



## RUTGERS POLICY

**Section:** 40.1.1

**Section Title:** Budget Management

**Policy Name:** Budget Planning & Implementation Procedures

**Formerly Book:** 6.2.1

**Approval Authority:** Senior Vice President for Finance and Treasurer

**Responsible Executive:** Senior Vice President for Finance and Treasurer

**Responsible Office:** Vice President for University Budgeting

**Originally Issued:** 12/1980

**Revisions:** 7/1999; 7/1/2013; 10/10/2013 (Updated title)

**Errors or changes? Contact:** [obrs@rci.rutgers.edu](mailto:obrs@rci.rutgers.edu)

1. **Policy Statement**

It is the responsibility of the Assistant Vice President for Budget & Administration, under the guidance of the Vice President for University Budgeting, for the University-wide budget planning & implementation.

2. **Reason for Policy**

To clarify the roles and responsibilities of the Assistant Vice President for Budget & Administration and the Office of Budget & Resource Studies with regards to University-wide budget planning & implementation.

3. **Who Should Read This Policy**

All University employees that have authority over University fund sources

4. **Related Documents**

N/A

5. **Contacts**

Assistant Vice President for Budget & Administration

## 6. The Policy

### 40.1.1 BUDGET PLANNING & IMPLEMENTATION PROCEDURES

- A. **Responsibility:** University-wide budget planning and implementation is accomplished by the Assistant Vice President for Budget and Administration under the direction of the Vice President for University Budgeting.
- B. **Duties and Responsibilities:** The Assistant Vice President for Budget and Administration is broadly responsible for performing the following university functions:
  - 1. Develops and defends the university's annual appropriations request to the State of New Jersey and coordinates the request of the Agricultural Experiment Station.
  - 2. Develops the university's annual working budget and oversees its implementation. Also, ensures that a balanced unrestricted operating budget is maintained through the course of the year.
  - 3. Acts as the principal university liaison with the Office of Management and Budget and other units of the executive and legislative branches of the State of New Jersey to ensure that funds appropriated to the university are received, that State fiscal reporting requirements are met, and that State laws and regulations relating to the appropriation are observed.
  - 4. Sets budgetary policy relating to all aspects of the university's unrestricted operating budget and balances. Also is responsible for approving exceptions to these policies.
  - 5. Controls the university's central reserves and their disbursement.