



RUTGERS POLICY

Section: 40.1.1

Section Title: Budget Management

Policy Name: Budget Planning and Implementation Procedures

Formerly Book: 6.2.1

Approval Authority: Executive Vice President for Academic Affairs

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Vice President for University Budgeting

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BUDGET PLANNING AND IMPLEMENTATION PROCEDURES

- A. Responsibility: Universitywide budget planning and implementation is accomplished by the Director of the Office of Budget and Resource Studies under the direction of the Vice President for University Budgeting.
- B. Duties and Responsibilities: The Director of the Office of Budget and Resource Studies 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. Coordinates the request of the Agricultural Experiment Station.
 - (2) Develops the university's annual State working budget and oversees its implementation. Ensures that a balanced State 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.

All regulations and procedures are subject to amendment.

- (4) Sets budgetary policy relating to all aspects of the university's State budget and State balances including salary savings and year-end balances. Is responsible for approving exceptions to these policies.
- (5) Controls the university's central reserves and their disbursement.

All regulations and procedures are subject to amendment.