

Handouts

- Memos
 - FY 2006-07 Budget Hearings
 - Budget Hearing Schedule
- Template (www.unm.edu/~budget)
- Budget Example
- Hyperion Example
- Academic Measures



Budget Hearings

- Purpose:
 - To examine the logic used in budget construction for FY 2006-07 prior to the 2006 Budget Summit.
 - To provide the Board of Regents and Executive Management a more complete picture of the University's Budget.



Budget Hearings

- Objectives:

- Providing the opportunity for units to participate in the budget planning process by sharing plans consistent with overall institutional planning priorities;
- Encouraging evaluation of a unit's current programs and services;
- Providing more accountability for the use of funds allocated by the Regents in the budget process;
- Integrating planning process into the institutional planning priorities; and
- Encouraging the efficient and effective use of resources.



Budget Hearings

- Template
- Narrative
- Measures



Template

- The budget hearing template can be found on the Budget Office web site (www.unm.edu/~budget)
- Develop at the College/School Level or Business Unit
- Information Sources
- Template Preparation



Template Information Sources

- FY 2005-06 Budgets
- Hyperion Report-Operating Ledger Summary FOH002
 - As of 12/31/2005
 - By Fund (Focusing on Primary Mission)
 - Example: College/School I & G - 2U0224
 - By College/School Level or Business Unit



Original Budget

(green highlights)

- FTE – FY 2005-06 Operating Budgets
- Do not include budget adjustments/revisions
- Hyperion Report
 - Use 1st column titled “Adopted Budget”



Actuals

(yellow highlights)

- As of 12/31/2005
- Hyperion Report
 - Column titled “Actuals Fiscal YTD”
- Template Subtotal = Hyperion Totals
 - *Exception* – Source of Funds
 - Template: Source of Funds
+ Beginning Fund Balance
Hyperion: Revenue Total
 - $\$2,568,870 + \$116,806 = \$2,685,676$



Actuals (Cont'd)

- Navy blue highlight

➤ Template: Ending Fund Balance

=

Hyperion: Report Summary, Fiscal YTD, Net, Actuals

➤ \$1,443,884 = \$1,443,884



Estimated

- Actuals as of 12/31/2005 + Projections 1/1/2006 through 6/30/2006
- Sources for Projections
 - Encumbrances (See Hyperion Report)
 - Historical Trends
 - Personal Knowledge



Proposed Budget

- Requests for new money
- New money requests should be addressed in the narrative
- Incorporate Regents' 1.1% Tax



Elements of the Written Narrative

- 2 Page Limit
- Program Planning Efforts
- Strategic Initiatives
- Budget Considerations and Requests



Measures

- Financial Measure
 - Provide a meaningful financial measure appropriate for your unit
- Non-Financial/Academic Measure
 - Non-Academic Units – Provide a meaningful non-financial measure appropriate for your unit
 - Academic Units – Choose from list of academic measures

