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## Role of a Budget Manager

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### BUDGET PRINCIPLE

New Brunswick Community College (NBCC)'s budget framework commits the College to ensuring that 'responsibility and accountability is clearly assigned to budget managers and tools are provided to those budget managers which facilitate access, input, monitoring, and review of those accountabilities'.

### PURPOSE

To provide clarity with regard to the identification, role and expectations related to NBCC's budget managers.

### SCOPE AND LIMITATIONS

Applies to Budget Managers and Trusted Support Persons.

### 1.0 DEFINITIONS

#### **Budget Manager**

- NBCC personnel specifically accountable for the ongoing management of a single or a collection of departmental budgets (as denoted by specific ORACLE coding). Budget Managers may include Task Managers (e.g. function managers), Option Managers (e.g. Academic Chairs, Directors) and ORG Managers (e.g. Deans of Schools and members of College senior management).

#### **Trusted Support Person**

- NBCC personnel delegated a support role by a Budget Manager.

### 2.0 IMPLEMENTATION

#### 2.1 Identification

- 2.1.1 The role of Budget Manager is most often delegated to positions, not individual persons and is determined on the basis of the job description and responsibilities.
- 2.1.2 Persons responsible for the management of financial, human and/or space resources are often Budget Managers.
- 2.1.3 Once Finance & Administration (i.e. Team Budget) is notified of the appointment of an individual to a position, a process to set-up the individual and provide basic orientation to their role as a Budget Manager is undertaken.

#### 2.2 Role

- 2.2.1 Budget managers are expected to help manage College resources (both Campus and Corporate) by ensuring:
  - 2.2.1.1 Effective management and engagement of the regional team;

- 2.2.1.2 Resources are maintained, safeguarded, and efficiently used in serving the mission of the College;
  - 2.2.1.3 Management of budget allocated to the Campus or Corporate unit and participation in the development of budgets through the annual budgeting process;
  - 2.2.1.4 Coordinate Campus needs with Corporate services in the areas of data and information, human resources, information technology, finances, and other assets.
- 2.2.2 Budget Managers are accountable to their supervisor and the College for this role - i.e. they are responsible and answerable. This responsibility may be delegated, but answerability cannot.

## 2.3 Expectations

Budget Manager	Trusted Support Person
To be knowledgeable about College-wide context regarding opportunities and challenges related to resources.	Not applicable.
To be knowledgeable about College-wide policy and procedures with regard to safeguarding, decision-making, preparation, review and evaluation of requests, proposals and reports related to resources.	To be knowledgeable about College-wide policy and procedures with regard to decision- making, preparation, review and evaluation of requests (e.g. Staff Request Forms, budget or actual entries), proposals and reports (e.g. Financial Reporting Tool) related to resources.
Allocate resources to OPTIONS or TASKs (as appropriate) where policy/procedure allows.	Not applicable.
Review and evaluate requests/proposals for completeness, accuracy, timeliness <u>prior to approval</u> (i.e. resources allocated) or <u>prior to submission</u> to senior management. Resources allocated (e.g. budgets) must be considered during this review.	Prepare, review, and evaluate requests/proposals for completeness, accuracy, timeliness prior to review by Manager.
To be knowledgeable about the status of Campus (division or department, as appropriate) resources through frequent and regular reviews/evaluations of internal controls and reporting regarding the adequacy and deployment of resources.	Coordinate, prepare, review, and evaluate reports regarding the status of resources (particularly human and financial) for completeness, accuracy, timeliness prior to review by Manager.