



UNIVERSITY of
DENVER

**UNIVERSITY OF DENVER
POLICY MANUAL
BUDGETARY RESPONSIBILITY &
STRUCTURE**

Responsible Department: Office of Provost and
Business and Financial Affairs

Recommended By: Provost, VC Business and
Financial Affairs

Approved By: Chancellor

Policy Number

2.10.020

Effective Date

6/8/2018

I. INTRODUCTION

It is University policy 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:

1. Executive
2. School/Division
3. Responsibility Department
4. Account/Program

II. POLICY OVERVIEW

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..

III. PROCESS OVERVIEW

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. Furthermore, a person to whom budgetary authority has been delegated cannot further delegate that authority.

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..

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.

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).

IV. DEFINITIONS

None