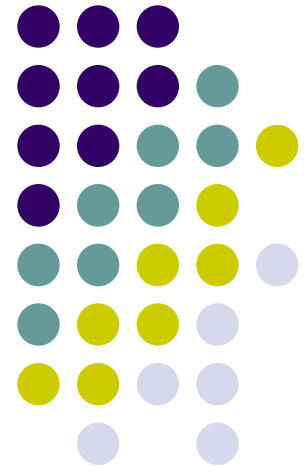
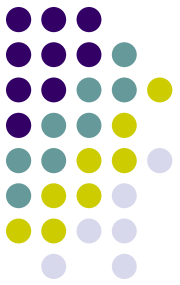


Understanding the UNCW Budget Process

*Presented to:
Academic Department Chairs
January 16, 2008*

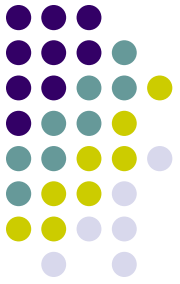


Agenda Outline

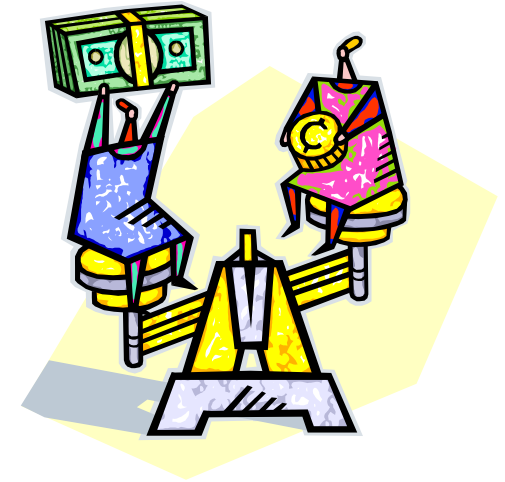


- Background
- Areas of Focus
 - Strategic Planning to Resource Allocation
 - Budget Process Flowchart
 - Planning/Budget Development Calendar
 - Standardized Budget Submissions
- Roles and Responsibilities in the Budget System
- How Do You Participate

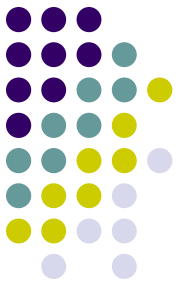
Background



- *“I am committed to a budget process that is about strengthening trust, reflecting our values and producing outcomes. Our resources—human, physical and financial—are the primary tools for achieving our vision.”*
Rosemary DePaolo
- On September 20, 2006 Chancellor DePaolo appointed the “Task Force on University Budget Processes”
 - Committee charged with:
 - Examine current budget practices
 - Review methods of decision making
 - Consider accountability measures
 - Engage the broader campus community
 - Ensure link between budgeting and planning
 - Ensure that allocations are strategic

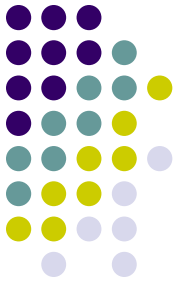


Seven Areas of Focus



1. Link resource allocation to **Strategic Planning**
2. Develop a Funding Source and Usage Profile
3. Design a uniform **Budget Development Work Flow Chart**
4. Within the Work Flow Document Address Education, Accountability and Allocation Issues
5. Establish a **Timeline for all Major Planning/Budget Cycles**
6. Create a **Common Budget Submission Template**
7. Identify Significant Supporting Strategies

1. Strategic Planning to Resource Allocation



Previously:

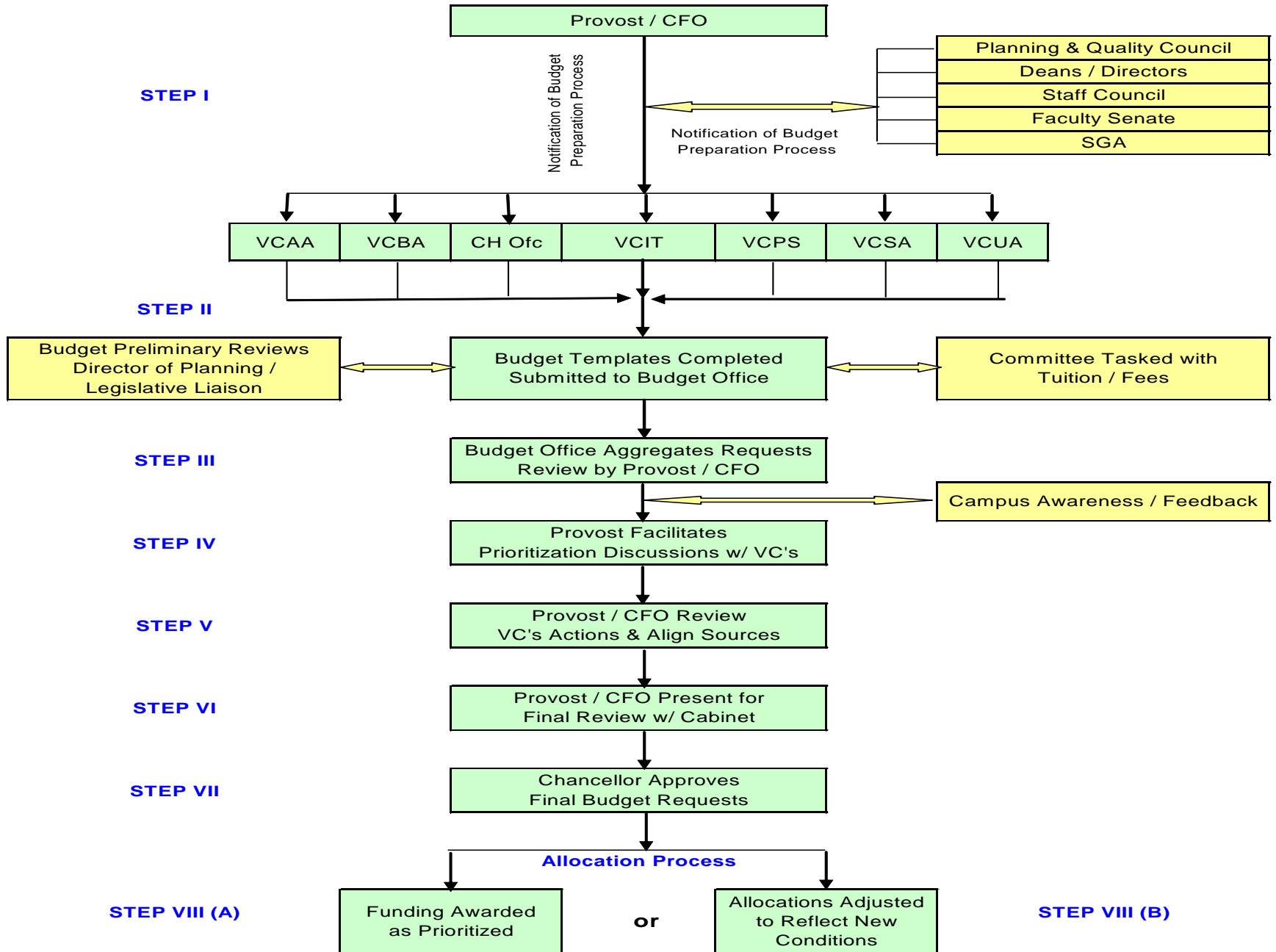
- The university had limited definitive set of strategic goals
 - Individual divisions set their own
 - Goals varied year to year
- Budget requests were “silo’d”
 - Limited cross-divisional requests
 - No standardization
 - Limited campus input
- Limited ties to strategic planning
 - No systematic prioritization
 - Limited multi-year vision
 - No assessment / feedback / accountability



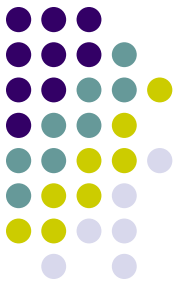
Now:

- Allocations tied to strategic goals, priorities
- Multi-year approach
- Cross-divisional collaboration
- Standardization
- Feedback, transparency

University of North Carolina Wilmington Budget Development Work Flow



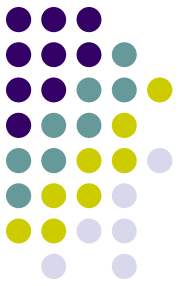
Prioritization Process



(Related to Step IV on Work Flow Chart)

- First, VC's consider and account for verifiable *“unavoidable”* costs.
- Second, unfinished *priorities previously committed* to by the Cabinet.
- Third, VC's refer to the top *prioritized Strategic Goals* recommended by the University Planning and Quality Council.
- During the fourth step, the *most critical divisional priorities* will be considered.

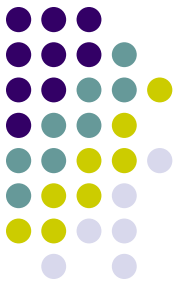
Communications w/ Campus



- All correspondence originates from Provost / CFO
 - Electronically from my desk
- Memorandum
 - To: Cabinet
Councils (Faculty, Staff, Planning, SGA)
 - cc: Academic Deans
Budget / Business Managers
Human Resources
Budget Office Staff
- Listed on SAMMY-drive (University Budgets)
- Guidance posted to Budget Office website

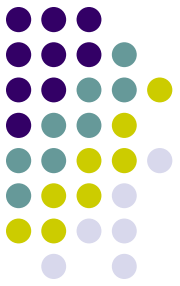
<http://www.uncw.edu/budget/budgetprocessesguidance/budgetprocessindex.html>

5. Consolidated Planning / Budget Development Calendar (handout)



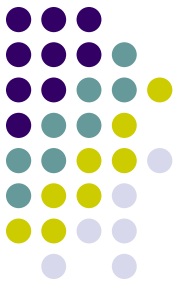
- Two-Year cycle
- Identifies all budget cycles -- 7 per year
- Accessible from either Planning or Budget Office websites
<http://www.uncw.edu/budget/calendars/calendarindex.html>
- “Soup to Nuts”
 - External guidance to budget submission +/- resource allocation
 - Divisions have 2 months per cycle (normally)
- No one should be unaware of budget process timing

6. Standardized Budget Submissions



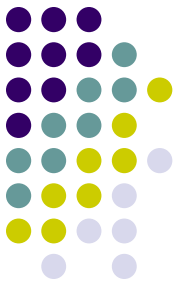
- Since implementation of new budget process until now
 - Have been using Excel files on SAMMY – drive
 - Transparency to entire university
- Commencing w/ FY 08-09 Annual Allocation Process (March 2008)
 - Automated budget submission system developed by ITSD / Budget Office / University representatives

Automated Budget Process



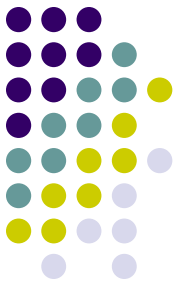
- Budget Request process now accessible through Banner.
- Budget requests are entered in Banner by departments, routed through Chairs, Deans, Vice Chancellors to Budget Office.
- Applies to ALL processes listed on planning/budget calendar
 - Except Special Funds (receipt-supported budgets)
- Training NOW in session

Oh No, Not Another System !



- Benefits to this system:
 - Replaces current paper system
 - Won't affect anyone who doesn't already work in budget process
 - No additional responsibilities
 - Few forms, easy to navigate
 - Electronic routing capability
 - Will save time (ex: moving unfunded item from one cycle to another)
 - Historical repository – requests, approvals, denials, etc
 - Ability to generate reports, at any level
 - Automatic upload to Banner operating ledger
 - Departments will get funds quicker

Budget System Training



- Users Training Sessions:

- January 9, 2008 1:30 pm – 3:30 pm
- January 15, 2008 9:00 am – 11:00 am
- January 25, 2008 9:00 am – 11:00 am
- January 31, 2008 9:00 am – 11:00 am
- February 6, 2008 2:00 pm – 4:00 pm
- February 12, 2008 9:00 am – 11:00 am
- February 21, 2008 9:00 am – 11:00 am
- February 29, 2008 2:00 pm – 4:00 pm

- Access to Banner forms only granted after training completed

- Supervisor training is being developed – in case anyone wants it.

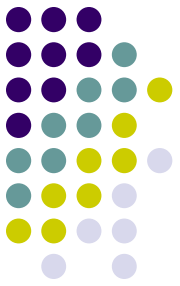
- Handout – listing of required trainees (as submitted by budget / business managers) and those who have already signed up

- All information is on my website:

<http://www.uncw.edu/budget/Budget%20Request%20System/budgetprocessindex.html>

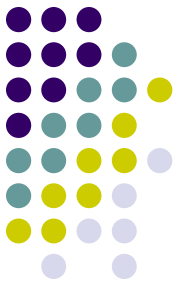


Roles & Responsibilities w/in Budget Process



- **Chancellor – Chief Executive Officer (CEO)**
 - Ensures a clear and effective mission statement is in place buttressed by Strategic Goals and related progress measures.
- **Provost / VCAA – Chief Operating Officer (COO)**
 - In his role as Vice Chancellor, represents a division and is required to present arguments and articulate positions appropriate for that role.
 - In his role as Provost, he represents the interest of the institution as a whole and not as a division.
- **CFO / VCBA -- Chief Financial Officer**
 - Responsible for overseeing and managing the budget process.
 - Develops budget revenue projections, analyses of expenditures, models of indebtedness and cash flow, trends and scenarios and feasibility studies.

Roles & Responsibilities w/in Budget Process (cont.)



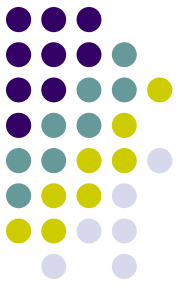
- **Cabinet**
 - Senior deliberative body on campus with the regard to budget processes.

- **University Planning and Quality Council (UPQC)**
 - Links strategic planning with budgeting, by laying the strategic foundation for budget development and long-term resource allocation.

- **Faculty Senate**
 - Advise the VCAA regarding priorities and performance measures of importance to the faculty.

- **Staff Advisory Council**
 - Advise the Chancellor with regard to the impact of strategic planning goals and progress measures on the work conditions of staff.

How You Can Participate



- Understand the budget process & your role in it
- Take advantage of university training and communications feedback opportunities
- Be proactive, timely and accurate with submissions
 - Justify your request
 - Tie it to strategic planning

Questions

