



## MEMORANDUM

To: Board of Governors

From: Eileen Bray, Vice President Administration & Finance

CC:

Date: March 12, 2013

Re: Northern Medical Program (NMP) 2013/14 Budget

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Please find attached, for Board of Governors information, the Northern Medical Program (NMP) budget for 2013/14.

The categorization used for this report is consistent with past years. Budgeted expenditures are submitted by the NMP Office with confirmation by Finance of salaries and transfers. The budgeted revenues are based on 2012/13 revenue levels, with adjustments to be made as noted in the footnotes to the budget summary.

The overall budget for the expanded medical program is developed in conjunction with UBC and UVic, with final approval by the Distributed Program Planning Committee in June for 2013/14. It is therefore expected that changes to this budget will occur during the year.

2013/14 Northern Medical Program Budget

	2013/14 Proposed	2012/13 Revised	2012/13 Original
<b>Projected Revenues <sup>1</sup>:</b>			
Provincial operating grant - Directly to UNBC	\$ 997,250	\$ 1,000,000	\$ 1,000,000
Provincial operating grant - Through UBC	5,228,377	5,228,377	4,378,252
<b>Total Revenue:</b>	<b>6,225,627</b>	<b>6,228,377</b>	<b>5,378,252</b>
<b>Projected Expenditures:</b>			
<b>Salaries &amp; Benefits <sup>2</sup></b>			
Faculty and staff salary and benefits	2,919,040	2,694,166	2,889,013
<b>Sub-total</b>	<b>2,919,040</b>	<b>2,694,166</b>	<b>2,889,012</b>
<b>Non-Salary Operating Expenses:</b>			
Clinical Faculty Payments <sup>3</sup>	2,425,600	2,425,600	2,425,600
Curriculum Management Fees/Stipends <sup>4</sup>	472,200	445,200	445,200
Travel <sup>5</sup>	296,600	296,600	296,600
Meetings/Events <sup>6</sup>	115,900	115,900	115,900
Recruitment, Relocation & Start-up <sup>7</sup>	59,000	59,000	59,000
Telephone, Fax, Long Distance <sup>8</sup>	77,210	77,210	77,210
Supplies & Other <sup>9</sup>	534,890	534,890	534,890
<b>Sub-total</b>	<b>3,981,400</b>	<b>3,954,400</b>	<b>3,954,400</b>
<b>Minor Capital Expenses <sup>10</sup>:</b>			
Office Equipment	5,500	5,500	5,500
Library Books & Equipment	28,000	28,000	28,000
Computers/Printers/Audiovisual Equipment	14,000	14,000	14,000
Other	12,000	12,000	12,000
<b>Sub-total</b>	<b>59,500</b>	<b>59,500</b>	<b>59,500</b>
<b>Transfers <sup>11</sup>:</b>			
Transfer to General Operating	740,000	800,000	800,000
Transfer to Sponsored Research	157,600	0	0
Transfer to PD Reserve	19,400	19,400	19,400
Transfer from Sponsored Research	(190,000)	0	0
Transfer from Unspent Funds	(1,461,313)	(1,329,878)	(2,344,060)
<b>Sub-total</b>	<b>(734,313)</b>	<b>(510,478)</b>	<b>(1,524,660)</b>
<b>Total Expenditures &amp; Transfers</b>	<b>6,225,627</b>	<b>6,197,588</b>	<b>5,378,252</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 30,789</b>	<b>\$ -</b>

Footnotes to the 2013/14 NMP Budget

**<sup>1</sup>Revenues:**

During 2012/13 fiscal, the Distributed Program Planning Committee (DPPC) approved a total budget of \$7,419,571 for the NMP site in 2012/13. This was funded as follows:

Provincial operating grant – direct to UNBC	\$1,000,000
Provincial operating grant – through UBC	\$5,228,377
Expenses paid directly by UBC	\$ 80,969
Utilization of accumulated reserves	\$1,110,225
	<hr/>
	\$7,419,571

Since DPPC approval of the overall expanded medical program budget occurs during the year, the budget submission for 2013/14 is based on the 2012/13 revenue level – with a -0.275% adjustment to the \$1M provincial operating grant as a result of announced reductions to the Advanced Education sector - plus utilization of accumulated reserves at the level required to balance the 2013/14 budget. Any adjustments required to revenues, transfers or other accounts as a result of DPPC approval will be done once the 2013/14 budget submission is approved by DPPC.

**Expenditures:**

**<sup>2</sup>Salaries & Benefits** – By the end of 2013/14 the NMP is expected to have 8 faculty positions (5 FTE Faculty, 1 FTE Librarian and 2 FTE Senior Lab Instructors) and 29 FTE staff positions (including the Vice Provost Medicine.) There are a number of funded positions which are filled via stipends or service contracts, which are not included in the position numbers above. Similarly, faculty positions which are tenure track with UBC are not included in the above numbers as they are paid directly by UBC. Senior Clinical Faculty are described in the Clinical Faculty Payments note below.

**<sup>3</sup>Clinical Faculty Payments** – Payments mainly to physicians and potentially other community members or healthcare professionals who could be involved in teaching. Funding on this line is for 6 FTE Senior Clinical Faculty positions plus a large number of smaller contracts for clinical faculty payments.

**<sup>4</sup>Curriculum Management Fees / Stipends** – Payments to those responsible for direction of NMP curriculum, including courses within – Family Practice, Clinical Skills, DPAS, and Foundations of Medicine, as well as to the Clerkship Director and Integrated Site Clerkship Director (Terrace) who are responsible for direction of clinical clerkships. Also includes payments for leadership in support of faculty development activities.

<sup>5</sup>**Travel** – Costs of travel for attendance at curriculum delivery and planning meetings, program governance meetings, faculty and staff travel to Vancouver and elsewhere, conference and professional development travel, etc.

<sup>6</sup>**Meetings & Events** – Costs for hosting planning meetings, administrative meetings, special student events such as orientation, recognition events, etc.

<sup>7</sup>**Recruitment, Relocation and Start-up** – Costs for bringing in candidates for vacant positions and establishment of faculty start-up funds.

<sup>8</sup>**Telephone, Fax and Long Distance** – Costs for telephone and other related charges for all units included in the NMP.

<sup>9</sup>**Supplies & Other** – Costs for general office supplies and equipment, photocopying and printing, software, books & publications, small furnishings, postage, lab tools and supplies, etc, as well as consulting fees for various contracted services.

<sup>10</sup>**Minor Capital** – Includes an allowance for small audiovisual equipment, office furnishings and equipment, as well as costs for library books and clinical models.

<sup>11</sup>**Transfers** – Transfers to General Operating are to cover UNBC overhead for heat, light, maintenance, cleaning, etc. and have historically been based on \$4,000 per student. In 2008, an additional \$1,000 per student was approved on an interim basis and this is included in the budget submission. The Transfers to General Operating also include amounts for specific activities funded by the NMP (e.g. a portion of the Northern Health Sciences Research Facility budget.) Transfers to PD (Professional Development) Reserve are to cover required allowances under various employee agreements.

Transfer from Unspent Funds represents required spending of accumulated reserves, as approved by DPPC, to fund current activities.

Transfers to / from Sponsored Research relate to the recent Canada Research Chair appointment and Michael Smith Foundation for Health Research funding agreement for NMP faculty.