Provides leadership, direction and advice in the preparation and execution of the UH Mānoa operating budget.

Serves as budget staff to those Vice Presidents assigned UH Mānoa operational responsibilities, assisting in such matters as evaluation of budget requests, development of expenditure plans, and preparation of variance reports.

Develops and recommends UH Mānoa biennial and supplemental budget preparation policies and instructions in accordance with University policies and guidelines.

Evaluates campus operating budgets.

Prepares legislative testimony.

Works with UH Mānoa fiscal personnel in preparing and updating budgetary details in support of the budget request.

Develops and recommends policies and instructions for the allocation and expenditure of UH Mānoa appropriated funds.

Develops and recommends for approval by the Senior Vice President and Executive Vice Chancellor, UH Mānoa, expenditure allocations for UH Mānoa operating units.

Monitors UH Mānoa expenditures at the school, college, and institute levels on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, and University policies.

Prepares quarterly allotment requests for UH Mānoa programs.

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