POLICY SUMMARY FORM

Policy Name: Departmental Budgeting and Accounting Responsibilities

Policy Number: 3.9

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Establishes the responsibility of the designated account manager to exercise budgetary control and to account for funds and property

Reason for the addition, revision, or deletion (check all that apply):

☑ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Departmental Budgeting and Accounting Responsibilities

Original Implementation: September 1, 1987
Last Revision: April 21, 2020

Purpose

This policy establishes the responsibility of a designated account manager to exercise budgetary control and to account for the funds and property assigned.

Definitions

An account is defined as a specific Banner fund/organization combination as assigned by the controller’s office.

General

It is the responsibility of each department head to account for the funds and property of his/her department and to exercise budgetary control over them. For that reason, all accounts have a designated account manager. It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges, which support and supplement the records in the Banner finance system.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund, and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. Likewise, if actual revenue exceeds the account revenue estimate, a budget change may be requested. Procedures that govern this process may be found on the budget office website. Except for restricted grants and contracts, all budget increases in excess of $450,000 require approval of the vice president for finance and administration and the president or his designee, budget increases over $100,000 require approval of the president or designee, and budget increases of $450,000 or more require approval of the Board of Regents.

Complete and accurate records of financial transactions are to be maintained by the controller's office. These records may be accessed by the appropriate account manager through the Banner system. Account managers are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office. The original budgets and all authorized budget revisions for non-restricted accounts and restricted gift accounts are approved by the budget office. The original budgets and all authorized budget revisions for restricted grants and contracts are approved by the Office of Research and Sponsored Programs (ORGS). Budget revisions for non-restricted accounts and restricted gift accounts under the account manager's control can be initiated with the appropriate form or process presented on the Budget Office Website. Budget revisions between like funds and among a department's various organizations should be completed
online, by the department, through Self Service Banner. No form is necessary for these types of transactions. Budget revisions for restricted grants and contract accounts can be initiated with the External Grant Budget ORGS Revision Request Clearance Form process established by the ORGS.

Banner confirms available funding during the requisition process. If funds are not available in the account, the budget director, or designee, may authorize an override pending a budget or funds transfer.

An account manager may authorize an employee(s) to view and/or transact account and organizational functions, using the appropriate submission authorization. That delegation should be communicated to all campus support departments which include, but are not limited to Account access designations can be made on the Banner Access Request form. Each account manager may designate one or more additional individuals in the department to approve time and leave in the appropriate timekeeping systems, vouchers, requisitions, and similar documents in his/her absence. The procurement and property services department, the controller’s office, printing services, post office, physical plant, information technology services (telecommunications and networking), and other offices initiating billing charges through interdepartmental transfers (IDTs), must be informed of these designations. These designations shall be periodically reviewed and updated.

Cross Reference: Interdepartmental Transfer (IDT) (17.9); Items Requiring Board of Regents Approval (1.4)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: Budget Office Transaction Request, External Grant Office of Research and Graduate Studies Budget Revision Clearance Request Form, Banner Access Request form

Board Committee Assignment: Finance and Audit