

# DBOR Functional Descriptions

## Office of the Executive Budget Director

**Susan Olds, Executive Budget Director**  
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The Office of the Executive Budget Director serves as oversight for the Division of Budget Operations and Review and has administrative responsibility for the multi-billion dollar aggregate expense budgets of the New York City School System. This office provides leadership and directs high level staff in the management of line activities related to Decentralized Instruction, Centralized Instruction and Support, Resource Allocation and Resource Management, Operations and Central Administration Support, Budget Maintenance and Systems and Data Management; and serves as a resource to high-level executives of the Department of Education component organizations relative to budgetary matters. Duties encompassed by this office include: fiscal control, allocation, representation, policy compliance, and processing. Additionally, the Office of the Executive Budget Director complies with all requests for analysis, information, implementing budget modifications and reductions, and coordinating budget changes with the City.

## Resource Management Unit

**Rosa DiBenedetto, Assistant Budget Director**  
Rdibene@schools.nyc.gov

Maintain overall budget control totals; coordinate agencywide budget modifications with OMB and other oversight authorities. Prepare categorical budget submissions to the State.

## Resource Allocation Unit

**Brigitte Fields, Assistant Budget Director**  
Bfields@schools.nyc.gov

Develop formulae and methods for allocating Tax Levy and categorical funds to schools; Develop and disseminate documentation explaining resource allocation methods and policies.

## Financial Systems Management Unit

**Hemant Sampat, Assistant Budget Director**  
Hsambat@schools.nyc.gov

Maintain budget data and functionality on the DOE accounting system; Generate accounting system budgetary reports; Support DBOR access to reports and data on non-financial DOE systems.

## Budget Monitoring & Control Unit

**Jill Banks, Assistant Budget Director**  
Jbanks5@schools.nyc.gov

Develop and maintain internal DOE fiscal control procedures. Provide financial management reports to DOE business centers.

## Fiscal Policy Unit

**Tatiana Tresca, Assistant Budget Director**  
Ttresca@schools.nyc.gov

Respond to management data inquires; Conduct special studies; Analyze school fiscal and performance data to support development of fiscal policies;

## Galaxy Operations & User Support Unit

**Annie Finn, Assistant Budget Director**  
Afinn@schools.nyc.gov

Establish policies and procedures for school and regional use of the Galaxy Budget System; Maintain Galaxy tables and values; Operate Help Desk and provide user training.