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Operating Fund Planning and Budgeting Policy

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic) Office of the Vice-President (University Services, Operations and Finance)
Office of Accountability:	Office of the Provost and Vice-President (Academic) Office of the Vice-President (University Services, Operations and Finance)
Approving Authority:	The Governors of The University of Alberta

Purpose

The University of Alberta (the “University”) uses an annual **Planning** and **Budgeting** process to determine the inputs, allocation, and management of the University’s **Operating Revenue Available for Institutional Budgeting** and other relevant unrestricted revenue to **Units**. The purpose of this process is to achieve a balanced budget at an institutional level while maximizing the allocation of resources to align with key University goals.

This policy ensures effective stewardship of, and states the principles for managing and allocating the University’s operating revenue in a way that is consistent with the University’s mission.

Definitions

The attached definitions table outlines the terms used in this policy that are not otherwise defined herein and any specific rules of interpretation that apply.

Scope

This policy applies to all members of the **University Community** participating in activities or functions governed by this policy and its associated procedures.

Policy

1. The Provost and Vice President (Academic) and the Vice President (University Services, Operations and Finance) are accountable for the annual Planning, Budgeting and allocation process. This is to be done in a way that:
 - 1.1. Is open and transparent, encouraging comprehensive input and consultation with students, academic and support staff.
 - 1.2. Is driven by the Institution's vision and the academic priorities of teaching and research.
 - 1.3. Facilitates long-term Planning and ensures a structurally balanced budget at an institutional level for the budget Planning cycle.
 - 1.4. Enables the provision of the necessary financial information, institutional data, budget projections and other documentation.
 - 1.5. Encourages the effective stewardship and explicit allocation and reallocation of resources.
 - 1.6. Supports resource accountability.
 - 1.7. To the extent practical, delegates budget responsibilities to the level in which operational decisions are made.
 - 1.8. Results in an institutional budget and forecast that represents all aspects of the University's operations and is consistent in format with the Institution's financial statements.
2. The Provost and Vice-President (Academic) and the Vice-President (University Services, Operations and Finance) can create or further define procedures that set out detailed requirements for any part of this process, including but not limited to: Unit Planning, revenue allocation, the budget cycle and budget accountability.

Definitions Table

<i>Unless otherwise specified, these definitions apply to this policy and its associated procedures. Defined terms include their plural and grammatical variations.</i>	
Budgeting	The process that the University follows annually to prepare its fiscal estimates that are approved by the Board of Governors and then implemented throughout the University.

Operating Revenue Available for Institutional Budgeting	The University of Alberta's revenues includes Government of Alberta grants, federal and other government grants, donations and other grants, tuition and other fees, investment incomes and revenue from sales of services and products.
Planning	The process whereby all Planning and Budgeting activities throughout every level of the organization are effectively linked and coordinated and driven by the institution's vision, mission and academic priorities.
Unit(s)	A University-Wide Service portfolio or faculty at the University of Alberta.
University Community	Academic, excluded and support staff, academic colleagues and postdoctoral scholars as outlined and defined in the <i>Recruitment Policy Appendix A: Definitions and Categories of Staff</i> ; undergraduate, graduate, continuing education students and post-graduate learners; emeriti; contractors; visitors; volunteers; and members of the Board.
University-Wide Services	A collective term for the Units in the President's and Vice Presidents' portfolios that deliver administrative and academic services to the whole of the University.

Parent Policy Suite

- [Operating Fund Planning and Budgeting Policy](#)
- [Budget Monitoring Procedure](#)
- [Budgeted Investment Revenue Allocation Procedure](#)
- [Carryforwards Procedure](#)
- [Operating Program Support Grant Revenue Allocation Procedure](#)
- [Research Support Fund Revenue Allocation Procedure](#)
- [Tuition Revenue Allocation Procedure](#)
- [Unit Planning Procedure](#)

Related Policy Documents

- There are no related policy documents.

Related Links

- There are no related links.

History

May 4, 2001	Approved. Originally named the <i>Integrated Planning and Budgeting Policy</i> .
October 1, 2024	Approved. Renamed as the <i>Operating Fund Planning and Budgeting Policy</i> .

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>