

The Office of Budget and Finance (OBF) in the Division of Finance and Administration has two primary areas of responsibility: Budget, Planning, and Analysis; Accounting and Compliance. OBF provides support to university administrators in developing and implementing short and long-range financial plans for the Knoxville campus. The primary responsibilities include preparation of the annual budget and the monitoring and tracking of the financial status of the Knoxville campus. The accounting and compliance area oversees general accounting for the campus and manages several campus wide compliance initiatives to ensure conformity with university fiscal policies, state and federal regulations, and applicable accounting standards.

#### Budget, Planning, and Analysis

OBF coordinates the annual proposed and revised campus budget processes including preparation of budget reports for campus administration, the systems (UTSA) Budget Office and THEC. The office is responsible for the management of the new budget allocation model (BAM) including training and documentation, data integrity, software programming and maintenance, and implementation of any approved changes to the model. The office develops short and long range projections for student enrollment, revenue, and expenses using existing models and through the long range planning tool in Workday Adaptive. OBF will roll out the college scenario planning tool implemented in Workday Adaptive to assist these units with their own planning scenarios. The office continually monitors the financial health of the university and provides standard, periodic and ad hoc reports to university leadership for decision making.

#### Accounting and Compliance

OBF is responsible for specialized restricted funds, general accounting, and compliance issues for the Knoxville Campus. The office provides financial management for joint UT-Battelle programs, Governor's Chairs, Distinguished Scientists, and THEC Centers of Excellence. The office coordinates the campus year-end close process, the Facilities & Administrative (F&A) Rate development, and the annual space survey. OBF oversees the recharge and service center rate development process and performs periodic reviews to ensure compliance. The office is responsible for unrelated business income (UBIT) and state sales tax compliance. Through the coordination of the annual self-assessment of controls and other measures, OBF provides guidance and ensures that departments have appropriate internal controls and are following all university fiscal policies including those regarding procurement, reconciliations, travel, entertainment, and expenditure of funds. The office ensures financial attribute data integrity and reporting in IRIS for the campus through the review and approval of requests for cost centers, gift funds, funds centers, code support and financial attribute changes.

OFFICE OF BUDGET AND FINANCE ORGANIZATIONAL CHART

