New Department Chair Orientation

Budget and Planning

October 12, 2012
Key Contacts

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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

http://sara.ucr.edu/
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/](http://cirs.ucr.edu/)
Resource Planning and 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

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2012-13 Budgeted Revenue

$697 Million

NET TUITION AND FEES
38.9%

STATE SUPPORT
23.4%

CONTRACT & GRANTS
23.0%

AUXILIARY ENTERPRISES
11.8%

SALES & SERVICE
2.1%

GIFTS & ENDOWMENTS
0.6%

OTHER
0.1%

Tuition and Fees + State Support = 62.3%
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
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)

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
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

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

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).
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.