Unit Goals: Budget Office

Goal	Key Metrics/Milestones	Goal Drivers	Status
Goal 1: Achieve financial stability by resolving the campus structural deficit. *(FY24 – FY27)* **P4 – DFA-D**	• Financials in the black, central reserves within target range and not in jeopardy of decreasing below healthy levels (3 months of operating). • Specific targets defined and approved by campus leadership. • Additional space/lease savings by FY25-$3M. • Development of new rates and implementation plan.	• Core revenue growth is less than expense growth.	
Goal 2: Develop a new budget model for the campus to improve alignment of resources with strategic goals, and improve clarity, predictability, and transparency. *(FY24 – FY27)* **P4 – DFA-D**	• Outreach to other higher education institutions. • Model funding stream alternatives based on various metrics. • Budget model and phase-in plan for academic units. • Budget model and phase-in plan for support units.	• Need for improved planning.	
Goal 3: Develop a new central budget office commitment tracking tool to improve accuracy for reporting, tracking of available funding, and forecasting models of central obligations. *(FY24 – FY24)* **P4 – DFA-D**	• Reduce time to request, approve, and document a supplemental commitment. • Improve communication, transparency and customer service experience. • Improve access and accuracy of current data and reports. • Improve accuracy and time required copying over to the next year's budget plan.	• Set the stage for improved reserve management. High reserves are a risk to the campus.	
Goal 4: Create a common fund to make the budget allocation and financial management processes less cumbersome and reduce the number of funds and accounts being used. *(FY24 – FY25)* **P4 – DFA-D**	• Reduce number of funds used for core budget allocations. • Reduce processing time, increased accuracy and accessibility.	• Operational efficiency for campus financial managers.	
Goal 5: Improve budget office processes related to communications, documentation, and training. *(FY24 – FY24)* **P4 – DFA-A**	• One new communication enhancement implemented by mid-winter in FY24. Functional areas and glossary by 1/31/24; best practice updates (e.g., budget process, final budget) by 3/31/24. • Conduct a customer satisfaction survey after roll-out of the budget model.	• Increase transparency.	

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Unit Goals: Budget Office (cont.)

Goal	Key Metrics/Milestones	Goal Drivers	Status
Goal 6: Develop improved financial reports using reporting tools to automate existing download and manual update processes. *(FY24 – FY24)* **P4 – DFA-A**	• Reduce time to run reports (data) and roll forward (formatting) the new FY. • Replace internal report by 12/31/23. Publish report for campus use by 3/31/24. • Publish year-end forecast reports to org/units.	• Better reports, more informed recommendations and decisions.	
Goal 7: Coordinate with Academic Planning, Graduate Division, and Academic Senate to improve processes related to new program review. *(FY24 – FY25)* **P4 – DFA-A**	• Improve contribution of academic enterprise. • Track programs that don't make it to approval in addition to ones that do. • Measure error rates in forecast.	• Improve guidance and consistency of information.	
Goal 8: Improve Budget Office transactional processes. *(FY24 – FY28)* **P4 – DFA-A**	• Increased automation for processes related to budget upload via LLCP document, staffing, intercampus transfer of funds.	• Reduce time on transactions so we can spend on value added analysis.	
Goal 9: Ensure that all student fee processes are completed on time, appropriate review and consultation is completed on rate proposals, and guidance and materials are consistent with UC policies. *(FY24 – FY28)* **P4 – DFA-B**	• Included in scope are Professional Degree Supplemental Tuition (PDST), Self-Supporting Graduate Professional Degree Program (SSGPDP), Course Material & Services Fees (CMSF), Student Service Fee (SSF), referenda, student intent to register (SIR), and miscellaneous fees as well as oversight of student fee advisory committee.	• Ensuring smooth transition after turnover.	
Goal 10: Pursue a long-term budget solution that will support campus and unit planning. *(FY24 – FY28)* **P4 – DFA-D**	• Complete research and identify a recommended tool by 6/30/2027. • Develop implementation plan consistent with resource availability.	• A new budget system would be best practice.	• Not yet started. Dependent on other campus enterprise system priorities.