

Date: January 6, 2012
To: Senior Administrators/ Department Heads
From: Kevin Webb

Subject: Budget Document and Procedures 2012-13

The uncertainty around funding levels led to a delay in initiating the process for requesting departmental budget submissions. However the end date for completing the budget remains unchanged. Therefore there is only a short window of time available to prepare budget requests. Any proposals need to be prepared, reviewed by your Dean/Division Manager and submitted to me by January 17, 2012.

BUDGET SUBMISSIONS

Operating

The operating grant for Saint Mary's will be reduced by an additional 3.5% for 2012-13 limiting our ability to fund additional commitments. Any requests you may have for new funding should be categorized as high or moderate priority. Further requests are to be ranked in order of importance. Ancillaries (Residence, Dining Services, and Bookstore) and full cost recovery programs (EMBA, MFin, MMCCU, TESL and Continuing Education Programs) are required to forward submissions including detailed revenue estimates.

Funding requests are to be supported by a business case outlining both revenue and expense assumptions. Benefits associated with the funding request as well as risks due to not funding should be described. The 2012/13 Budget Submission form can be found on the Saint Mary's website under Faculty and Staff/Services/Financial Services/Budget 2012-13/Proposed Budget Increase. The direct link is

<http://www.smu.ca/administration/financialservices/budget.html>

Capital

- Building Alterations and Renovations: Facilities Management has already collected information around requirements for Alterations and Renovations.
- Capital Furniture, Equipment and Software: i.e. having a value greater than \$3,000 and a life expectancy longer than one year. Include any requests on a separate copy of the 2012/13 Budget Submission Form.

Information Technology

ITSS requires details on information technology requirements for the coming year. Providing this information will enable ITSS to affectively consider both staffing and financial resources.

Should you have any questions, please call me at local 5459.