, the system of budgets and accounts show the financial responsibilities of each manager across and at each level of the organization. The budget's structural hierarchy is as follows:

Executive  
School/Division  
Responsibility  
Department  
Account/Program

## **II. BUDGET MANAGER**

A. Authority and responsibility for budgetary control of the various divisions, departments, etc. of the University are vested in "Budgetary Managers" who are designated by the Provost or appropriate Vice Chancellor. Budget Managers typically include deans, staff department directors, etc.

B. The persons with responsibility for the budgeted levels ("Budgetary Manager") described above may delegate budgetary management to another person, but such delegation does not apply to authorizing any payroll/personnel forms with the exception of the biweekly payroll listing.

1. In any event, the person responsible for the budget unit continues to be responsible for proper fiscal management of those budgets and accounts assigned to him or her. Proper fiscal management implies sufficient communication between the budgetary manager and his/her delegate so that the former has information readily available as to fiscal transactions. It requires that the budgetary manager regularly reviews budget reports, summaries, etc.

2. A person to whom budgetary authority has been delegated cannot further delegate that authority.
3. The Provost and the Vice Chancellor for Financial and Business Affairs, respectively, have specific responsibilities for the development and monitoring of the University's annual budget for which the University's Budgetary Managers (or his/her designees) provide significant information and analysis. Regardless of direct reporting lines throughout the University, the Budgetary Managers (and most particularly his/her designee, where applicable) shall have an independent reporting line to the Provost and Vice Chancellor for Financial and Business Affairs with respect to the development and monitoring of the budget, respectively. The Provost or the Vice Chancellor may prescribe the manner in which (*e.g.*, format, level of detail, frequency of review, means of communication and review, etc.) a unit's information and analysis is presented in connection with the development and monitoring of the budget. The Provost or the Vice Chancellor may also offer input to a dean or director on hiring, performance evaluation and compensation decisions as such relate to budgetary responsibilities when a dean or director has delegated such responsibilities to another individual.
4. In those instances when the person to whom budgetary authority was delegated is receiving an advance or reimbursement, the pertinent payment requests must carry the co-signature of a higher authority (*e.g.*, department chairperson, dean, Provost, or Vice Chancellor).