

Subject: Business Operations Department Charter	Effective Date: April 22, 2014	Initiated by: Head, Business Operations Department
	Supersedes: Revision 2 dated 5/11/01	Approved: Director

Introduction

The Business Operations Department (BOD) provides institutional resource planning, budgeting, financial analysis, accounting, travel, conference management, procurement, subcontract administration and compliance review, proposal preparation support, administrative support to the Work for Others and Laboratory Directed Research and Development programs, and project controls support and administration to Laboratory departments and projects.

The BOD ensures that incurred costs are consistent with approved budgets and that costs submitted for reimbursement to the DOE are allowable pursuant to the terms of the Laboratory's Prime Contract; reports the financial and cost/schedule performance results to the DOE on a monthly basis; and ensures that the Laboratory's procurements are accomplished consistent with Prime Contract.

Organization

The BOD is managed by the Chief Financial Officer (CFO) who reports to the Laboratory Deputy Director for Operations. The BOD comprises:

- Department Office
- Accounting and Financial Controls Division
- Budget Office
- Procurement Division
- Planning and Control Division
- Subcontract Review and Cost Compliance

Responsibilities

The Business Operations Department Office is responsible for:

- performing the duties of the CFO and BOD Department Management;
- coordinating the overall finance activities of the BOD and working closely with the Directors of the BOD to achieve performance targets;
- providing guidance on cost allowability and Prime Contract compliance matters;
- providing business and financial guidance to senior Laboratory management;
- working with DOE or Princeton University on business and financial-related policies; and

- 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, payroll, accounts payable and accounts receivable functions for the Laboratory;
- coordinating financial audit efforts including tracking and implementing findings and recommendations of audits conducted by entities of the DOE, Princeton University's Office of Audit and Compliance or other independent organizations;
- preparing Laboratory financial reports to be forwarded to DOE;
- providing support for DOE A-123 reporting (Management's Responsibility for Internal Controls over Financial Reporting). Evaluating internal control design effectiveness, determining the level of risk, and coordinating testing.
- providing travel reservation services, foreign travel administration and conference management; and
- maintaining the chart of accounts (i.e., project accounts, expense categories and balance sheet accounts).

The Budget Office is responsible for:

- coordinating the Laboratory's annual budget formulation process;
- developing and documenting standard labor rates, indirect rates and distribution tables for allocated costs;
- preparing various budget/cost schedules and reports for submission to DOE;
- assisting Principal Investigators with submittal of proposals for funding to DOE, other federal agencies and non-federal entities;
- monitoring actual spending vs. budgeted spending;
- providing administrative support for Work for Others (WFO) agreements, Cooperative Research and Development Agreements (CRADAs), and the Laboratory Directed Research and Development (LDRD) program; and
- maintaining the Laboratory's Cost Accounting Standards Board Disclosure Statement.

The Procurement Division is responsible for:

- providing market research and sourcing advice to requisitioners;
- ensuring negotiated procurements provide maximum value for dollars expended;
- negotiating and managing Laboratory procurements through completion and closeout;

- supporting the DOE mandated small business subcontracting goals;
- administering the Laboratory's procurement credit card program (P-card) and blanket purchase agreements;
- ensuring compliance with applicable procurement rules and regulations; and
- maintaining records in accordance with Laboratory policy.

Planning and Control Division is responsible for:

- ensuring that the project/department financial plan is consistent with the overall Laboratory financial plan and develop project scope definition statements;
- ensuring that Laboratory financial/budget issues flow down to the projects/departments;
- ensuring that project/department financial/budget practices comply with Laboratory policies (i.e., color of money/accruals, project management, etc.);
- supporting the Field Work Proposal process; and
- providing long-range institutional planning support.

Subcontract Review and Cost Compliance is responsible for:

- performing periodic risk-based reviews (pre-award, interim and close-out) of costs incurred on cost-type subcontracts, including cost reimbursable, time-and-material (T&M), and labor-hour subcontracts;
- implementing and maintaining analytical tools, policies, procedures, and reports to effectively balance efficiency and risk in the administration of subcontracts and other contractual agreements where actual costs are used as a basis for subcontractor reimbursement;
- establishing a mechanism for monitoring internal and external (industry) changes to drive compliance guidelines, trends and best practices with Laboratory policies and applicable laws and regulations; and
- conducting research and keeping current on key compliance issues relative to Business Operations affecting the Laboratory, the greater DOE contractor compliance community, FAR, CAS, and DEAR, and informing key stakeholders of any changes affecting their policies and procedures.