

SERVICE COMMITMENT

Document Control

Document Owner: Shannon Brooks

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Document Title: Budgets and Asset Management (BAM) Service Commitment

Period of Agreement: May 1, 2026 to April 30, 2027

Department/Unit: Budgets and Asset Management (BAM)

Service Commitment Overview

The Budgets and Asset Management Office (BAM), reporting to the Vice-President, Finance and Administration, advances the institution's mission by providing expert financial planning, analysis, and stewardship. BAM partners with faculties, divisions, and administrative units to deliver timely and accurate financial information and guidance. The office is committed to transparency, accountability, and continuous improvement, ensuring the university community we serve has the financial resources and insights necessary to achieve academic and operational objectives.

BAM's approach emphasizes collaboration and service excellence. The office strives to deliver high-quality support, foster financial sustainability, and uphold the highest standards of integrity in all budgetary and asset management activities.

Scope of Service

BAM provides services to all faculties, divisions, and units across the university. The office operates with a dedicated team of eight professionals: four Financial Analysts, one Systems Lead, one Senior Advisor, and one Director, reporting to the AVP, BAM. Service quality, responsiveness, and timeliness are contingent on available resources and staffing.

The Key service areas are:

- Budget Planning And Development
- Asset Management & Capital Planning
- Support And Advisory Services
- Financial Analysis And Reporting
- Resource Allocation Decision Support And Accountability
- Data Governance And Analytics
- Continuous Improvement

Service Offerings and Descriptions

Service Area	Service Description	Service Offering
Budget Planning and Development	Coordinates the annual budget cycle, supports units in budget preparation, and ensures alignment with institutional priorities.	<ul style="list-style-type: none">• Budget envelope & Base Budget planning• Forecasting• Multi-Year Budget reports• Cash flow planning• Financial Planning Advice

		<ul style="list-style-type: none"> • Variance analysis and allocation of revenues, expenses and central costs
Asset Management & Capital Planning	Overseeing capital planning, cashflow forecasting, and policy development and compliance.	<ul style="list-style-type: none"> • Capital Budget Development • Cash Planning for Capital projects • Capital project forecasting • Policies & Procedure development • Coordination of project approvals
Support and Advisory Services	Provides guidance, training, and consultation on financial planning activities, policies, and best practices. Maintains the BAM website with relevant data and information. Creates an environment of transparency and expert guidance across the university.	<ul style="list-style-type: none"> • Financial Planning Training and advice • Budget and Financial Consultation, expert guidance and support • budget model improvements • data analytics for decision making • Website updates and reports to enhance transparency
Financial Analysis and Reporting	Delivers regular and ad hoc financial reports, analysis, and forecasting to inform decision-making and monitor performance.	<ul style="list-style-type: none"> • Communication planning on Financial matters • Development of presentation materials for various audiences • Publications and website updates • Ministry reporting • Internal reporting and analysis
Resource Allocation Decision Support and Accountability	Facilitates resource allocation in accordance with University governance structures, strategic objectives, and financial analysis. Tracks expenditures and reports on achievement of targeted outcomes.	<ul style="list-style-type: none"> • Coordination of Presidential Council activities (University Budget Council and University Fund Council); • advising on available funds; • issuing proposal calls & decision process coordination; • communication of decisions; progress tracking.
Data Governance and Analytics	Maintains data integrity and provides access to financial data for planning and operational needs.	<ul style="list-style-type: none"> • Accurate maintenance of budget entries, cost centers, capital project codes, and funding in relevant systems; • setup and review of reporting structures; • collaboration with Finance, Student Financial Services, Human Resources, University Services Centre, and OIPA for data and analytics; • variance analysis.

Continuous Improvement	Regularly reviews the SHARP budget model, assesses organizational financial needs, and adapts systems and structures to support evolving requirements.	<ul style="list-style-type: none"> • Forward looking budget strategy, analytics and expertise • SHARP budget model review and improvement • Assessment of cost drivers, resource allocation methodology and alignment with institutional priorities
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Additional Metrics Specific to Each Faculty/Division/Unit

YOY improvement in accuracy of Budget as informed by:

- Forecast to Actual variance analysis
- Budget to Forecast variance analysis
- Budget to Actual variance analysis results

General Contact Information

Budget and Asset Management Information Ecosystem:

[Welcome to Budgets and Asset Management - Budgets and Asset Management](#) – Public Site

[BAM Community Site | Just another York Central CMS Sites site](#) – Internal Site

[General | YORK-FIN-York Budget Holders | Microsoft Teams](#) - Teams Budget Planning Sharepoint Site

Service Commitment Review and Renewal

The service renewal and review will be performed annually and will align with budget approval. Any review will consider the needs of the community and will align with the Universities academic and strategic priorities. We will align our service quality with the resources available to ensure we meet the institution’s needs.