

UNH Office of Budgeting and Financial Planning

Roles and Responsibilities

As of 7/9/08

Functions of the Office of Budgeting and Financial Planning:

The primary functions of this office are:

- 1) Provide leadership and oversight for the University's budget and budget development. This involves coordination with 19 major budgetary units as well as the University System of NH.
- 2) Provide financial analysis and advice for all levels of UNH and USNH management in an effort to help management make fully informed decisions.
- 3) Perform ongoing maintenance of decentralized budgeting – Responsibility Center Management.
- 4) Provide central communications to the campus about various financial and budgetary information.
- 5) Serve as the direct support staff for the VP for Finance and Administration
- 6) Coordinate various campus wide committees such as the Central Budget Committee and the Finance Advisory Council.
- 7) Represent UNH on numerous USNH wide committees and projects.
- 8) Provide financial reporting expertise to the campus.
- 9) Provide financial management and budget training to the campus.
- 10) Develop various campus financial policies and procedures and monitor compliance.

Staff and Responsibilities:

David Proulx, Assistant VP for Financial Planning and Budgeting

- Oversight of budgeting and financial planning
- Finance and Administration Council (FAC) coordination
- Central administration funding
- UNH Foundation/Campaign
- President's and BOT reports
- RCM oversight
- Municipal agreements
- Capital projects
- Strategic indicators
- Contract signing delegations
- Strategic planning and financial modeling
- Organized labor financial analysis
- RC unit mitigation planning
- Central Budget Committee (CBC) coordination
- Committees/Workgroups: FINPAC, FAC, CBC, SCIT, Charette, EPM Steering Committee, NHPTV Finance Committee, Blackboard Oversight Group, Advancement Steering Committee, SHBP committee, NEASC accreditation, F&A rate proposal, EcoLine Steering Group

Bruce Spencer, Executive Director for Budget and Finance

- Tuition/Financial Aid/Enrollment modeling
- Student Fee development process
- Capital project financial modeling
- Biennial Budget process
- Energy/utilities forecasting
- Insurance
- State appropriation modeling
- Board of Trustee reporting
- Budget guidelines

Kerry Scala, Senior Financial Analyst

- Future year forecasting and analysis
- Project management – special projects
- Enterprise Performance Management (EPM)
- Policy/Procedure development and process improvement

- Financial and strategic planning
- Unit financial reserves policy and monitoring
- Endowment modeling/forecasting
- Central Administration budgets and strategic funding
- All funds budgeting
- Non student A/R project
- Continuing increase budgeting and processing
- Budget Development oversight and coordination
- Committees/Workgroups: Diversity Council, Leadership workgroup, GMAF, USNH budget committee, EPM working group, FIS Steering Committee

Donna Brownell, Senior Financial Analyst

- Advancement system implementation
- F&A rate proposal oversight
- Student refunds project
- Other special projects
- Committees/Workgroups: F&A facilities committee, GMAF

Brian Mehr, Accountant I

- Indirect cost recovery/grant forecasting
- RCM allocation oversight, model development and forecasting
- RC Unit financial projections support
- Banner training
- Facilities Budget liaison
- Current year budgeting and forecasting
- Current year budget maintenance –budgets out of balance, mismatched foapals, deficit fund balances
- Internal fee review
- All funds budgeting
- Reserves monitoring and targets
- Legal expenses
- Budget development and financial projections support
- Year end reconciliation - President's Report, RC Unit and UNH summaries -
- Communication and file management

Jen Biron, Information Technologist III

- Events management system and electronic payments representative
- UNH Finance, HR, InfoEd and Student reporting
- Year End Financial summaries and Data report
- EPM technical support
- UNH Webi Finance security
- VPFA financial analysis support
- RC unit financial projections support
- Committees/Workgroups: EPOC

Jean Richard, Senior Administrative Assistant

- Office communications and publications
- Budgeting and Financial Planning, RCM and VPFA websites
- Staff and meeting schedules
- FAC Blackboard site and meeting coordination
- CBC meeting coordination
- VPFA file server
- IT coordination

Communications

VPFA Office produces hundreds of communications over the course of a fiscal year. The types of communications that the VPFA Office produces can be categorized into the following:

- 1) General. Examples include: University wide memos from the VPFA Office, general committee information (CBC, FAC for example), policies and procedures, summary level management reports, budget guidelines and presentations.
- 2) Sensitive. Examples include: department or program specific analyses, projections and budgets, sensitive HR information or memos that should be disseminated to a specific group of people only (such as FAC or HR users).
- 3) Other. Includes specific information directed toward an individual or small groups of individuals.

We are using the following methods for communications:

Websites (3) – VPFA Office (<http://www.unh.edu/vpfa>) , Budgeting and Financial Planning (BFP) (<http://www.unh.edu/budget>) , and RCM (<http://www.unh.edu/rcm>) . These websites will be used to disseminate General information

VPFA File Server – the file server will be used to communicate Sensitive information

Blackboard – will be used to communicate committee information such as FAC

Email/phone/fax/mail – these mechanisms will be used to communicate Other information.

After Jean has updated the Website and/or File Server an email communication will be sent by Jean to the appropriate audience notifying them that the information is available for their use. To assist our office and users of this information we have put together the schedule below. Jean will also monitor all websites/servers to ensure that information is current and errors are corrected.

Month	Communication	VPFA Point Person	Location of Communication
July	<ul style="list-style-type: none"> o Final tuition/fee rates and history 	<ul style="list-style-type: none"> o Bruce 	<ul style="list-style-type: none"> o BFP Website
August	<ul style="list-style-type: none"> o CBC meeting calendar o Indirect cost recovery Projection & Awards/Proposals/Exps package 	<ul style="list-style-type: none"> o Dave o Brian/Jen 	<ul style="list-style-type: none"> o BFP Website o BFP Website
September	<ul style="list-style-type: none"> o Final endowment payouts for FY (From Controller's Office) o President's report/RC Unit Profile reports/year end summaries o Data report o Reserve summary o Summer tuition allocation reports (based on information from AA BSC and Institutional Research) o Indirect cost recovery Projection & Awards/Proposals/Exps package o Undistributed Salaries report o RC Unit Projections Files ready for new fiscal year o Indirect Cost real-time allocation – 1st Quarter 	<ul style="list-style-type: none"> o Kerry o Dave/Brian/Jen o Jen/Dave o Kerry/Brian o Bruce o Brian/Jen o Brian o Jen/Brian o Jen/Brian 	<ul style="list-style-type: none"> o BFP Website o BFP Website o BFP Website o BFP Website o BFP Website o BFP Website o BFP Website o VPFA File Server o BFP Website
October	<ul style="list-style-type: none"> o Budget guidelines (updated) o Assessment budget models for next FY o State appropriation model for next FY o Tuition projection for current and next FY (based on information from Institutional Research and Provost) o Updated credit hour reports o Indirect cost recovery Projection & Awards/Proposals/Exps package o Undistributed Salaries report 	<ul style="list-style-type: none"> o Bruce o Brian o Brian o Bruce o Bruce o Brian/Jen o Brian 	<ul style="list-style-type: none"> o BFP Website o BFP Website o BFP Website o VPFA server o BFP Website o BFP Website o BFP Website
November	<ul style="list-style-type: none"> o RC unit current and future year projections o Indirect cost recovery Projection & Awards/Proposals/Exps package o Undistributed Salaries report 	<ul style="list-style-type: none"> o Brian o Brian/Jen o Brian 	<ul style="list-style-type: none"> o VPFA server o BFP Website o BFP Website
December	<ul style="list-style-type: none"> o Student fee guidelines/history 	<ul style="list-style-type: none"> o Bruce 	<ul style="list-style-type: none"> o BFP Website

	<ul style="list-style-type: none"> ○ Budget Calendar (based on information from USNH Budget Office) ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Indirect Cost real-time allocation – 2nd Quarter 	<ul style="list-style-type: none"> ○ Bruce ○ Brian/Jen ○ Brian ○ Jen/Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website
January	<ul style="list-style-type: none"> ○ Indirect cost budget model for next FY ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ 	<ul style="list-style-type: none"> ○ Jen ○ Brian/Jen ○ Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ BFP Website
February	<ul style="list-style-type: none"> ○ Net square footage reports (from Facilities Services) ○ Facilities budget model for next FY ○ RC unit budget model for next FY ○ Updated credit hour reports (from Institutional Research) ○ Undergraduate net tuition budget model for next FY ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Deficit fund balance report 	<ul style="list-style-type: none"> ○ Brian ○ Brian ○ Brian ○ Bruce ○ Bruce/Brian ○ Brian/Jen ○ Brian ○ Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ VPFA server ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website
March	<ul style="list-style-type: none"> ○ Internal fee inventory ○ RC unit current and future year projections ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Deficit fund balance report ○ Indirect Cost real-time allocation – 3rd Quarter 	<ul style="list-style-type: none"> ○ Brian ○ Brian ○ Brian/Jen ○ Brian ○ Brian ○ Jen/Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ VPFA Server ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website
April	<ul style="list-style-type: none"> ○ Endowment payout projection for next FY (from Controller's Office) ○ Graduate/CPS/ summer budgets (from Provost's Office) ○ Continuing increase budgeting information (from USNH Budget Office) ○ RC unit current and future year projections ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Deficit fund balance report 	<ul style="list-style-type: none"> ○ Kerry ○ Bruce ○ Kerry ○ Brian ○ Brian/Jen ○ Brian ○ Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ BFP Website ○ VPFA Server ○ BFP Website ○ BFP Website ○ BFP Website
May	<ul style="list-style-type: none"> ○ Budget tools update (grant analyzer, course breakeven, new program budget template) ○ Final budget reports ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Deficit fund balance report 	<ul style="list-style-type: none"> ○ Kerry ○ Bruce/Jen ○ Brian/Jen ○ Brian ○ Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website
June	<ul style="list-style-type: none"> ○ CBC annual report ○ Indirect cost recovery Projection & Awards/Proposals/Exps package ○ Undistributed Salaries report ○ Deficit fund balance report ○ Indirect Cost real-time allocation – 4th Quarter 	<ul style="list-style-type: none"> ○ Dave ○ Brian/Jen ○ Brian ○ Brian ○ Jen/Brian 	<ul style="list-style-type: none"> ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website ○ BFP Website
Ongoing	<ul style="list-style-type: none"> ○ CBC agendas and meeting notes ○ FAC agendas and meeting notes ○ Ecommerce procedures and updates ○ RCM Information 	<ul style="list-style-type: none"> ○ Dave ○ Dave ○ Jen ○ Dave 	<ul style="list-style-type: none"> ○ BFP Website ○ Blackboard ○ BFP Website ○ RCM Website

	<ul style="list-style-type: none">○ MR information○ University wide communications/memos	<ul style="list-style-type: none">○ Jen○ VPFA	<ul style="list-style-type: none">○ BFP Website○ VPFA Website
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