MEMORANDUM

To: University Support Units
From: Matt Fajack, VP & CFO
Subject: RCM 2014-15 Budget Reviews- Support Units
Date: November 5, 2013

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) 2014-15 budget equal to Final 2013-14 budget
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:

I. All Units - Annual Review
   Statement of the services, objectives and programs of the department
   a. Include organization chart(s)
   b. Include a list of services provided by your unit to campus
   c. 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. If there are major anticipated expenditures for projects in years after 2015, provide documentation of amount, timeline, and justification.
   d. Salaries and Benefits of all active employees as of October 24 will be loaded to Hyperion. (This information should be reviewed and updated within Hyperion.)
   e. Prepare FY15 Financial Data to be entered into Hyperion for both scenarios, which include Flat and Optimal.
   f. Include any special 2013-14 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”.

II. 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 2014-15 budget year are:

1. Finance & Accounting Bursar Office & Treasury Management
2. Provost Office
3. Offices of the Provost (OIPR, Faculty Development, AIM, etc.)
4. International Center
5. Office of Sustainability

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

Comprehensive Review Information

a. 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.

b. 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.

c. Supply benchmarks or indicators of demand, productivity, cost effectiveness measured against appropriate peer institutions.

d. Develop a measurable standard for evaluating the quality of service delivery and procedures for regular evaluation.

e. 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.

f. 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>FY15 Support Unit Budget) which shows details of the final 2013-14 Approved Budget. All Support Units should begin preparation on their proposed budgets for Fiscal Year 2014-2015 using the templates that will be available on SharePoint at: https://my.admin.ufl.edu/sites/cfo/RCM/default.aspx. Note the template is available for you to use to prepare your budget data to enter into Hyperion- your budget data does not need to be loaded to the SharePoint site. Do not budget for 2014-15 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 f.) is due no later than Friday, December 13, 2013. In addition, you will be entering the financial data from your template directly into the Hyperion system. The completed financial information must be entered into Hyperion by December 13.

The following courses have been developed and registration is required through myUFL:

PST953 Requesting UF Budgets (Hyperion & SmartView)
- 11/12/13: 9:00-12:00;
- 11/13/13: 1:30-4:30;
- 11/18/13: 1:30-4:30

PST955 Hyperion Budgeting w/ Ad Hoc
- 11/15/13: 9:00-12:00;
- 11/21/13: 9:00-12:00

Open labs will be scheduled during the week of December 2 to assist you with that process and registration is required through myUFL:

PST959 Hyperion Training Open Labs
- 12/2/13: 9:00-12:00 and 1:00-4:00 are for Hyperion specific help only
- 12/4/13: 9:00-12:00 and 1:00-4:00 are for SmartView specific help only
- 12/6/13: 9:00-12:00 and 1:00-4:00 are for Ad Hoc specific help only

The five units up for the comprehensive review will have until December 20, 2013 to supply the additional information in Section II (a. through f). Please submit this information through the appropriate Sr. VP or VP for review and approval before submitting this data to the SharePoint site. 2014-15 Budget Council meetings will be conducted during period from mid-January through mid-March.

If you have questions concerning the data requested, please contact Jim Ferrer (jferrer@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