

Policy on Financial Management

Fermilab Finance Management System Policy

1. Purpose

This policy provides overall guidelines for all financial business actions affirming that Fermilab must comply with Department of Energy (DOE) contractual criteria and adhere to Federal Cost Accounting Standards (CAS).

2. Scope

This policy covers all financial activities carried out under the FRA-DOE prime contract.

3. Applicability

This policy applies to all employees of Fermilab and laboratory users.

4. Effective date

This policy goes into effect on January 1st, 2018.

5. Policy

For all financial business actions, Fermilab must comply with DOE criteria as stipulated in the FRA-DOE Prime Contract and adhere to federal CAS. Compliance with DOE contractual criteria ensures that appropriate accounting practices are consistent throughout all laboratory organizational units and work activities.

6. Definitions

Not applicable

7. Responsibilities

The Finance Section is responsible for maintaining a financial management system, responsive to the obligations of sound financial stewardship and public accountability. The overall system shall include:

- An integrated accounting system suitable to collect, record and report all financial activities.

- A budgeting system which includes the formulation and execution of all resource requirements needed to accomplish projected missions and formulate short and long-range budgets.
- An internal control system for all financial and other business management processes.
- A disbursements system for both employee payroll and supplier payments.

8. Owner

Responsibility for reviewing, updating and communicating changes to this policy rests with the Financial Management System Owner, presently the Chief Financial Officer.

9. Review cycle

This policy is to be reviewed at least every three years.