

The Office of Financial Management is a working unit equivalent to other faculties in the university, run by the Vice-President for Financial Affairs and his management team: Directors, Head Departments. The scope of responsibilities of this management team is as follows: Financial Management Director : In charge of Finance Department, Accounting Department and Budgeting Department. The Office of Financial Management comprises with two Departments and four Supporting Units. **Function Lines :**

- Office of Financial Management
- 1. Finance Department
- 2. Accounting Department
- 3. Budgeting Department

Supporting Units :

- 1. Undergraduate Programs UPBC
- 2. Graduate Programs UPBC
- 3. Administrative Unites UPBC

The Responsibility of Function Lines are as follows :

1. Office of Financial Management

1.1 Finance Department

1.1.1 Receipt Service

- Cash Receipt

- Daily Receipt Report

- Bank Service

- Bill Payment

- Electronic Purse

1.1.2 Payment Service

- Cash Payment
- Daily Payment Report
- Petty Cash
- Cash on Hand

1.1.3 Cash Management

- Daily Cash Report
- Cash Allocation
- Cash Investment
- Cash Flow Report

- Shot-Term Loans
- Long-Term Loans
- Funding Management

1.2 Accounting Department

1.2.1 Credit and Billing

- Credit
- Billing

1.2.2 Voucher System and Recording

- Receipt Voucher
- Payment Voucher
- Account Payable Voucher
- Account Receivable
Voucher

- Annual Report
- Fixed Asset Report
- Cost Per Head Report
- Scholarship Report

- Bank Reconciliation Report
- Financial Report

1.2.4 Business Management

- Special Project
- Shot-Term Loans

- Long-Term Loans
- Funding Management

1.3 Budgeting Department

1.3.1 Budget Preparation

- Budget Estimation
- Budget Allocation

- Special Project
Budget

1.3.2 Budgeting Control

- Budget Control Process

- Budget Control System

- # Budget Adjustments

1.3.3 Budget

Evaluation and Analysis

- Budget
Performance
Evaluation

- Budget Analysis

- Budget
Effectiveness
Evaluation

1.3.4 Reporting

- Operating Budgets Report
- Project Budgets

Report

- **Auxiliary
Enterprise Budgets
Report**

- Graduate
Program
Disbursement
Budgets Report