

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY BUDGET OFFICE  
FUNCTIONAL STATEMENT

The University Budget Office has overall responsibility for the preparation and execution of the University's operating budget. The office serves as staff to the President. As such, the office advises the President on budgetary policies and issues.

Also, the office serves as budget staff to those Vice Presidents with UH Manoa (UHM) operational responsibilities. The office assists these Vice Presidents in such matters as evaluating budget requests, expenditure plans, and variance reports.

Functions of the office are grouped generally into budget preparation and budget execution categories.

BUDGET PREPARATION

- . Works with planning staff in preparing biennial Board of Regents' (BOR)/Executive Budget objectives. Prepares similar objectives for the preparation of the supplemental budget as appropriate.
- . Prepares and recommends for approval by the President, biennial and supplemental budget preparation policies and instructions.
- . Administers a system for the evaluation of campus operating budgets by appropriate academic administrators.
- . Coordinates the formal documentation of the BOR approved budget request.
- . Coordinates the presentation and justification for the BOR approved budget request and budget ceilings before the Department of Budget and Finance and the Governor.
- . Prepares legislative testimony in support of the University's budget request as approved by the Governor. Monitors the progress of the budget through the Legislature and recommends follow-up action as appropriate.
- . Works with campus fiscal personnel in preparing and updating budgetary details in support of the budget request and the budget as approved by the Legislature.
- . Coordinates the preparation of the University's variance report.

Superseded  
3/18/94

## BUDGET EXECUTION

- . Develops and recommends for President's approval, policies and instructions for the allocation and expenditure of appropriated funds.
- . Defends University allotment ceilings before the Department of Budget and Finance and the Governor.
- . Develops and recommends for approval by the President, expenditure allocations for UHM, the Community Colleges, UH Hilo, and UH West Oahu, taking into consideration legislative add-ons, legislative reductions, executive restrictions, and presidential and BOR policies.
- . Develops and recommends for approval by Vice Presidents with UHM operational responsibilities, expenditure allocations for UHM operating units.
- . Monitors expenditures at the school, college, and institute levels for UHM and at the appropriation level for the remainder of the University, on a quarterly basis for compliance with statutory requirements, legislative intent, and executive, presidential and BOR policies.
- . Coordinates the preparation and submittal of all University quarterly allotment requests in accordance with law. Prepares quarterly allotment requests for UHM programs.
- . Reviews proposals for reorganization. Recommends organizational changes as appropriate.

SUPERSEDED

3/18/94