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Budget

**For the Fiscal Years**

**2024/25, 2025/26 and 2026/27**

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# Key Considerations

Please provide **3 to 5 bullet points** highlighting the major issues in the envelope to provide context and awareness to readers. **Specifically identify positive and negative factors affecting your current financial outlook including cost pressures.** Maximum 500 words.

# Mission

Please provide the envelope’s mission statement or a brief statement of the envelope’s long-term vision.

# Alignment with business strategic plan

If it is available on the web, please include a link to the unit’s 5-year strategic plan or strategic plan update here. If not published, then please provide a short summary document as an appendix.

Please list the top 3 actions achieved in the table below.

| Action | Achievement |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Staffing

## Total staffing plan: FTE’s and planned hours

## Anticipated staffing changes

Please outline staffing plans, including justification for any changes

# Plans for use of reserves

Describe how you will use any reserves balance. Where an envelope has existing structural deficits and/or accumulated debt please describe the plan to eradicate this along with the timeline and include the impact in the table above.

# Capacity Constraints and Capital Budget Plans

Click here to enter text.

# Major Opportunities and Key Risks to Your Operational Plan

List, describe and if possible, quantify

# Internal Benchmarks and Indicators of Performance

## Summary of Competitive Position

Click here to enter text

## Internal

Items to include where available:

- KPIs

- Customer satisfaction surveys - may also include student, staff, and faculty surveys.

- Most recent employee engagement results (top and bottom three areas if in summary form)

- Census summary

- No. of Employment Equity Facilitators

# Non-priority activities reduced/eliminated

Please list any activities that may be cut back or eliminated.

# Other Major Assumptions

Please detail any assumptions that differ from or are in addition to the budget guidelines and are not included elsewhere in this document.

# Narrative of Envelope Highlights

All Units are assumed to have budgets aligned with the University’s strategic plan and vision. Please provide a summary of your area’s highlights including priorities and objectives for the budget period which may be included in the published consolidated budget document. **Please write as if for an external reader (i.e. avoid the use of “we” and “our”) since this section is used in the published Consolidated Budget document** – maximum 150 words.

|  |
| --- |
| Envelope highlights here |

# Appendix A – Organizational Chart

Please append the most recent organizational chart

# Appendix B – External Benchmarks

**Optional:** If you wish to include any external benchmark information, insert other data as relevant, such as benchmarking survey results of activities with other universities across Ontario, G6[[1]](#footnote-1), and U15[[2]](#footnote-2).

1. G6 leading research-intensive universities in Ontario are McMaster University, University of Ottawa, Queen’s University, University of Toronto, University of Waterloo, and University of Western Ontario. [↑](#footnote-ref-1)
2. U15 Group of Canadian Research Universities are University of Alberta, University of British Columbia, University of Calgary, Dalhousie University, Université Laval, University of Manitoba, McGill University, McMaster University, Université Montréal, University of Ottawa, Queen’s University, University of Saskatchewan, University of Toronto, University of Waterloo, and University of Western Ontario. [↑](#footnote-ref-2)