

Approval Date: May 4, 2001

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Integrated Planning and Budgeting Policy

Office of Accountability:	Office of the Vice-President (Finance and Administration)
Office of Administrative Responsibility:	Office of Resource Planning
Approver:	Board of Governors
Scope:	Compliance with this University-wide policy is extended to all members of the University community.

Overview

The University of Alberta's direction, vision and mission are clearly stated in its Strategic Business Plan. The Plan is a collaborative effort of the President, the President's executive committee and University Community and receives approval by the Board of Governors. Included in the Plan are the University's **institutional goals, key strategic initiatives**, objectives, strategies, performance measures, and an institutional budget forecast. **Budget units** at the University each prepare their own business plans that support the University's Strategic Business Plan.

Annually the University prepares an institutional budget and forecasts which are approved by the Board of Governors and then implemented throughout the University.

Integrated planning and budgeting are seen as critical to the success of the University.

Purpose

To state the University will engage in and embrace both the strategic and resource allocation (budgetary) aspects of **integrated planning** and **budgeting**.

To ensure a process that affords members of the University (faculty, staff and students) the opportunity to influence the planning process within the University.

To ensure that University resources are maximized and allocated in accordance with the Institution's Strategic Business Plan.

POLICY

The University will be accountable and manage its resources through integrated planning and budgeting. The process will:

- Be open and transparent, encouraging comprehensive input and consultation from students and academic and support staff
- Be driven by the Institution's vision and the academic priorities of teaching and research.
- Facilitate long-term planning and ensure a structurally balanced budget for the budget planning cycle.
- Enable the provision of the necessary financial information, institutional data, budget projections and other documentation.
- Encourage the effective stewardship and explicit allocation and re-allocation of resources.

- Support resource accountability.
- To the extent practical, delegate budget responsibilities to the level in which operational decisions are made.
- Result in an institutional budget and forecast that represents all aspects of the University's operations and is consistent in format with the Institution's financial statements.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. ▲ Top	
Institutional Goals and Key Strategic Initiatives	The general ends toward which the University directs its efforts. The Institutional Goals and Key Strategic Initiatives are founded on the University's vision.
Budget Unit	A faculty/department/administrative unit/ancillary/charge-back unit that as an organizational grouping operates as a single entity and as such is required to prepare a strategic business plan and submit annual budget estimates.
Integrated Planning	Integrated planning is the process whereby all planning and budgeting activities throughout every level of the organization are effectively linked and coordinated and driven by the institution's vision, mission and academic priorities.
Budgeting	Refers to the process that the University follows annually to prepare its fiscal estimates that are approved by the Board of Governors and then implemented throughout the University.

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PUBLISHED PROCEDURES OF THIS POLICY

There are no published procedures of this policy.