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Name:	Budget Control – Budget Responsibility
Policy Number:	4-2003
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Financial Planning
Effective Date	1 September 2006
Revision Date(s):	1 July 1997 1 September 2006

Each Department Head/Manager is responsible for the budget for their area. This responsibility includes assuring that expenditures are appropriate and in total do not exceed allocated budgets. To assist you in monitoring expenditures the Financial Planning Office provides, through the e-Print reporting system, monthly financial reports (see [4-4002 Financial Reporting – Cut-offs and Distribution Schedule](#)). Ad-hoc reporting is available from Financial Planning.