MEMORANDUM

To: University Support Units
From: Michael McKee, Interim Vice President and Chief Financial Officer
Subject: RCM 2015-16 Budget Reviews- Support Units
Date: December 1, 2014

A component of the RCM system is the allocation of Support Units’ costs to Responsibility Centers (RC). The Support Units costs are funded from assessments paid by all RC units. The mechanism for periodic review of central services cost is through the Budget Review Council.

This year all Support Units are expected to present two (2) budget scenarios:

1. 2015-16 budget equal to Final 2014-15 budget less any efficiency gains implemented during the year.
2. Support Unit’s optimal budget. Increases must be prioritized and include a justification for new initiatives/services to be provided to campus.

In addition, budget proposals should include, at a minimum, the following information:

1. All Units - Annual Review
   a. Statement of the services, objectives and programs of the department
   b. Include organization chart(s)
   c. Include a list of services provided by your unit to campus
   d. For any proposed increase to the base budget, provide justification for service changes and resulting cost. Separate any request for new funding into one-time or recurring dollars.
   e. Salaries and Benefits of all active employees as of October 9, 2014 will be loaded to Hyperion. (This information should be reviewed and updated within Hyperion.) Please note that the FY16 pay cycle has 26.2 pay periods.
   f. Prepare FY16 Financial Data to be entered into Hyperion for both scenarios, which include Flat (less efficiency gains) and Optimal.

Please note – NEW ITEM. If submitted flat budget does not match approved 2014-2015 flat budget, please indicate reason for additional expenditure, amount, justification, name of approver and date approved.
g. Include any special 2014-15 commitments from the Provost or Senior Vice President for Health Affairs that should not be part of the Support Unit’s budget charged through the RCM Overhead Assessment. These commitments should be included on the tab labeled “Provost Funding” or “SVP HSC funding”. We have added a tab labeled “Direct Bill Funding” for you to budget any costs billed direct to Component Units. Do not include any expenditure from these special sources on the tab labeled “Support Unit Funding”.

2. Zero-Based Review Units
   Every five or six years, each Support Unit will also go through a “zero-based” budget review. Support Units chosen for comprehensive review for the 2015-16 budget year are:
   1. Student Financial Affairs
   2. Office of the Chief Financial Officer
   3. Office of the Vice President for Business Affairs
   4. Small Business and Vendor Diversity Relations office
   5. Office of the Sr. Vice President and Chief Operating Officer
   6. Office of the President

   These areas are being asked to prepare the following additional information:

   **Comprehensive Review Information**
   1. Prepare an internal review of each program. The goal of this requirement is to communicate the unit’s strategic plan, centrality (or essential relationship) to the University role and mission, and value of service offered.
   2. Gather baseline data to document the current general assignment of responsibilities, organizational structure and staffing plan, and the amount of resources in terms of dollars and staff FTE’s devoted to the program. List mission-critical programs and services.
   3. Supply benchmarks or indicators of demand, productivity, cost effectiveness measured against appropriate peer institutions.
   4. Develop a measurable standard for evaluating the quality of service delivery and procedures for regular evaluation.
   5. Review policies and practices with the objective of eliminating low value added activities and enhancing value where appropriate. Identify the unit’s strengths and note areas for improvement in the future.
   6. Recommend strategies for overcoming any barriers and/or constraints that may be impediments to realizing savings.
A schedule of all Support Units (By 4-Digit Department ID) will be available on SharePoint (RCM>Shared Documents>RCM Budget Data>FY16 Support Unit Budget) which shows details of the final 2014-15 Approved Budget. Do not budget for 2015-16 raises at this time. If there is a university decision to award salary raises next year, the salary budget requested will be adjusted accordingly.

The completed information for all support units in Section I (a. through g.) is due no later than the close of the business day, Monday January 12, 2015. The completed financial information must be entered into Hyperion by close of business January 12, 2015.

Classroom training on all aspects of Hyperion will be available on the following dates. To register, email Julie Wang (wangj@ufl.edu) with a copy to Chris Gaynor (scgaynor@ufl.edu).

- December 10, 2014: 9am-12pm @ Dodge Island, East Campus
- December 11, 2014: 1:30pm-4:30pm @ Dodge Island, East Campus

Open labs are scheduled in mid-December and early January to assist you during the budget process. To register, email Julie Wang (wangj@ufl.edu) with a copy to Chris Gaynor (scgaynor@ufl.edu).

- December 15, 2014: 1:30pm-4:30pm @ Dodge Island, East Campus
- December 17, 2014: 1:30pm-4:30pm @ Dodge Island, East Campus
- January 6, 2015: 9am-12pm and 1:30pm-4:30pm @ Human Resource Services, Room 119
- January 8, 2015: 9am-12pm @ Human Resource Services, Room 119
- January 9, 2015: 9am-12pm and 1:30pm-4:30pm @ Human Resource Services, Room 119

The six units up for the comprehensive review will have until the close of business Monday, January 26, 2015, to supply the additional information in Section 2 (a. through f). Please submit this information through the appropriate Sr. Vice President or Vice President for review and approval before submitting this data to the SharePoint site. 2015-16 Budget Council meetings will be conducted during the period from mid-February through March.

If you have questions concerning the data requested, please contact Greg DuBois (gdubois@ufl.edu), Julie Wang (wangj@ufl.edu) or Sheri Austin (sheri@ufl.edu) at 392-2402 or by email.

cc: Members - Budget Review Council
    Senior Vice Presidents