

## **11.02 Managing Budget Roles & Responsibilities**

Once WisDOT-BHM approves the SP's AWP budget, the task of budget management for the fiscal year (FY) begins. This involves each SP continuously monitoring each line item in each cost center budget to ensure they never exceed an approved budget amount. This is especially necessary towards the end of each FY budget cycle.

The timing of purchases and/or unexpected maintenance can make a budget balance appear to be off course. In some cases, this corrects itself by end of the FY budget. However, this must be monitored by the SP. To ensure the integrity of the RF program is maintained and contractual obligations are met, SPs must reach out to the PA as soon as a potential budget deficit has been identified. If a potential deficit cannot be resolved in another manner (such as a WisDOT-BHM-approved infusion of additional funds), then it is expected that SPs will respond operationally by cutting expenses.

The PA's team is available to assist all SPs to manage their budget(s) successfully.

SPs must monitor all line-item categories and total budget balances. PAs will be doing the same, especially in the second half of each FY. Discussions with SPs and the PA will ensure the effective use of all AWP funds, this may be by suggesting that WisDOT-BHM:

- Move funding from one budget to another to cover a deficiency.
- Authorize a purchase of equipment or vehicle to effectively spend an anticipated surplus, effectively reducing budgetary needs for the next FY.
- Request the SP complete a maintenance and/or small improvement project.
- Infuse funds to cover a deficit created by a project or purchase authorized by WisDOT-BHM.