

The Regents of the University of California

**COMMITTEE ON FINANCE
COMMITTEE ON INVESTMENTS**

March 16, 2000

The Committee on Finance and the Committee on Investments met jointly on the above date at UCSF - Laurel Heights, San Francisco.

Members present: Representing the Committee on Finance: Regents Atkinson, Bagley, Davies, Hopkinson, S. Johnson, Lee, Montoya, Pannor, Parsky, and Preuss; Advisory member Miura
Representing the Committee on Investments: Regents Atkinson, Bagley, Davies, Hopkinson, Lansing, Lee, Moores, Parsky, and Taylor

In attendance: Regent Sayles, Regent-designate Kohn, Faculty Representatives Coleman and Cowan, Secretary Trivette, General Counsel Holst, Provost King, Senior Vice President Kennedy, Vice Presidents Broome, Darling, Gomes, and Hershman, and Recording Secretary Bryan

The meeting convened at 1:40 p.m. with Committee on Investments Chair Parsky presiding.

GUIDELINES FOR THE TREASURER'S OFFICE ANNUAL BUDGET REVIEW PROCESS

It was recalled that at the January meeting of the Committee on Finance and the Committee on Investments, the Treasurer's budget process was discussed, and it was suggested that guidelines be drafted that would set the various steps in the Treasurer's budget process to match more closely the timing and review that is performed within the Office of the President. In particular, it was requested that the Regents review the Treasurer's Office budget early enough to be better informed during the salary review process. It was also requested that the Investment Advisory Committee review the Treasurer's budget following review by the Office of the President and prior to submission to the Board. The guidelines below are intended to address these issues.

Guidelines for the Treasurer's Office Annual Budget Review Process

- A. The Treasurer's budget request for each fiscal year is to be submitted to the Vice President–Financial Management on or before April 1 of each year.
- B. Following review by the Office of the President, the budget will be submitted to the Investment Advisory Committee for review prior to submission to The Regents for approval.
- C. The Treasurer's budget will be presented to The Regents for approval at the May meeting.

- D. Once The Regents approve the budget, it will be funded in July of each year. Any funds not fully spent at year's end will be lapsed and will not be carried forward.
- E. The Treasurer's budget request will include the following:

Required InformationPersonnel Information

- List of current employees by name or job title with salaries as of July 1 of the upcoming fiscal year plus two years of salary history.
- Total merit pool dollars based on the Governor's budget recommendation. This amount is subject to change once the final budget is approved by the Legislature. The merit pool should be calculated using a July 1 salary base.
- List of vacant positions with expected date of hire and salary. The budget request should take the expected hire date into consideration, with the funding to be provided on the actual hire date.
- Benefits budget should include current salary base, merit pool increase, and amounts for vacant positions based on estimated hire date.

Non-Salary Information

- Two years' actual expense history by major spending category (e.g., office supplies, telecommunications, travel, entertainment, copies, data charges, mail, etc.).
- Projected expenses for current fiscal year based on 8 months of actual data.
- Justification for material increases.

Equipment

- Two years of actual expense history.
- Projected expenses for current year.
- Timing and justification for new equipment purchases.

One-Time Expenses

- Summary of one-time expenses, including prior year requests and actual expenses for two years, if applicable.
- Summary of new requests and the justification and timing of when funds will be needed. This summary should also include an explanation of whether it is actually a one-time expense or if there is an ongoing maintenance expense after initial start-up.

Written Summary

A brief statement about the objective of the office should be included. For requests for additional FTE or one-time budget items, the request should address how these fit into the overall objective. The summary should address the reason for year-to-year material increases. The summary should also include a justification for additional funding and a description of why these items cannot be funded internally. Funding for one-time requests should be given in priority order.

The meeting adjourned at 1:42 p.m.

Attest:

Secretary