USF SYSTEM
ANNUAL STRATEGIC
BUDGET PLANNING
PROCESS OVERVIEW

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Provost & Senior Vice President
for Academic Affairs

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Purpose

• Prepare balanced budget and legislative budget request

• Ensure appropriate and predictable levels of funding

• Align budget planning with strategic plans
Purpose, con’t.

• Support student learning and faculty research and innovation activities

• Accommodate budget changes in support of USF System

• Leverage all-source budgeting
Purpose, con’t.

• Eliminate duplication, ensure efficiencies
• Establish and maintain budgets for new units
• Work closely with established USF finance groups
Purpose, con’t.

• Develop understanding of different types of budgets and funds
• Secure financial integrity of USF System
• Maintain public trust
Principles

• Disciplined focus on:
  – Academic quality
  – Centrality to institutional plans
  – Addressing demand
  – Future academic and research viability
Principles, con’t.

- Cost containment and fiscal integrity
- Unified, all-source budget planning
- Strategic priorities guide resource allocation
- Incentives for revenue generating and saving initiatives
Principles, con’t.

- Identify and grow new revenue sources
- Support system-wide services equitably
- Oversight and accountability by senior leadership
- Meaningful input for all stakeholders through engaged and transparent process
Budget Planning Groups

• USF System Executive Budget Planning Advisory Council
  – aka: Executive Advisory Council

• USF System Budget Planning Advisory Committee
  – aka: Advisory Committee
USF System Executive Budget
Planning Advisory Council

• Recommend the following to the President and Board of Trustees:
  – Annual, balanced operating budget
  – Legislative budget request, including:
    • Five-year enrollment plan
    • Five-year capital improvement plan
USF System Executive Budget Planning Advisory Council

• Members (4)
  – Provost & Senior System Vice President for Academic Affairs (Chair)
  – Senior System Vice President for Health
  – Senior System Vice President for Business & Finance
  – System Vice President for Research & Innovation
USF System Budget Planning Advisory Committee

- Review all-source and all-unit USF System operating budgets
- Advise USF System Executive Budget Planning Advisory Council in development of annual, balanced operating budget for USF System
USF System Budget Planning Advisory Committee

- Provost & Senior System VP, Academic Affairs (Chair) *
- Senior System VP for Health *
- Senior System VP, Business & Finance *
- System VP, Research & Innovation *
- System VP, Student Affairs
- System VP, Information Technology
- System VP, Advancement
- System VP, Communication & Marketing

- Regional Chancellor, USF St. Petersburg
- VP, USF Sarasota-Manatee
- VP, USF Polytechnic
- Director, Intercollegiate Athletics
- President, USF Faculty Senate
- President, USF St. Petersburg Faculty Senate
- President, USF Student Government
- President, USF Staff Senate
- President, USF A&P Council

* or designee
USF System Budget Planning Advisory Committee

• Ex Officio:
  – Associate Vice President, Diversity & Equal Opportunity
  – Associate Vice President, Government Relations
  – Director, Office of University Audit & Compliance

Both groups will be provided staff by the Offices of the Provost and Senior Vice President for Business and Finance
The Process

• Review All Budgets (annually)
  – USF System
  – USF Tampa
  – USF Health
  – USF St. Petersburg
  – USF Sarasota-Manatee
  – USF Polytechnic
The Process, *con’t.*

- Review All-Sources Budgets (annually)
  - E&G: Recurring, Non-Recurring, Reserve & Carry Forward
  - Tuition
  - Student Fees
  - Financial Aid
  - Public Education Capital Outlay (PECO)
The Process, *con’t.*

- Review All-Sources Budgets (annually)
  - Capital Improvement Trust Fund (CITF)
  - Contracts & Grants
  - Facilities & Administration
  - Designated Federal Funds
  - USF Foundation
  - Alumni Association
The Process, con’t.

• Review All-Sources Budgets (annually)
  – Auxiliaries
  – Trademark and other university licensing fees
  – Concessions
  – Gift in kind (ARAMARK)
  – Direct Support Organizations (DSOs)
  – Bond capacity and indebtedness
Timeline

The USF System Budget Planning Advisory Committee is expected to meet no less than monthly (Aug.-April)

March – August

• Advisory Committee develops USF System LBR, including:
  – Five-year enrollment plan
  – Five-year CIP

• LBR presented to Executive Advisory Council, President, BoT Finance & Audit Workgroup, and Board of Trustees
Timeline, *con’t.*

**August – September**
• Initial consultation with USF System constituencies on operating budget planning guidelines

**October – November**
• Executive Advisory Council develops strategy and legislative agenda based on:
  – Revenue and expenditure projections
  – Strategic priorities and needs
  – Other budget planning assumptions
Timeline, *con’t.*

**December**
- Executive Advisory Council extends initial call for proposed operating budgets

**January – February**
- VPs submit budget requests to Executive Advisory Council
Timeline, con’t.

March
• Executive Advisory Council conducts operating budget review meetings with each VP

April
• Advisory Committee considers preliminary operating budget proposals
Timeline, *con’t.*

**May**
- Executive Advisory Council presents proposed USF System operating budget to President
- Executive Advisory Council presents proposed USF St. Petersburg, USF Sarasota-Manatee, and USF Polytechnic operating budgets to Regional Campus Boards

**June**
- President presents proposed budget to BoT Finance & Audit Workgroup with recommendation for BoT adoption
Meeting Dates (tentative)

USF System Executive Budget Planning Advisory Council
8:30 a.m. – 10:00 a.m., President’s Conference Room

USF System Budget Planning Advisory Committee
10:30 a.m. – 12:00 p.m., President’s Conference Room

- January 21
- February 18
- March 18
- April 15
- May 15
- June 17
- July 15
- August 19
- September 16
- October 21
- November 18
- December 16