

UNIVERSITY OF CALIFORNIA, RIVERSIDE

**New Department Chair
Orientation**

Budget and Planning

October 12, 2012

Key Contacts

- **Strategic Academic Research and Analysis**

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- **Resource Planning and Budget**

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- **Real Estate Services**

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Strategic Academic Research and Analysis

“SARA”

Strategic What?

- Source of Campus Data
- Resource Planning and Budget Support
- Enrollment Modeling
- Enrollment Tracking
- Retention & Graduation Rates
- Student Workload and FTE

SARA has a Mobile Web Site, Too!



Provides Data Related to Faculty Teaching

The Course and Instruction Reporting System (CIRS)

- *The Course and Instruction Reporting System contains the official records on all courses taught at UCR.*
- <http://cirs.ucr.edu/>

Resource Planning and Budget

Resource Planning & Budget

Mission/Function Statement

The Office of Resource Planning and Budget endeavors to provide objective, accurate, and timely information and analysis to every level of campus leadership, thereby supporting the effective management of all campus resources. The responsibilities of this office include:

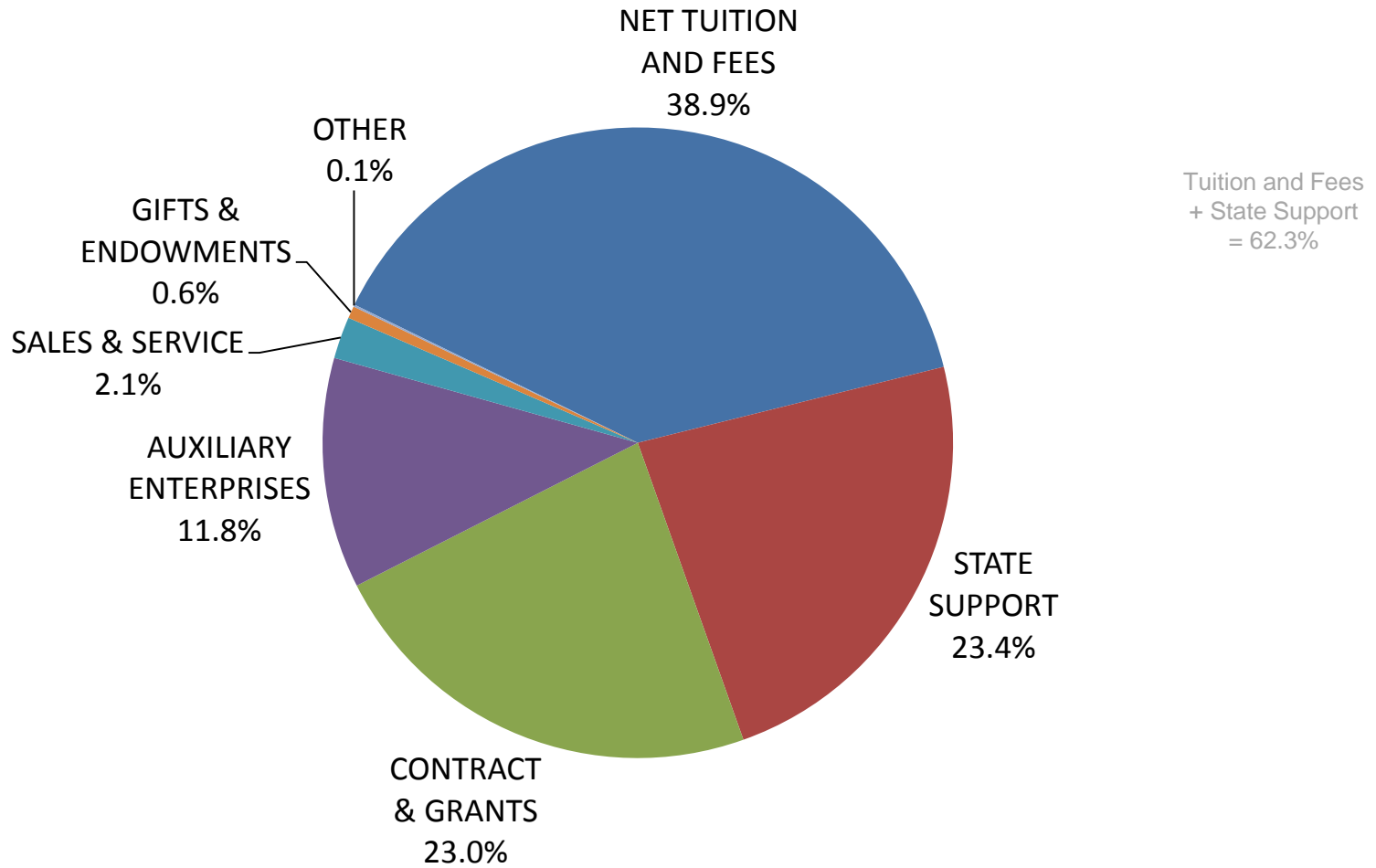
- developing and implementing policies and procedures related to the management of campus financial resources
- administering the annual campus-wide budget process
- managing the campus budget, unallocated resources, and the staffing system
- allocating campus-level funding
- administering the annual Auxiliary and Self-Supporting Enterprise budget and rate review process
- monitoring campus debt ratios and reviewing capital budget appropriation requests
- acting as a liaison with the Office of the President and others on budget, resource, and external finance issues

Summary of 2011-12 Revenues

SUMMARY OF REVENUES BY PRIMARY BUDGETING CONTROL

	<i>Fund Groupings</i>	<i>Examples</i>	<i>Primary Budgeting Control</i>
39%	Sales & Service	Printing, Fleet Services, Analytical Chemical Instrumentation Facility, Vivaria	Department
	Principal Appropriated	Off-the-Top Funds, Educational Funds, Opportunity Funds, STIP	Campus
	Auxiliary Enterprises	Housing, Food Services, Parking, Bookstore	Department
	Private Contracts & Grants	Foundation and Other Private Sponsors Processed Via Sponsored Project Administration	Principal Investigator
	Gifts and Endowments	Foundation and Other Private Donors	Gift Recipient
	Federal Appropriations	Hatch Act, Regional Research Fund	Department
	Federal Contract & Grants	Awards Processed Via Sponsored Project Administration	Principal Investigator
	State Agencies	Awards Processed Via Sponsored Project Administration	Principal Investigator
	Local Government	Awards Processed Via Sponsored Project Administration	Principal Investigator
	61%	Tuition	Former Ed Fee, Non-Resident Tuition
Student Services Fees			Campus
Professional School Fees		Management and Medical Students	School/Division
University Extension			University Extension
Other Student Fees		Course Material Fees, Referendum Fees	Department
General Funds		General Funds, Instructional Technology, Student Academic Prep Programs	Campus
Special/Specific State Appropriations		Student Financial Aid, Equipment and Instructional Support, Tobacco and Breast Cancer Research	Campus/Principal Investigator
Other General Funds	Water Resource Center, Salinity Drain Research, Industry/UCR Coop (DIMI), Deferred Maintenance	Principal Investigator/Department	

2012-13 Budgeted Revenue



\$697 Million

Helpful Information and Policies

EXTRAMURAL FUNDS CLASSIFICATION

The University receives extramural funding through a variety of channels, such as gifts, contracts, grants, service agreements, sales and service activities, and agency funds. A policy was developed to aid in the proper classification of all extramural funds received by the Campus and to establish administrative responsibility for the management of extramural funds.

Governing Campus Policy:

Campus Policy Number: 200-45 -- Extramural Fund Classification

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=200-45>

Helpful Information and Policies

ALLOCATION OF FEDERAL AND PRIVATE LOCAL COST RECOVERY FUNDS

A campus policy governs the distribution of Off-the-Top and Opportunity Funds (derived from federal F&A) and Education Funds (derived from private and local government F&A). The policy does not cover F&A expenditures charged to state contracts and grants which are considered by the state as an income source in the University's operating budget and ultimately become part of the UC General Fund.

Governing Campus Policy:

Campus Policy Number: 300-26 -- A Distribution and Allocation of Facilities and Administrative Cost Recovery Funds (F&A)

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=300-26>

Helpful Information and Policies

[ANNUAL CONTRACT AND GRANT REPORT ON EXPENDITURES](#)

The Annual Report provides information on expenditures, direct and indirect, associated with contracts and grants awarded to the University of California, Riverside (UCR) by non-University entities. These expenditures constitute charges assigned to the contract or grant in order to fully recover expenses incurred by UCR. Information is provided at both the Organization and Department levels.

Report Website:

<http://rpb.ucr.edu/reports/contracts.html>

Helpful Information and Policies

SALES AND SERVICE ACTIVITIES

Sales and Service Activities are non-profit, campus business enterprises, whose functions are to provide quality services and goods at rates that are reasonable and equitable. These enterprises often have a measurable impact on the campus through their pricing and quality decisions, their charging practices, and their billing methods and cycles. While these Sales and Service Activities have the advantage of being campus based, they are simultaneously constrained by University wide and campus policy decisions, such as those related to employee classifications, union contract provisions, salary range adjustments, employee benefits, etc.

Governing Campus Policies:

Campus Policy Number: 300-66 -- Sales & Service Activities: Establishment and Budgetary Review

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=300-66>

Campus Policy Number: 300-66A -- Sales & Service Activities: Establishment and Budgetary Review Organization Sales and Service Fund Policy (OSSF)

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=300-66A>

Helpful Information and Policies

COURSE MATERIAL FEES

A Campus may charge a Course Materials Fee for students to participate in the instructional activities of a course, including: the cost of providing course materials to be consumed, retained or used by the student; the special costs associated with use of University-owned tools, musical instruments, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student not covered by the normal instructional budget.

Governing Campus Policy:

Campus Policy Number: 550-25 -- Course Materials Fee: Establishment and Budgetary Review

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=550-25>

Real Estate Services

Real Estate Services

Mission/Function Statement

- This department provides campus services in leasing, property acquisition, third party development, licensing, gift properties, faculty housing and manages the Mortgage Origination Program (MOP).

Helpful Information and Policies

FACULTY HOUSING ASSISTANCE PROGRAMS

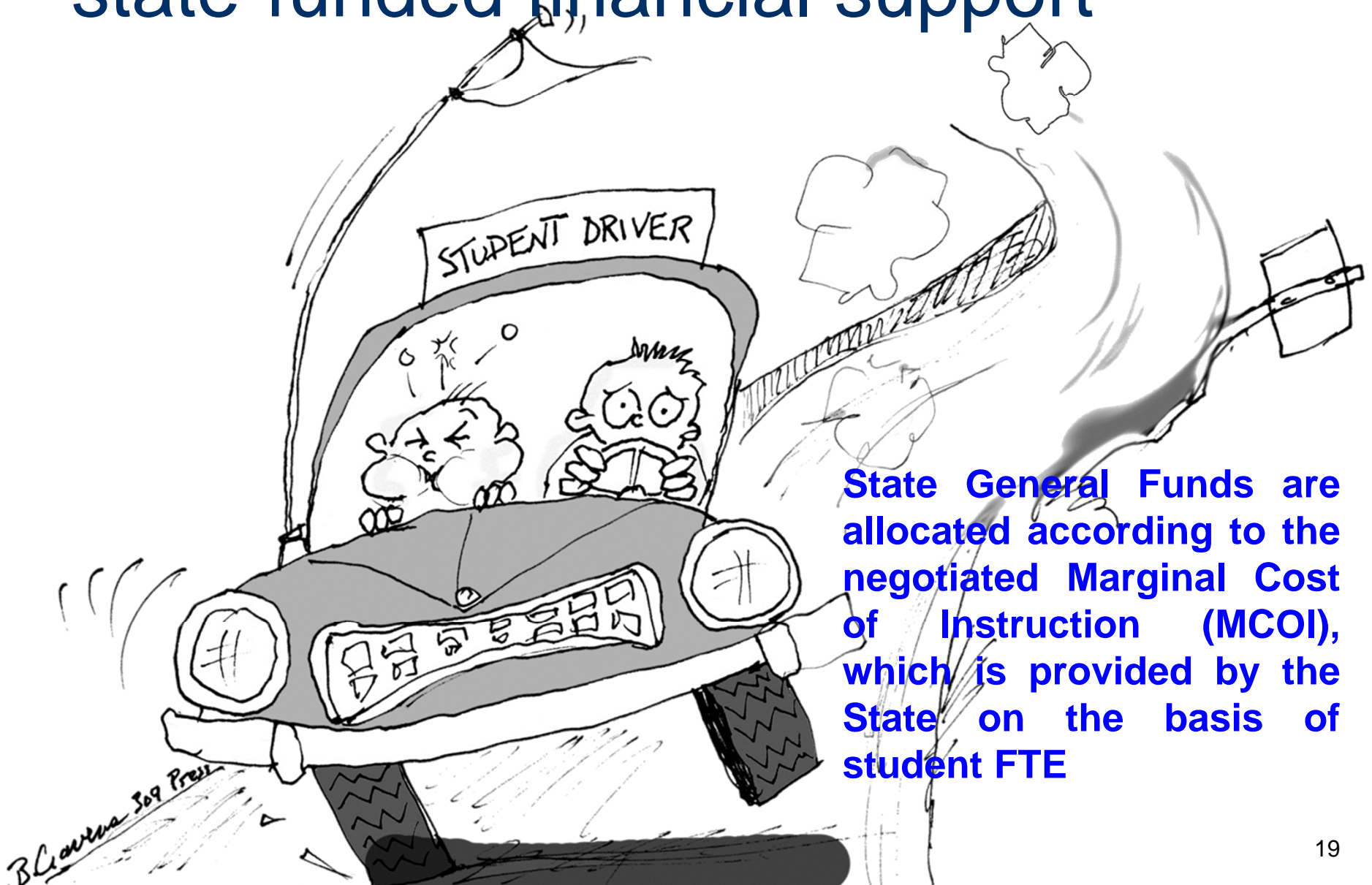
UC Mortgage Origination Program (MOP) -- The MOP exists to promote the recruitment and retention of faculty and senior management in support of the education, research, and public service missions of the University of California.

Temporary Housing -- Temporary Housing is available on-campus.

Faculty Housing -- The Campus owns 6 family homes in the Redington Community and 24 individual homes in the private gated Creekside Terrace development for rental. The Creekside Terrace development has a fully functioning clubhouse, pool, BBQ facilities and a TotLand.

Information on program or housing eligibility, FAQs, and other additional information and useful links are available on the Real Estate Services Web-Page @ <http://res.ucr.edu/>

Student enrollments “drive” UCR’s state-funded financial support



State General Funds are allocated according to the negotiated Marginal Cost of Instruction (MCOI), which is provided by the State on the basis of student FTE