

Policy: Authority and Responsibility for Fiscal Management
Adopted by Board of Park Commissioners: October 2022

As Department Head, the BPRYCS Superintendent exercises supervision and overall management of all department budgets in cooperation with division supervisors and administrative staff. As a best practice for fiscal control and monitoring of accounts, the following chain of authority and responsibility has been adopted (not meant to be an all-inclusive list of responsibilities):

Employee	Responsibility
Board of Park Commissioners	The Board of Park Commissioners serve as a fiduciary to the BPRYCS park budgets. The board monitors spending at a high level through a monthly report provided by the Superintendent.
Superintendent	The Superintendent has the ultimate authority of all budgets within the department and provides financial reports to the Mayor, the Board of Park Commissioners, City Comptroller's Office and the Board of Finance.
Deputy Superintendent	The Deputy Superintendent assists with the monitoring of all department budgets, makes recommendations to the Superintendent, and provides budget guidance to division supervisors.
Assistant to the Superintendent	Serving as an ex officio chief financial officer, the Assistant to the Superintendent monitors all accounts, enters requisitions/processes purchase orders, coordinates with supervisors on purchase orders and approved vendors, prepares appropriate and transfer requests to the Board of Finance at the direction of the Superintendent, and prepares financials through Munis software to the Superintendent and Department Boards and Commissions.
Supervisors	Division Supervisors are responsible for monitoring all expenditures and revenues within their division budgets and associated accounts, responsible for ensuring subordinate division staff are purchasing responsibility, ensuring programs and facilities are staffed in accordance with allocated budgets, and preparing narrative reports at the request of the Superintendent.
Coordinators and Other staff with purchasing authority	Purchase with approvals from Division Supervisors following all city purchasing processes.