

<b>Subject:</b>  <b>Business Operations Department Charter</b>	<b>Effective Date:</b>  May 11, 2001	<b>Initiated by:</b>  Head, Business Operations Department
	<b>Supersedes:</b> Revision 1 dated 5/29/98	<b>Approved:</b>  Director

**Introduction**

The primary objective of the Business Operations Department (BOD) is to provide institutional resource planning, budgeting, financial analysis, accounting, travel and temporary relocation services, procurement, subcontract administration, and project controls support and administration to the numerous Laboratory departments and projects.

**Purpose**

The principal purpose of the Business Operations Department is to provide the services and functions, described above, to the Laboratory. The BOD reports the financial and cost/schedule performance results of the Laboratory's operations to the DOE on a monthly basis; the BOD also serves the controlling function within the Laboratory to ensure that incurred costs are consistent with Budget Authority and that costs submitted for reimbursement to the DOE are allowable pursuant to the terms of the Laboratory's prime contract. The BOD ensures that the Laboratory's procurements are accomplished consistent with applicable DOE rules and regulations and are procured in a manner promoting the best interests of the Laboratory.

**Organization**

The Business Operations Department, which is directed by the BOD Manager who reports directly to the Laboratory Director, is comprised of the following:

- Department Office
- Accounting and Financial Controls Division
- Budget Office
- Procurement Division
- Project Finance and Administration

**Responsibilities**

**Department Office** -The Business Operations Office is responsible for:

- providing leadership, and technical and business guidance and service support to department staff.
- providing general and specific guidance regarding cost allowability and other related prime contract compliance matters.
- performing the controllership responsibility for the Laboratory.
- providing business and financial guidance to senior laboratory management.

- representing the Laboratory's interests regarding business and financial related policies that are being considered for implementation by the DOE or Princeton University.
- representing the Laboratory's interests in contract negotiations conducted by Princeton University and the DOE regarding the operation of the Laboratory.
- ensuring that the Laboratory's accounting and cost charging policies and practices are compliant with Generally Acceptable Accounting Principles (GAAP), Cost Accounting Standards (CAS), and applicable DOE orders.

The Accounting & Financial Controls Division is responsible for:

- providing general accounting functions for the Laboratory
- performing payroll and other financial services for the departments and projects
- providing accounts payable services
- coordinating financial audit efforts when being audited by DOE or other independent organization
- preparing Laboratory financial reports to be forwarded to DOE
- providing travel reservation services and temporary relocation services
- providing accounts receivable services
- providing miscellaneous financial analyses and studies

The Budget Office is responsible for:

- preparing the Laboratory's annual budget
- developing all labor and indirect rates
- developing formal DOE budget schedules
- coordinating Field Work Proposal (FWP) Submissions
- monitoring actual spending vs. budgeted spending
- performing special financial analyses
- providing Work-for-Others (WFO) administrative support
- maintaining the Laboratory's CAS Disclosure Statement

The Procurement Division is responsible for:

- providing market research and sourcing advice to requisitioners

- negotiating and managing Laboratory Procurements
- achieving the DOE mandated small business/small disadvantaged business goals
- expediting key procurements
- administering the Laboratory's procurement credit card program
- ensuring that the Laboratory's procurements are in compliance with applicable rules and regulations

Project Finance and Administration is responsible for:

- support the Project/Activity manager as required
- ensure that project/department financial plan is consistent with the overall Laboratory financial plan and develop project scope definition statements
- ensure that Laboratory financial/budget issues flow down to project/department
- ensure that project/department financial/budget practices are consistent/in compliance with Laboratory practices/procedures (i.e., color of money/accruals, etc.)
- discharge project/department "Controller function"
- support the Field Work Proposal process
- provide long-range institutional planning support
- maintain PPPL's Project Cost Control Systems