

# Departmental Budgeting and Accounting Responsibilities

**Original Implementation:** September 1, 1987

**Last Revision:** April 18, 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.

## Definition

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 \$50,000 require approval of the vice president for finance and administration or designee, budget increases over \$100,000 require approval of the president or designee, and budget increases of \$500,000 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 Graduate Studies (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 for restricted grants and contract accounts can be initiated with the 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 . 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),.

**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, Office of Research and Graduate Studies Revision Clearance Form, Banner Access Request form

**Board Committee Assignment:** Finance and Audit