

## Budget / Actuals Responsibilities

Last Revised: 7/9/18

Key Area	Responsibility	
	Program Manager	Administrative Services
Budget Development	<p>Staffing, proposed expenditures, new grant information, etc. Provide list of detailed expenditures</p> <p>Know expected revenue and provide appropriate documentation (signed MOU's, grant letters, etc.) Provide list of individual contracts, if applicable</p> <p>Run position control reports in financial system and verify accuracy or provide excel spreadsheets showing total employee costs</p>	<p>Advise and assist in budget development process; produce final budget</p> <p>Determine total revenue available for each program based on budget assumptions</p> <p>Create position budget model</p>
Budget Monitoring	<p>Run and review cost center/resource reports on a monthly basis Verify budgeted revenue Check actual revenue for reasonableness Verify salary spent is equivalent to x/12 Investigate any budget overages Investigate any expense that seems unreasonable</p>	<p>Advise, assist and train program manager on how to read reports</p>
Budget Revisions	<p>Prepare and sign off on budget revision forms</p>	<p>Review, sign off on and process budget revisions</p>
Labor Transfers	<p>Prepare and sign off on labor transfer forms</p>	<p>Review and sign off on labor transfer forms</p>
Non-payroll Expenditures	<p>Prepare and sign off on journal entry forms</p>	<p>Review and process journal entries</p>
Unaudited Actuals	<p>Review cost center(s) after the books are closed</p>	<p>Assist program manager in review</p>

*Administrative Services*