

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE SENIOR VICE PRESIDENT AND EXECUTIVE VICE CHANCELLOR
UNIVERSITY OF HAWAI'I AT MĀNOA BUDGET OFFICE**

FUNCTIONAL STATEMENT

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 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.