

Schedule 5 - Additional Budget Resources Instructions

Even if there is limited fiscal opportunity for additional budget resources and they will be subject to the final guidelines and principles, Budget Developers are always encouraged to identify and prioritize additional budget resources that may be required for new initiatives, programs, services and staffing if additional funding becomes available.

This schedule is to be used for additional budget resources such as new initiatives, programs, services, or staffing that require additional funding that has not been previously approved. This schedule provides the opportunity to capture qualitative analysis of additional budget resources, such as description, rationale, impact to other departments, etc. Also, it requires information on funding, such as self-funding, cost neutral or additional University resource allocation and an area to show total cost. If salary costs are in your request, benefits are to be included. (The worksheet has a benefit column that calculates automatically when the salary amounts are entered.) This schedule is sufficient if your request does not involve a variety of expenditure items. Requests that involve a variety of expenditures should be detailed on the Schedule 5 Additional Budget Resources Worksheet.

All cost estimates need to include all potential costs. For example, with new staff requests, ensure total acquisition costs including advertising, furniture, equipment and computers are noted.

Schedule 5 would also be used to capture and evaluate cost-neutral initiatives (where the funding, cost reduction (e.g. OT) or revenue generation takes place in same year as the expense of the activity).

All minor capital renovations requests must be requested directly to Facilities Management (Scott Walker) utilizing the 2013-14 Schedule 7 Request form available on Finance Budgeting website. Any renovation costs identified as part of a Schedule 5 request (eg. required for new staff) must be submitted on a Schedule 7. This must be noted on your Schedule 5 submission.

These budget requests will be collected and summarized by the Finance Department for review and prioritization by the VP's and the President. Once the operating budget submissions (including previously approved increases) are reviewed by the VPs and the President and the University's estimated financial situation is known for 2013/14, then additional budget resources will be considered and prioritized.

Notification of funding and approvals for budget adjustments will be done at a date later than the operating budget. (Refer to Timelines and Process document.)

All new operating activities are to be provided as a separate submission.