

BPA Policy 211-4

Budget Accountability

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1. Purpose & Background

This policy describes who is accountable and responsible for program and department budgets. In addition, this policy explains how service level disputes are resolved between program and department managers.

BPA budgets are under two views – by program and by department. They each represent a different categorization of all of BPA’s costs. Program budgets are based on BPA’s core functions and activities and department budgets are based on BPA’s organizational hierarchy. Programs provide accountability for BPA products and services in alignment with BPA’s strategic priorities. Departments provide accountability and alignment with strategic priorities based on BPA’s organizational structure and they ensure needed support services are adequately funded.

Both programs and departments are necessary to ensure sufficient accountability and alignment of BPA financial resources.

2. Policy Owner

BPA’s Executive Vice President of Finance and Chief Financial Officer (CFO) is the owner of this policy. The CFO has assigned responsibility for its implementation to the Budget Officer.

3. Applicability

This policy is applicable to all BPA organizations that have an expense and/or capital budget.

4. Terms & Definitions

- A. **Program Plan:** Document that provides a comprehensive and integrated view of the business, workforce, and financial performance of each major functional or programmatic activity. Program plans are tactical, detailed, and include clearly defined actions and the resources necessary to support strategic objectives. Program plans enable strategic and aligned decision-making for business, workforce and financial goals. Program plan owners are responsible for program plans.
- B. **Program Plan Owner:** Responsible for defining and ensuring cross-agency coordination and functional performance of a program. This includes overseeing the development of the program plans to document cross-functional responsibilities and performance measures. Responsible for understanding the resource requirements and commitments of a program during a particular timeframe. If those requirements and commitments change, program plan owners are responsible for understanding and then facilitating resolutions as needed.
- C. **Service Provider:** The department that provides a service to a program. Service providers collaborate with program plan owners to agree on critical service levels and

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performance measures to assure that program and plan resources meet program plan service expectations.

- D. **Service Level:** A level of service provided, determined by the service provider, in order to execute and accomplish the agency’s mission requirements.

5. Policy

BPA’s budget accountability policy aligns with its organizational structure and provides for joint departmental and program plan accountability as follows:

- A. **Departments:** BPA’s organizational structure has four Front Office executives, the Administrator, the Deputy Administrator, the Chief Operating Officer, and the Chief Administrative Officer. These key executives are accountable for the budget, service levels and costs of the departments under their span of control per BPA’s organizational structure (see Appendix A). Front Office executives and their department managers are accountable for their annual budgets, with the exception of approved changes consistent with Finance policies and procedures.
- B. **Program Plans:** Program plans are listed in Appendix B. Program plan owners are accountable for the budget, service levels, and costs in their program plans. Program plan owners are accountable for their annual budgets, with the exception of approved changes consistent with Finance policies and procedures.
- C. **Service Levels:** Program plan owners and service providers jointly determine required service levels. Service providers develop budgets commensurate with service levels.
- D. **Dispute Resolution for Power and Transmission Service Levels:** In the event of a dispute over service levels between the Power and Transmission departments and the Power and Transmission program plans, the Power and Transmission Senior Vice Presidents and Vice Presidents will first be consulted to seek resolution. If an agreement cannot be reached, the issue will be elevated to the Front Office for resolution.
- E. **Dispute Resolution for Chief Administrative Office (CAO) and Corporate Departments Service Levels:** In the event of a dispute over service levels between the CAO/Corporate departments and program plan owners, the issue will be sent to the Front Office for resolution.

6. Policy Exceptions

None.

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7. Responsibilities

- A. **Manager of Financial Planning and Analysis (Budget Officer):** Establishes policy, operational procedures and practices for federal and internal budgeting, forecasting, and analysis.
- B. **BPA Staff, Managers and Subject-Matter Experts:** Follow procedures and practices in accordance with this policy.

8. Standards & Procedures

Detailed standards and procedures related to the budget accountability policy, such as budget meeting cadence, budget spending caps, and other matters are outlined in the [BPA Budget Handbook](#).

9. Performance & Monitoring

The Executive Vice President and Chief Financial Officer (CFO), working through the Budget Officer, have responsibility for the development and implementation of the Budget Accountability policy.

10. Authorities & References

- A. [BPA Budget Handbook](#)
- B. [BPA Organizational Chart](#)
- C. [Business Management Infrastructure Portal \(Program Plan Information\)](#)

11. Review

Review of this policy is conducted every five years.

12. Revision History

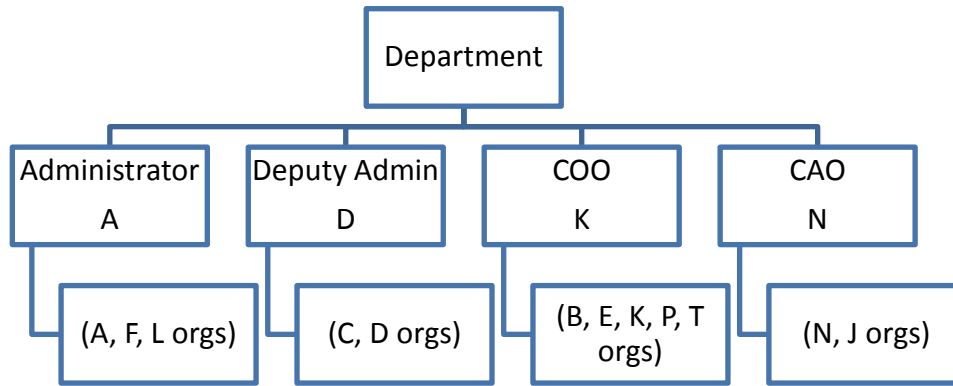
Version Number	Issue Date	Brief Description of Change or Review
1.0	10/22/2019	Initial publication of new policy

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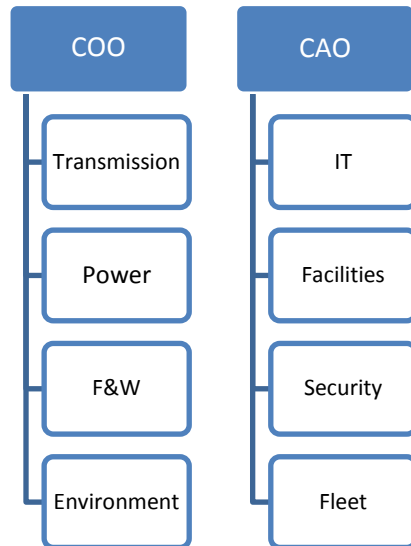
Appendix A:

Departmental budget accountability - The Front Office executives are accountable for the departmental budgets as follows:

Expense



Capital/Asset Categories



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Appendix B:

Current Program Plans:

Power

- Asset Management
- Commercial Activities
- Operations

Transmission

- Asset Management
- Commercial Activities
- Operations

Enterprise Services

Environment, Fish & Wildlife

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