



Restructuring Update – OP Budget Office

June 2008

OP Budget Office Overview

The OP Budget Office will manage the development of a local UCOP budget that:

- systematically aligns UCOP's resources with its strategic needs and goals;
- provides UCOP senior leadership and department heads with regular updates regarding actual expenditures against the budget;
- provides support and technical expertise to UCOP departments on budget-related issues

OP Budget Office

Major Functions

Activities

Budgeting & Forecasting

- Establish policies for budgeting and forecasting
- Develop and coordinate annual budget process
- Report and distribute annual appropriation letters
- Maintain and operate planning/forecasting systems

Management & Reporting

- Align annual budget appropriations with authorized spending levels
- Design and maintain budget reporting systems
- Report on status of budgeted funds
- Transact changes to budget throughout the year as authorized
- Coordinate fiscal closing process at operational levels

Financial Analysis & Decision Support

- Provide financial planning and analytical support to department heads in support of budget development
- Provide budget development support and subject matter expertise to individual departments/units as needed
- Perform regular and ad hoc financial analysis as directed by management
- Serve as liaison with business services utility
- Assess departments and perform pre-transition actions required in transition process

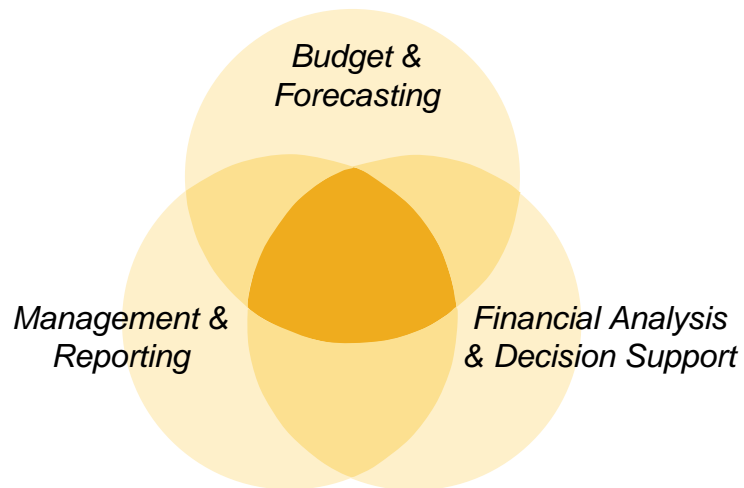
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OP Budget Office

Proposed Structure/Approximate Staffing Needs

Budget Unit

- **Approx. 8 FTE, 4 classifications**
- **Most staff will be involved with multiple functions to increase flexibility and resilience**
- **Open internal recruitment process (expanding externally if needed)**
- **Organization structure to be finalized after the interview process**



Key internal "partners"

UCOP
Financial
Management

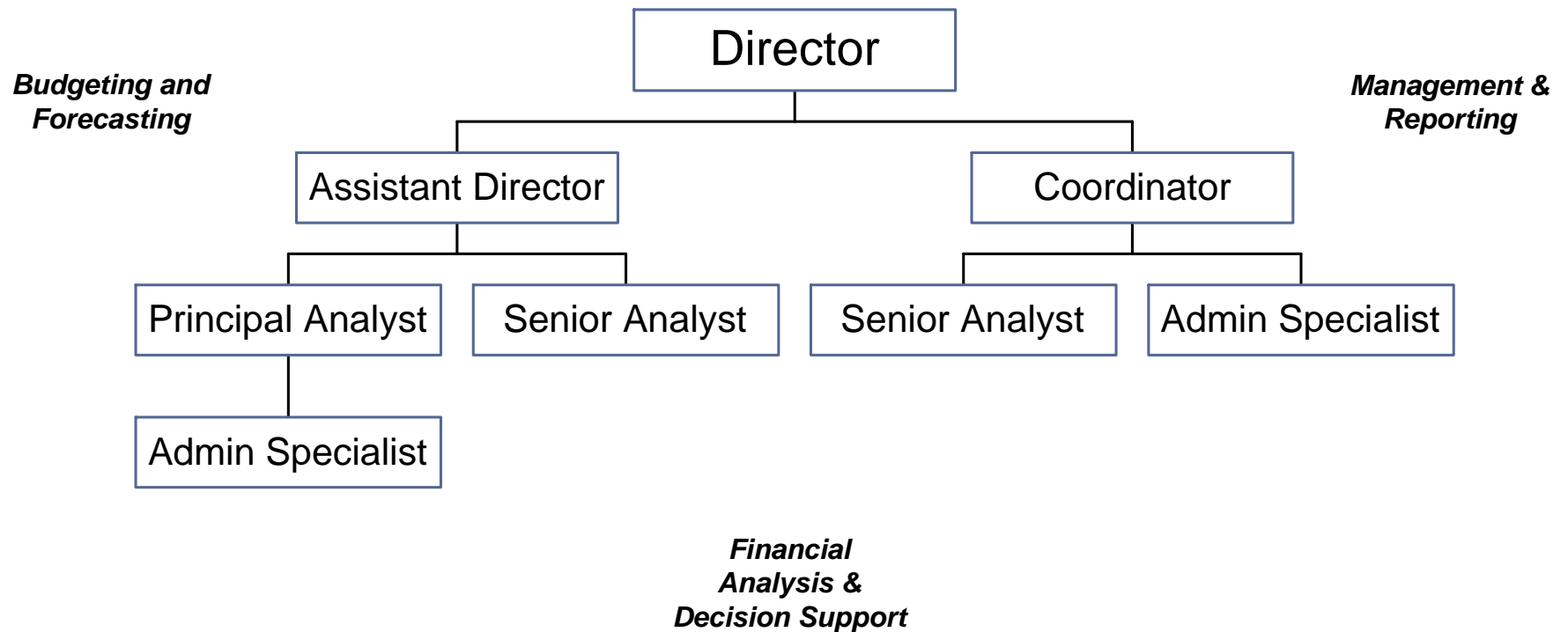
Systemwide
Budget Office

New business
services unit

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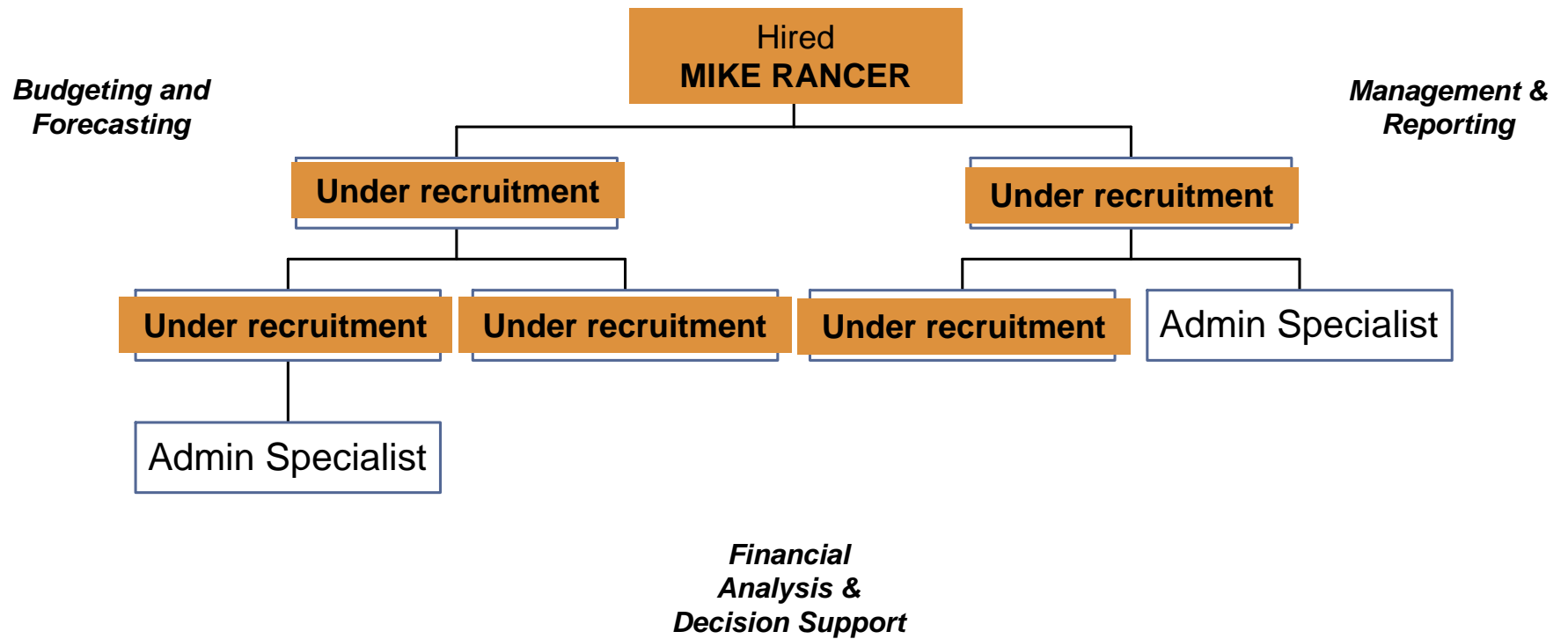
Subject to Change



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