BUDGET OFFICER
The upper level management appoints an officer to supervise and guide the Budget committee in the discharge of its functions. This officer is designated as Budget Officer.

Budget officer is also known as Budge Director, Budget Co-ordinator or Budgetary Controller.

He is attached to the chief executive to whom he is accountable in matters of budgeting.
Functions of Budget Officer: 1

To call meetings of the departmental heads and educate them in the mechanism of budgeting.
Functions of Budget Officer:

To prepare budget programme and budget schedules.
Functions of Budget Officer: 3

To develop necessary forms for the preparations of budgets and other reports.
Functions of Budget Officer: 4

To review and maintain budget manual.
Functions of Budget Officer: 5

To co-ordinate the efforts of departmental heads who are involved in budget preparation.
Functions of Budget Officer: 6

To act as the secretary or coordinator of Budget committee and guide its functioning.
Functions of Budget Officer: 7

To prepare summary budgets for the consideration of the Budget Committee.
Functions of Budget Officer: 8

To get the budgets approved by the Board of Management before they are passed on to the departmental heads for execution.
Functions of Budget Officer: 9

To consider the proposals of the departments in the Budget Committee.
Functions of Budget Officer: 10

To conduct the special studies needed for the preparation and finalization of budgets.
THANK YOU...