

## **PLANNING AND BUDGET CYCLE**

### **Annual Budget**

Prior to each biennial legislative session, the University prepares a Legislative Appropriations Request. This document follows the instructions established by the Governor's Budget and Planning Office and the Legislative Budget Board. As the University awaits the results of the legislative session which determine the state appropriation for the next two years, several activities take place to begin the planning and budget cycle. During the fall, the Executive Director for Budget and Executive Director for the Office of Planning and Assessment, with input from other key areas, prepare the Planning and Budget Calendar for the next fiscal year. The President addresses the University community and provides information regarding the state of the University for the current fiscal year as well as the planning assumptions to be used for the next fiscal year. The Planning and Budget Calendar is distributed to the University community. Department units begin preparing biennial plans. Each unit defines its strategies while linking each to a corresponding University goal and objective. The biennial plans are entered into the Assessment Information Management system (AIM). Some strategies may require new funding to support new initiatives and this is indicated in AIM. The strategies requiring new funding are prioritized at the unit level, then the division level and to complete the process, the component level. Component funding requests are presented to the University community and then submitted to the Planning and Budgeting Committee (PBC) for review. PBC is one of the University's shared governance committees. Its composition consists of the Vice President for Administration and Finance, six faculty from the Faculty Senate, and one representative each from the President's Office, Provost's Office, Information Resources, Student Services, Academic Deans, support staff, professional staff and the Student Government Association (SGA).

At the end of each fiscal year, units assess the year's activities and provide actual results in AIM. These assessment results are used to modify/prepare the next year's plan. For example, if a unit requested funding for a new initiative within the plan and did not receive the funding, the assessment results would indicate that the unit was not able to implement the new initiative and next year's plan would possibly need to be modified to also reflect these results.

Another important step in the budget cycle involves projecting revenue. Preliminary discussions take place to determine the enrollment assumptions to be used in projecting tuition and fee revenue. Schools and departments may submit requests for course and/or non-course fee changes. Tuition and fee requests are presented in a combined meeting of the Student Government Association (SGA) and the Planning and Budgeting Committee (PBC). This allows the opportunity for SGA to provide feedback to the fee owners, showing either support of or non-support of the specific

fee changes. The Budget Office submits the tuition and fee changes to the PBC, then University Council and ultimately to the Board of Regents for approval. These approved tuition and fee changes are used in developing the revenue projections.

At the close of the legislative session, final calculations are made to determine the available funding, if any, for strategy priorities. This amount is provided to PBC and PBC's task is to prioritize the list of new funding requests and make recommendations to the President of UHCL. The final decision rests with the President.

Following funding decisions, Business Coordinators from each major area develop the departmental budgets using the budget guidelines, salary guidelines and check totals provided by Budget Office. The Business Coordinators are accountable for the accuracy and completeness of data entry. The Budget Office consolidates and reviews the data in order to produce a balanced budget. Once the budget is balanced and finalized, the Executive Summary and Board Presentation are produced. The President presents the Plan and Budget to the Chancellor. The Plan and Budget are presented to the Board of Regents Committee for approval. The final Executive Summary and Board Presentation are produced and submitted to University of Houston System for review, assembly and summary for submission to the full Board of Regents for final approval. In addition, the Budget Book is produced and the finalized budget is loaded into PeopleSoft General Ledger and the Human Resources System (HRMS) for new year processing to begin.