




July 17, 2018

M E M O R A N D U M

TO: Devany H. Groves, Chief Budget Officer

FROM: David M. Szymanski, Ph.D.   
President

SUBJECT: Delegation of Responsibility – Budgeting and Accounting

Effective May 31, 2018, I hereby delegate to the Director of the University Budget Office the authority vested in me pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018, and Section 1001.74(3)(a), Florida Statutes, to prepare and implement the operating budget of the University as prescribed by law, regulations of the Board of Governors, and policies of the University Board of Trustees. The proposed expenditures, plus transfers, and balances shall not exceed the estimated income, transfers and balances. The budget and each part thereof shall balance. The unencumbered balance in the education and general fund of the University Board of Trustees approved operating budget shall not fall below five percent of the total E&G budget.

The Budget Office shall provide accurate and timely data/information to facilitate short- and long-term planning, provide technical assistance to divisions in the day to day management of their units, and monitor compliance with state rules on resource allocation matters.

This delegation of authority supersedes any and all prior delegations by this office as to this subject matter, shall remain in effect until revoked by me in writing and shall not be further delegated.