IS&T: FY12 BUDGETING PROCESS

Distribute FY12 Budget Calendar and Budget Guidelines Document

Action: Create and Distribute FY12 Budget Calendar and guiding Budget Assumptions document

Who: Finance Team

When: November 1, 2010

Outcome: IS&T staff clearly understands the FY12 Budgeting Process, the budgeting assumptions we will be using, and the budgeting process timeline. IS&T staff will be able to plan ahead and make themselves available during this process.

Creation of 1st Pass Budget

Action: FBCs will meet with Associate Directors and Managers/Team Leads to develop a 1st Pass of the FY12 Budget that adheres to the Budget Guidelines and reflects total IS&T Gross Expenses that are flat to the FY11 Budget.

Who: Finance Team, Associate Directors, and Managers/Team Leads

When: November 30, 2010

Outcome: Creation of a 1st Pass Budget that provides a framework for future discussions regarding:

- Areas of potential expense reduction
- SWEB and Non-SWEB expense analysis
- FY12 operational goals and commitments
- Potential Budget increases
- Business model changes

1st Pass Budget Review Meetings with Manager of Finance

Action: Manager of Finance will meet with each Associate Director, their Managers/Team Leads, and the supporting FBC to review their 1st Pass of the FY12 Budget.

Who: Manager of Finance, Associate Directors, Managers/Team Leads, and Supporting FBC

When: December 3, 2010

Outcome: Review each Associate Directors' 1st Pass Budget with the goal of:

- Ensuring adherence to the Budget Guidelines
- Understand all budgeting assumptions
- Exploring all expense reductions/increases
- Understanding any impacts to revenue and settlement expenses
- Identifying opportunities for further expense reductions
- Understanding all risks associated with 1st Pass Budget.

2nd Pass Budgets will be created to reflect any action items that are generated as part of these review meetings.

Information Services & Technology

2ⁿᵈ Pass Budget Review Meetings with Head of IS&T

Action: Review of each Associate Directors' 1ˢᵗ Pass Budget with Head of IS&T. Budget review meetings to focus on:

1. Review of Associate Director FY12 budget with comparison to FY11 budget, by major GL category.
2. Review of Manager Area FY12 budgets and financial/operational assumptions. This would include a review of individual cost objects where appropriate.
3. Detailed review of Total Directorate and/or Manager level GL line items that total over $50k.
4. Review of GL line items for Travel & Professional Development, Membership & Dues, and Cell Phone reimbursement.

Who: Head of IS&T, Manger of Finance, Deb Leitch, Associate Directors, and FBCs

When: December 9, 2010

Outcome:

1. To enable Marilyn Smith to understand your organization both operationally and financially at the various rollup levels (i.e. Total Directorate, Manager Area, and Cost Object levels).
2. To better understand your resource (people) costs, as well as the other types of "non-people" expenses that comprise your FY12 budget.
3. To understand your operational goals/commitments for FY12.
4. To discuss and identify expense reduction and operational efficiency opportunities.
5. To discuss both issues and risks associated with the 1ˢᵗ Pass budget.

3ʳᵈ Pass Budgets will be created to reflect any action items that are generated as part of these review meetings. AD's will be responsible for communicating any budget changes as a result of these action items to their Managers and Team Leads.

3ʳᵈ Pass Budget Review Meetings with Senior Staff

Action: Review of each Associate Directors' 3ʳᵈ Pass Budget with Head of IS&T and Senior Staff. Budget review meeting to focus on:

- High level summary of each Associate Directors' Final 1ˢᵗ Pass Budget
- Expense Reductions achieved by Associate Director Area
- Expense Increases needed by Associate Director Area
- Exploration of any impacts to revenue and settlement expenses
- Detailed review of expenses that are greater than $50k per Associate Director Area
- Review of expenses related to the following categories even if total expense does not total over $50k
    - Membership and Dues
    - Travel and Professional Development
    - Cell Phone Reimbursement
    - Computer Equipment Purchases
    - Meeting, Food, and Beverage Expenses

Who: Head of IS&T, Manager of Finance, Deb Leitch, Associate Directors, and FBCs

When: December 16, 2010

Outcome:

1. Get us to the final FY12 IS&T Budget using an "One IS&T" approach
2. Achieve maximum operational use of our financial resources with minimal impact on our business by:
    a. Identifying any other opportunities for expense reduction
    b. Identifying and eliminate potential repurposing

3. Resolve any outstanding budgeting issues
4. Identify additional areas for future investigation

Creation of Final IS&T FY12 Budget

Action: Final IS&T Budgets will be created to reflect any action items that are generated as part of the review meeting with Senior Staff.

Who: Finance Team

When: December 22, 2010

Outcome: Final IS&T FY12 Budget developed with:

- Total IS&T Gross Expenses held flat to the FY11 Budget
- All increases/decreases in Revenue and/or Settlement Expenses detailed and explained.

AD's will be responsible for communicating any budget changes as a result of these action items to their Managers and Team Leads.

Create and Distribute IS&T's FY12 Budget Letter

Action: Create and Distribute IS&T's FY12 Budget Letter to the EVP

Who: Manager of Finance, Manager of Communications, Head of IS&T, and FBCs

When: January 12, 2011

Outcome: Communicate to EVP and VPF IS&T's FY12 Budget and Budgeting Process. Provide operational and financial transparency while demonstrating appropriate use of MIT funds.

Create and Deliver IS&T's FY12 Budget Presentation

Action: Create and Distribute IS&T's FY12 Budget Presentation to members of the EVP and VPF areas

Who: Manager of Finance, Head of IS&T, and Associate Directors

When: End of February (exact date TBD)

Outcome: Communicate to EVP and VPF IS&T's FY12 Budget and Budgeting Process. Provide operational and financial transparency while demonstrating appropriate use of MIT funds.