

Budgets and Finance

Chairs are responsible for keeping expenditures within the budget assigned to their department or program. In practice, administrative assistants typically deal with the departmental bookkeeping, but it is wise for chairs to regularly check on the balances in the budget so as to know where excess spending may be taking place and whether larger projects planned for by the department are viable given the budgetary situation. Budget balances can be checked via Banner by logging in to your Banner account at <https://mybanner.kenyon.edu/>, selecting the Finance link, and running a Budget Query for your organization code (your administrative assistant can provide this, or ask the Associate Provosts' Office; your administrative assistant can show you how to conduct a budget query). Balances in Banner may be as much as a month or so out of date because purchases authorized and made (e.g., via a departmental purchase order or credit card purchase) may not have cleared yet. For that reason, it is wise to ask the administrative assistant to keep a spreadsheet of expenditures and to reconcile it regularly with the accounting recorded in Banner so as to know with more accuracy the departmental budget balances.

In this section of the handbook we provide a number of documents that outline specific accounting policies followed by Kenyon. While your administrative assistant will be familiar with these policies, it is wise for you to know them too so as not to expect to be able to do something that College policies do not allow.