

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. Prior to Fall semester, the Executive Director for Planning & 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. Units and Colleges begin the new cycle by completing use of results for each program outcome in their assessment plans for the recently completed fiscal year. Each Unit/College will link each assessment report to Tier II of the University's Strategic Plan. Some program outcomes may require new funding to support new initiatives based on the use of results, which is indicated on their assessment report. The program outcomes requiring new funding are submitted as initiative requests and are prioritized at the unit/college level first, then by the Division Vice President, and then finally at the component level. The final Component level prioritized 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 Faculty as Chair, Executive Director for Planning & Budget as Co-Chair, 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, departments assess the year's activities and provide actual results in assessment reports. These assessment results are used to modify/prepare the next year's plan. For example, if a department requested funding for a new initiative within the plan and did not receive the funding, the assessment results would indicate that the department 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

Planning & 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 initiatives. 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.

Finally, Business Administrators from each major area develop the departmental budgets using the budget guidelines, salary guidelines and check totals provided by Planning & Budget Office (PBO). The Business Administrators are accountable for the accuracy and completeness of data entry. The PBO 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.