



**UNIVERSITY OF DENVER  
POLICY MANUAL  
BUDGETARY RESPONSIBILITY & STRUCTURE**

**Responsible Department:** Budget, Planning, and Administration

**Recommended By:** Provost, SVC Business and Financial Affairs

**Approved By:** Chancellor

**Policy Number**  
BUDG 2.10.020

**Effective Date**  
6/28/2021

## **I. INTRODUCTION**

It is University policy to provide managers with budgetary and accounting records necessary for the efficient and effective use of the resources provided for their respective components of the operation. The budgetary structure is intended to mirror the institutional structure. Thus, the system of budgets and accounts show the financial responsibilities of each manager across and at each level of the organization. The budget's structural hierarchy is as follows:

1. Executive
2. School/Division
3. Responsibility Department
4. Account/Program

## **II. POLICY OVERVIEW**

Authority and responsibility for budgetary control of the various divisions, departments, etc. of the University are vested in "Budgetary Managers" who are designated by the Provost or appropriate Vice Chancellor. Budgetary Managers typically include deans, staff, department directors, etc.

## **III. PROCESS OVERVIEW**

The persons with responsibility for the budgeted levels ("Budgetary Manager") described above may delegate budgetary management to another person, but such delegation does not apply to authorizing any payroll/personnel forms with the exception of the biweekly payroll listing. Furthermore, a person to whom budgetary authority has been delegated cannot further delegate that authority.

The person responsible for the budget unit continues to be responsible for proper

