



MEMORANDUM

To: Board of Governors

From: Eileen Bray, Vice President Administration & Finance

Date: March 13, 2014

Re: Northern Medical Program (NMP) 2014/15 Budget

Please find attached, for Board of Governors information, the Northern Medical Program (NMP) budget for 2014/15.

The categorization used for this report is consistent with past years. Budgeted expenditures are submitted by the NMP Office with confirmation by the Budget Office of salaries and transfers. The budgeted revenues are based on 2014/15 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 the University of British Columbia and the University of Victoria, with final approval by the Distributed Program Planning Committee in June for 2014/15. It is therefore expected that changes to this budget will occur during the year.

NMP BUDGET INFO FOR BOG MARCH 29, 2014

2014/15 Northern Medical Program Budget

	2014/15 Proposed	2013/14 Revised	2013/14 Original
Projected Revenues ¹:			
Provincial operating grant - Directly to UNBC	\$ 987,278	\$ 997,250	\$ 997,250
Provincial operating grant - Through UBC	5,554,932	5,554,932	5,228,377
Total Revenue:	6,542,210	6,552,182	6,225,627
Projected Expenditures:			
Salaries & Benefits ²			
Faculty and staff salary and benefits	2,856,136	2,963,347	2,963,348
Sub-total	2,856,136	2,963,347	2,963,347
Non-Salary Operating Expenses:			
Clinical Faculty Payments ³	1,772,898	2,425,600	2,425,600
Curriculum Management Fees/Stipends ⁴	427,200	472,200	472,200
Travel ⁵	252,270	296,600	296,600
Meetings/Events ⁶	115,300	115,900	115,900
Recruitment, Relocation & Start-up ⁷	165,000	59,000	59,000
Telephone, Fax, Long Distance ⁸	57,584	77,210	77,211
Supplies & Other ⁹	847,748	534,890	534,890
Sub-total	3,638,000	3,981,400	3,981,401
Minor Capital Expenses ¹⁰:			
Office Equipment	1,000	5,500	5,500
Library Books & Equipment	19,617	28,000	28,000
Computers/Printers/Audiovisual Equipment	9,500	14,000	14,000
Other	15,000	12,000	12,000
Sub-total	45,117	59,500	59,500
Transfers ¹¹:			
Transfer to General Operating	825,000	740,000	740,000
Transfer to Sponsored Research	0	0	157,600
Transfer to PD Reserve	24,400	19,400	19,400
Transfer to Internal Research Funds	157,600	157,600	0
Transfer from Sponsored Research	(190,000)	(190,000)	(190,000)
Transfer from Unspent Funds	(814,043)	(1,179,065)	(1,505,621)
Sub-total	2,957	(452,065)	(778,621)
Total Expenditures & Transfers	6,542,210	6,552,182	6,225,627
Total Revenues Less Expenditures	\$ -	\$ -	\$ -

NMP BUDGET INFO FOR BOG MARCH 29, 2014

Footnotes to the 2014/15 NMP Budget

¹Revenues:

During 2013/14 fiscal, the Distributed Program Planning Committee (DPPC) approved a total budget of \$7,371,209 for the NMP site in 2013/14. This is funded as follows:

Provincial operating grant – direct to UNBC	\$1,000,000
Provincial operating grant – through UBC	\$5,554,932
Expenses paid directly by UBC	\$87,500
Utilization of accumulated reserves	\$728,777
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	\$7,371,209

Since DPPC approval of the overall expanded medical program budget occurs during the year, the budget submission for 2014/15 is based on the 2013/14 revenue level plus utilization of accumulated reserves at the level required to balance the 2014/15 budget. Any adjustments required to revenues, transfers or other accounts as a result of DPPC approval will be completed after the 2014/15 budget submission is approved by DPPC.

Expenditures:

²**Salaries & Benefits** – By the end of 2014/15 the NMP is expected to have 9 faculty positions (6 FTE Faculty, 1 FTE Librarian and 2 FTE Senior Lab Instructors) and 27 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. Clinical Education Leaders (formerly Senior Clinical Faculty) are described in the Clinical Faculty Payments note.

³**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 8 FTE Senior Clinical Faculty positions plus a large number of smaller contracts for clinical faculty payments.

⁴**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.

NMP BUDGET INFO FOR BOG MARCH 29, 2014

⁵**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.

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

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

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

⁹**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.

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

¹¹**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 Internal Research Funds and from Sponsored Research relate to the Canada Research Chair appointment and Michael Smith Foundation for Health Research funding agreement for NMP faculty.