



UNIVERSITY OF TORONTO

Office of the Vice-Provost, Planning and Budget

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MEMORANDUM

May 1, 2002

To: Planning and Budget Committee

From: Derek McCammond

Item Identification

Allocations from the Administrative Priorities Fund (AdPF).

Sponsor

Derek McCammond, Vice-Provost, Planning and Budget

Jurisdictional Information

The Committee recommends approval of allocations from the operating budget special funds.

Highlights

The attached memo provides details of allocations proposed for the portfolios of the President, Vice-President Human Resources, Vice President Business Affairs, Vice-President Research and International Relations, Vice-President Government and Institutional Relations, the Office of the Governing Council, Internal Audit and Archives and Record Management System. The total of the allocations proposed is \$1.00M in base and \$0.43M in OTO funding.

Resource Implications

The Administrative Priorities Fund is funded by an annual 1.5% reallocative cut to the budgets of the administrative divisions and by transfers from general university revenue of \$0.5M in each of 2002-03 and 2003-04 as approved in the 2002/03 Budget Report. The allocations proposed will leave the Administrative Priorities Fund with a balance of \$97,650 for contingencies in 2003-04.

Action Sought

The Planning and Budget Committee recommends to the Academic Board approval of the following allocations from the Administrative Priorities Fund:

- (a) Vice-President, Human Resources: \$85,850 in base for 2002-03, a further \$65,000 in base in 2003-04 and \$119,000 OTO in 2002-03.
- (b) Vice-President, Business Affairs: \$200,000 in base in 2002-03, a further \$50,000 in base in 2003-04 and \$50,000 OTO in 2002-03.
- (c) Vice-President, Research and International Relations: \$205,000 in base for 2002-03, a further \$150,000 in base in 2003-04 and \$120,000 OTO in 2002-03.
- (d) Office of the Governing Council: \$30,000 in base for 2002-03, a further \$12,000 in base in 2003-04 and \$67,200 OTO in 2002-03.

- (e) Internal Audit: \$17,500 in base for 2002-03, a further \$10,000 in base for 2003-04 and \$25,000 OTO in 2002-03.
- (f) Vice-President, Government Relations: \$60,000 in base for 2002-03 and a further \$61,000 in base for 2003-04.
- (g) University of Toronto Archives and Records Management Services: \$54,000 OTO in 2002-03 and \$56,000 in base for 2003-04.



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MEMORANDUM

May 1, 2002

To: Planning and Budget Committee

From: Derek McCammond 

Re: Allocations from the Administrative Priorities Fund

The Administrative Priorities Fund (AdPF) provides base funding to the administrative divisions of the University to maintain and improve the quality and capacity of the services and facilities provided by these divisions. It is funded by an annual 1.5% re-allocative cut to the budgets of the administrative divisions and by a transfer, approved in the 2002/03 Budget Report, from general university revenue of \$500,000 of new funds in 2003-04 and a further \$500,000 in 2003-04.

As the administrative portfolios adjust to the new senior administrative structure, the funds generated by the annual 1.5% re-allocative budget cuts are being returned to the administrative divisions for 2002-03 and 2003-04. The new allocations proposed reflect the costs of that structure and respond to the additional pressures from enrolment expansion, increased capital construction, research funding initiatives of the Federal and Provincial Governments and requests for increased functionality in our administrative systems. In order to assist with planning for the remainder of the current long-range planning period, it is proposed to allocate all of the funding currently budgeted for the AdmPF, saving only a modest contingency for 2003-04.

Vice-President, Human Resources: \$85,850 in base for 2002-03, a further \$65,000 in base in 2003-04 and \$119,000 OTO in 2002-03.

The allocation provides base funding for the Employment Equity Co-ordinator, the Family Care Office, the LGBTQ Program and the Occupational Health Physician, which have been supported to date on OTO funds. The OTO funding is to provide support to improve customer response times from Central HR Services and Benefits & Pension Information Reporting, pending a review of the HR activities to be undertaken in 2002-03.

Vice-President, Business Affairs: \$200,000 in base in 2002-03, a further \$50,000 in base in 2003-04 and \$50,000 OTO in 2002-03.

The funding will assist with the provision of the additional police, property managers, a fire prevention officer and personnel for Administrative Management Systems needed to support the recent increased student enrolment and the new capital projects that are reaching completion.

Vice-President, Research and International Relations: \$205,000 in base for 2002-03, a further \$150,000 in base in 2003-04 and \$120,000 OTO in 2002-03.

The funding will provide increased staff to support the ethical review process, new grants officers to assist the large number of new faculty members with their research grant applications and provide increased analytical and communications support for the portfolio. The allocation recognizes the increased demands on the Government Research Infrastructure Group (GRIP) in

its vital support of applications to the Canada Foundation for Innovation (CFI) and the Ontario Research and Development Challenge Fund (ORDCF). It also recognizes the increased accountability requirements associated with the various new indirect cost of research funding envelopes.

Office of the Governing Council: \$30,000 in base for 2002-03, a further \$12,000 in base in 2003-04 and \$67,200 OTO in 2002-03.

An OTO allocation of \$42,200 completes the renovation and transition costs associated with the re-organization that followed the recent review of the Secretariat. Allocations of \$30,000 in base and \$25,000 in OTO are being made to fund the document handling project and \$12,000 in base to maintain the Office capability in 2003-04.

Internal Audit: \$17,500 in base for 2002-03, a further \$10,000 in base for 2003-04 and \$25,000 OTO in 2002-03.

The allocation will enable the Internal Audit Department to maintain complement and therefore audit capacity at the current level and to provide for web site development.

Vice-President, Government Relations: \$60,000 in base for 2002-03 and a further \$61,000 in base for 2003-04.

The funding will assist the portfolio to meet the base budget cuts in 2002-03 and 2003-04 and provide for non-salary expenses which have been met to date from OTO funds.

University of Toronto Archives and Records Management Services: \$54,000 OTO in 2002-03 and \$56,000 in base for 2003-04.

UTARMS has been funded on an OTO basis for many years and these allocations provide for base funding. This service exists within the Central Library with the Archivist reporting to the Head of the Rare Books Library. Unlike the Library it has responsibilities that help us fulfill our corporate rather than our academic responsibilities.

These allocations will leave the Administrative Priorities Fund with a balance of \$97,650 for contingencies in 2003-04.

Recommendation:

That the Planning and Budget Committee recommend approval of the allocations described above from the Administrative Priorities Fund.