

University of California, Berkeley
2009-10 Campus Budget Process
SUBMISSION OUTLINE

I. Mission, Goals and Strategies

In this section, please include a mission statement with an outline of major control unit goals, explaining how functions and activities are aligned within your control unit. You may review the materials submitted for this section as a part of your control unit's 2008-09 budget submission and provide a short update if there are significant or material changes. If there are no changes, please indicate as such.

II. Budget Strategy

Please include a short description of specific budget strategies you are considering for your unit for the upcoming fiscal year. In your budget document, please describe the potential impact of the following budget scenarios on your control unit and how you would address them.

- An 8% permanent reduction to the size of your permanent budget as shown in Attachment G
- A 2% increase in the administrative full costing rate, from 4% to 6% per year as of July 1, 2009
- Continuation of your 2008-09 temporary block grant as detailed in Attachment D. In Section V below, you will be asked to summarize your plans for the use of these funds.

III. Re-appropriations and Carry-forwards, Deficits, Loans, Full Costing Assessments

A. Surplus Balances

Explain how you intend to utilize any available base operating fund balances in 2009-10. For example, this discussion could include the elimination of a unit deficit. Describe the historic levels of carryforward balances, noting whether the levels have increased or decreased. Provide your best estimate of what a reasonable and appropriate carry forward balance, or reserve, would be given the mission and goals of your unit and your programs and activities. This information will help us better understand how resources are being deployed to meet unit obligations and priorities.

B. Deficits

At the close of 2008-09, the campus will follow the Campus Policy on Deficit Resolution. In preparation for this year-end activity, please monitor the status of any deficits throughout the winter and spring, using the BAIRS GL Sum Department Fund Prog Deficits and the GL Sum Department Fund Deficits – C&G funds only reports, and refresh yourselves on the procedures for clearing deficits as outlined in the Campus

Policy, accessible from

<http://campuspol.chance.berkeley.edu/policies/deficitresolution.pdf>. You are expected to eliminate all deficits as they arise, *but no later than year end*, through an appropriate transfer of funds or transfer of expense.

For those units with previously-approved deficit waivers and resolution plans, please provide a brief status report on the progress you have made to date in achieving your plan. If you do not expect to eliminate the full amount of the deficit reduction planned for 2008-09, you will need to request a new waiver at the close of 2008-09 for the remaining amount.

C. Loans

A sheet outlining Campus Loan Balances is included as Attachment C. Please provide a brief update on the status of any loans to your units from the Chancellor. Be prepared to discuss the repayment of these loans during your budget meeting.

IV. Funding Requests

As noted in the call letter, funding for 2009-10 will be significantly constrained and no new general funding requests will be considered outside of the Information Technology (IT) funding process. For 2009-10 and 2010-11, we anticipate focusing the IT Bank and IT Loan Pool funds on supporting projects that can deliver significant direct savings or measurable increases in revenue to the campus. Projects currently receiving IT Bank or IT Loan Pool funds will not automatically receive continued funding. Instead, project sponsors needing continued funding must submit renewal requests through their control unit process, with the control unit submitting IT funding requests to itfr@berkeley.edu by the campus deadline. If you are considering a new technology project, the project sponsor should first contact the Technology Program Office (TPO) through itfr@berkeley.edu so the project sponsor, TPO staff, and the appropriate Associate CIO can discuss the new project, assess its potential savings or whether it can be combined with other projects addressing similar needs, and decide whether or not to develop and submit the project for 2009-10 IT Bank or IT Loan Pool funding. More information, including instructions and forms, for 2009-10 IT funding requests will be available soon at <http://technology.berkeley.edu/planning/it-budget/fy-2009-10/>.

V. Block Grant Plan

Potential block grant amounts for 2009-10 are listed on Attachment D. For activities that you would like to fund from block grant sources, please provide the following information on Attachment F:

- Provide us with a title and short description of the activity.
- Indicate which department will receive the funding.
- Indicate the predominant Category Two activity level for the item using the Activity Based Budgeting Approaches (ABBA) classification. See Attachment G for a list of categories.

- Specify the amount of one-time funding needed from the block grant. If needed, we will request more detailed information regarding your costing methodology. If your plan includes salary funding, please include an estimated 20% for employee benefits costs.
- Indicate the dollar value of your control unit contribution for this activity.

In addition, in the text of your budget submission:

- Provide a brief narrative on the status of programs and initiatives in your control unit that you funded using your 2008-09 block grant.
- Describe the significance of each of your proposed activities, indicating how your project is in alignment with the Chancellor's objectives.
- Indicate whether the activity will result in any savings in time or money. Please specify whether the project will result in reduction in staffing levels.
- Discuss your plan for funding this activity through the allocation of control unit resources by using either reserves, carry forward funds, or the reallocation of funding from existing programs.
- Describe any cost-sharing, matching, or external fund sources that might be used to support the activity.

VI. Major Assumptions

Use the following assumptions to develop your plans:

- No general merit increases for staff for 2009-10.
- Central campus will continue to fund increases in centrally funded benefits, including retirement contributions.
- Central campus will continue to fund merit increases for faculty.
- Central campus will fund negotiated salary increases for represented staff who are budgeted on central funds.
- Estimate benefits costs at 20% of salary unless more accurate historic data is available.
- Departmental costs for 2009-10 may increase due to the implementation of a new sustainable funding model for the campus communications network. Control units will be contacted in early February with more detailed information to use for budget planning purposes.

Activity Based Budgeting Approaches -- Taxonomy of Activities

X = Core, Y = Institutional Support & Services, Z = Business Enterprises

Category One	Category Two	Category Three	X, Y, Z	Category Four	
Academic Pre-eminence	Academic Leadership	Academic Planning	Y	Academic Planning	
			Y	Academic Senate	
		Academic Administration	Y	Departmental Administration	
			Y	Deans' Offices	
	Academic Support	Academic Support	X	Academic Support	
Library	Library		X	Library	
	Divisional libraries		X	Divisional libraries	
Research and Discovery	Research	Research		Research	
			X		
		Research Admin	Y	Research Admin	
	Research Museums		X	Research Museums	
Teaching and Learning	Instruction	Regular Sessions		Regular Sessions	
			X		
	Summer Sessions		X	Summer Sessions	
Engagement and Public Service	Student Experience	Student Life and Services	X	Student Life	
			Z	UHS	
			Z	ASUC	
			Z	Housing	
			Z	SHIP	
			Z	Recreational Sports	
		X	Student Musical Activities		
		Student Services Administration	Y	Admissions	
			Y	Financial Aid	
			Y	Registrar	
			Y	Student Services Administration	
	Academic Achievement Programs	Academic Achievement		X	Academic Achievement
		Student Academic Support		X	Student Academic Support
Financial Aid	Financial Aid		X	Financial Aid	
Athletics	Athletics		X	Athletics	
Cultural and Public Educational Services Activities	Cultural and Public Educational Services Activities		X	LHS	
			X	BAM/PFA	
			Z	UNEX	
		X	Cal Performances		
Equity and Inclusion	Equity and Inclusion		Y	E&I Administration	
			Y	E&I Programs	
Institutional Effectiveness	Capital Projects and Facilities	Operation & Maintenance of Plant and Building Services		Y	Operation & Maintenance of Plant and Building Services
				Y	Capital planning, management, & administration
	Administration	Human Resources		Y	Human Resources
		Budget and resource planning		Y	Budget and resource planning
		Audit, Accounting, Financial Services		Y	General
				Y	Payroll
				Y	Disbursements
				Y	Accounting
		Business Services		Y	Business services
			Z	Parking	
			Y	Transportation	
	Safety & Security		Y	Security	
			Y	EH&S	
	General Admin		Y	Chancellor's Office	
			Y	EVCP Office	
			Y	VC Administration	
	External Relations	Alumni Affairs		Y	Alumni Affairs
		Development		Y	Development
		Public Affairs		Y	Public Affairs
		General		Y	General
	IT	Campus IT Leadership		Y	Campus IT Leadership
Central IT Services and Infrastructure			Y	Academic and Research Computing	
			Y	Administrative/Student Enterprise Systems	
			Y	Client Support	
			Y	Infrastructure Services	
			Y	Instruct. Tech/Multimedia Servs/Stu.Computing	
		Y	IT Administration		
Departmental IT		Y	Departmental IT		

1) Categories 3 and 4 are natural breakouts that sometimes coincide. Breakout may be an activity or a unit that reflects an activity.

2) X, Y, and Z assignments apply to Category 4

3) If a Category 3 activity does not break down further, the same activities are repeated in Category 4.