



## **Policy Number 5.1**

**Chapter: Finances**

**Title: Division of Finance Mission and Structure**

**Division/Department: Finance**

**Policy Administrator: Chief Financial Officer**

**Adoption Date: September 27, 2023**

**Revision Dates:**

### **1. PURPOSE**

The Auraria Higher Education Center (AHEC) administration is divided into divisions and departments. Each division has a mission statement and organization chart in order to guide and efficiently manage its operations. This policy will define the Division of Finance and identify its departments and key areas of responsibility.

### **2. DEFINITIONS**

This Policy does not require the definition of any specific terms.

### **3. POLICY**

- 3.1. Within the AHEC administration, there is a Division of Finance headed by the Chief Financial Officer, who reports to the Chief Executive Officer and whose responsibilities are to direct and manage the operations of the division, appoint department heads and other employees within the division, prepare its annual budget, be accountable for activities of the division, serve as the most senior supervisor over such departments, and other duties as assigned.
- 3.2. The mission of the Division of Finance is to maintain the financial system of record for AHEC, work closely with staff from internal AHEC departments to ensure information is recorded accurately and provide guidance on and maintain the internal control structures for the agency. AHEC and the Division of Finance do not oversee the financial operations of the Constituent Institutions, but may exchange information with the Constituent Institutions as necessary to assist the parties in meeting their respective obligations.
- 3.3. The Division of Finance consists of the following subdivisions and departments:
  - 3.3.1. The Subdivision of Finance and Business Services houses the following:
    - Controller's Office

- Budget Office
- Distribution Services Department
- Procurement Department

3.3.2. The Academic Support Services Department, which provides media, classroom, and technology support services for the Auraria Campus.

3.3.3. The Information Technology Department, which provides technology-related services and infrastructure in support of AHEC departments and employees.

3.3.4. The Parking & Transportation Department, which manages full-scale parking and transportation services for the Auraria Campus and surrounding Denver community.

#### **4. APPROVAL AND ADOPTION**

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: September 27, 2023

Approved by: Tracy Huggins  
Chair of the Auraria Board