**University of Colorado
Colorado Springs**

UCCS CAMPUS POLICY

Policy Title: Controllership Functions

Policy Number: 500-006   **Policy Functional Area: FISCAL**

Effective:	March 6, 2006
Approved by:	Pam Shockley-Zalabak, Chancellor
Responsible Vice Chancellor:	Vice Chancellor of Administration and Finance (VCAF)
Office of Primary Responsibility:	AVCFHR
Policy Primary Contact:	Controller's Office, 719-255-3684
Supersedes:	N/A
Last Reviewed/Updated:	March 6, 2006
Applies to:	Faculty and Staff

Reason for Policy: To establish an indirect or "dotted line" reporting relationship between the Controller and the functional staff located in campus departments in order to strengthen accounting controls and financial accountability on the UCCS campus.

I.   INTRODUCTION

This policy sets forth the authority and responsibilities of the controllership function at the University of Colorado at Colorado Springs.

II.   POLICY STATEMENT

A. Administrative Policy Statement: "Decentralization of Controllership Functions."

B. <u>Procedures:</u>

As the chief administrative officer of the campus, the chancellor has authority over and responsibility for the fiscal operations on the campus. The campus controller by delegation from the chancellor is responsible for compliance of operations with established policies and procedures.

The campus controller will exercise two types of authority, "line" authority and "functional" authority. "Line" authority is the direct authority exercised over certain staff. The accounting office staff is directly responsible to the campus controller for the day to day fiscal operations of the campus. With support from and concurrence by the chancellor, the campus controller will in turn exercise "functional" authority over such employees as financial managers, accountants and

clerks, over which the controller may not have direct authority. The campus controller and the dean or director will share authority over such employees for assuring that the fiscal practices of the various units on campus comply with established campus and university policies, regulations and practices. The campus controller will have input on a specific goal in the performance plans of all staff that fall into this category. The campus controller will also provide feedback for the evaluation of that goal.

C. Responsibility:

The campus controller, by delegations from the chancellor, is responsible for:

- Executing fiscal policies and accounting principles, standards and procedures established by the university controller for all campuses and assuring that all units on campus comply with them.

- Developing, in consultation with the university controller, fiscal policies and accounting principles, standards and procedures which are unique to the campus.

- Coordinating, in consultation with the university controller and management systems personnel, campus-unique financial systems development and operations.

- Maintaining relationships with the chancellor, campus administrators, staff, faculty and students and serving their needs in the financial management area.

- Developing and delivering training to the campus to keep them informed and aware of the latest financial policies and procedures.

- Establishing a regular monthly meeting between the Accounting department and unit financial staff in order to keep open lines of communication.

- Consulting with the chancellor and university controller on trends, problems, needed policy, public relations, exceptions to policy, standards and procedural rules.

- Participating in campus program development from a financial management point of view and studying the financial impact of proposed programs.

- Acting as the administrative contact point for auditor's examinations on the campus and coordinating the effort with the university controller.

- Developing and preparing consolidated financial reports for the campus and coordinating such reports with the university controller's reporting.

It is a joint responsibility between the Controller and the supervisors of functional staff to create a specific performance measure for classified staff or goal for exempt staff to be included in annual performance evaluations that focuses on this reporting relationship.

III. KEY WORDS

A. Line Authority
B. Functional Authority

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

    A.   Administrative Policy Statements (APS) and Other Policies

    B.   Procedures

    C.   Forms

    D.   Guidelines

    E.   Other Resources (i.e. training, secondary contact information)

    F.   Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval   March 6, 2006