Integrated Planning and Budgeting

Presentation to Board Finance And Property Committee

February 28, 2012
PLANNING AND BUDGET FRAMEWORK

• Four year planning horizon (next cycle 2011-15)
• Utilizes top down and bottom up planning processes
• Planning is driven by academic (teaching and research) priorities
• Integrates aspects of:
  o Fixed Year Plans (2011-15) – Dare to Discover/Dare to Deliver
  o Annual Updates – Comprehensive Institutional Plan
WHY INTEGRATED PLANNING?

1. Ensure that academic (teaching and research) priorities are clearly defined and that resources (human, capital and financial) are allocated to those priorities

2. Enhance strategic decision making and resource allocations

3. Respond more quickly to opportunities and challenges

4. Facilitate transparency and accountability

5. Achieve *Dare to Discover*
PLANNING AND BUDGETING PRINCIPLES

- Driven by *Dare to Discover* and *Dare to Deliver*
- Open and transparent
- Facilitate long-term planning
- Decentralized budgeting
- Accountability through reporting and performance measures
PLANNING DOCUMENTS: PURPOSE

1. Mandate ................. Confirm institutional mandate

2. Dare to Discover ....... Values, Vision, Mission & Cornerstones

3. Dare to Deliver ......... Academic Priorities

4. LRDP .................. Principles/details on campus development

5. Unit Plans ............. Alignment to “Double Dares”

6. Comprehensive Institutional Plan ...... Inform Government
    - environmental scan
    - teaching and research priorities
    - resource implications and budget
    - performance indicators
PLANNING DOCUMENTS: RESPONSIBILITIES

1. Mandate .............. Board of Governors, Government
2. Dare to Discover ...... Board of Governors
3. Dare to Deliver ......... General Faculties Council
4. LRDP .................. Board of Governors
5. Unit Plans ............... Vice Presidents, Deans/Directors
6. Comprehensive
   Institutional Plan .... Board of Governors, Academic Planning
   Committee, President’s Executive Committee (operating)
CIP

Operational Documents

Faculty/Unit Plans

Academic Planning Document

*Dare to Deliver 2011-2015*

Foundational Documents

*Dare to Discover and LRDP*
PLANNING AND BUDGETING SUPPORT ACTIVITIES

Key Budget Drivers

Plan and Budget Updates

Budget Planning Document

Fiscal Estimates

Expert Forum
KEY BUDGET DRIVERS

• Cornerstone of multi-year budgeting
• Improves accuracy in forecasting
• Provides common assumptions for budget planners


Institutional: Enrolment, Provincial Funding, Tuition, IT, Research, Staffing, Construction . . .
EXPERT FORUM

Assist the University in assessing its institutional planning documents by opening dialogue on strategic planning issues.

External Experts Discuss and Advise on:

• Major trends in higher education
• Major economic trends
• Top budget drivers presenting greatest risk
• Current strategic issues
BUDGET PLANNING DOCUMENT

A resource document to assist the Faculties and administrative units in preparing their plans and budgets in support of *Dare to Discover* and the University’s Academic Plan, *Dare to Deliver*.

- Planning and budget context
- Operating budget priorities
- Key budget drivers and four year forecasts
- Institutional risks
**Fiscal Estimates**

Preparation of the University’s operating and consolidated budgets. Key attributes of process:

- Detailed analysis
- Input/contributions across campus
- Strategic allocations
- Comprehensive reviews

→ Balanced Consolidated Budget as per Post-Secondary Learning Act
INTEGRATED PLANNING & BUDGET CYCLE

Start of Fiscal Year

Planning Cycle

Key Budget Drivers

Expert Forum

Budget Planning Document

Plans & Budgets Submitted

Feb

CIP Briefings

PEC-O CIP Approval

Budget Scenarios CIP Prep

Fiscal Estimates

Oct

Nov

Dec

Jan

March

April

May

June

July

Aug

Sept

- 13 -
APPROVAL PROCESS: COMPREHENSIVE INSTITUTIONAL PLAN

Board of Governors

BFPC & BLDC

Academic Planning Committee

President’s Executive Committee

Comprehensive Institutional Plan

Administrative Unit Plans

Faculty Academic Plans

Ancillary Unit Plans

Approval Process

Document Submitted For Formal Governance Approval

Supporting Documents

Dare to Discover/Dare to Deliver
REPORTING & ACCOUNTABILITY

Annual Report
• Public report on the University’s achievements, performance, opportunities and challenges.

Performance Indicators:
• Tracks outcomes and overall trends and challenges.
• Track Institutional Priority Budget funding
• Audited Financial Statements
• Regular updates to Board and Committees
WHAT HAS CHANGED?

Comprehensive Institutional Plan (CIP) replaces:

- Institutional Access and Research Plans
- University Plan
- Capital Plan
- Budget
KEY CIP CHAPTERS

1. Accountability Statement
2. Institutional Context
3. Environmental Scan
4. Academic Overview: Access and Research
5. Capital Plan
6. Financial and Budget Information
7. Resource and Risk Implications
8. Tracking our Performance
# CIP Review and Approval Schedule, 2011-12

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee</th>
<th>Action</th>
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<tbody>
<tr>
<td>Feb 8</td>
<td>Academic Planning Committee</td>
<td>Recommendation to BFPC/BLDC</td>
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<tr>
<td>Feb 10</td>
<td>Joint Board Finance and Property Committee and Board</td>
<td>Budget/CIP Briefing</td>
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<td>Feb 22</td>
<td>Academic Planning Committee</td>
<td>n/a as per Feb 8 meeting</td>
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<td>Feb 27</td>
<td>Board Learning and Discovery Committee</td>
<td>Recommendation to Board</td>
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<td>Feb 28</td>
<td>Board Finance and Property Committee</td>
<td>Recommendation to Board</td>
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<td>Mar 16</td>
<td>Board of Governors</td>
<td>Approval</td>
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<tr>
<td>April</td>
<td>CIP forwarded to Advanced Education and Technology under Board Chair’s Signature</td>
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REFERENCE MATERIALS

www.president.ualberta.ca
  • Dare to Discover
  • Dare to Deliver
  • Report Card

www.resourceplanning.ualberta.ca
  • Comprehensive Institution Plan, 2011
  • Budget Planning Document
  • Key Planning Documents

http://www.financial.ualberta.ca/AnnualFinancialStatements.aspx
  • Audited Financial Statements