

September 1, 2009

On behalf of the Minister of Advanced Education and Labour Market Development (ALMD), I am writing to provide you with information regarding your institution's budget for 2009/10-2011/12. The 2010/11 and 2011/12 targets are provided for planning purposes only, and are subject to annual approval of the Legislature. Your institution's specific transfers and full-time equivalent (FTE) allocations for the next three fiscal years are provided in the Attachments. These allocations extend, for one year, foundation and health seats added to institutions' budgets on a one time basis in 2008/09 and referenced in 2008/09 GLEs.

For some institutions, student demand for some foundation and short term health programs may have shifted over the last year. If your institution anticipates not being able to deliver all sections of the foundation and health programs which have been funded again in 2009/10, funding may be reallocated for those intakes in the following order of priority:

Foundation FTEs

- Other foundation programs (not funded by the Industry Training Authority)
- Health programs
- Trades related programs
- Trades equipment

Health FTEs

- Other health programs
- Foundation programs (not funded by the Industry Training Authority)
- Health equipment

Your institution's Annual Capital Allowance has been reduced by approximately one third from the amount communicated in the interim budget letter on March 10, 2009. These revised allocations were communicated to institutional Presidents in August 2009.

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As mentioned in the interim budget letter “It will be critical to government’s fiscal plan that institutions operate within funding levels provided. Institutions will be required to manage their consolidated operating budget on a “no deficit” basis and their capital budgets within approved 2009/10 and 2010/11 allocations. Where necessary, strategies are to be developed to ensure these objectives are achieved.” These strategies include deficit management plans and monthly reporting. Institutions impacted by this requirement have already been contacted by the Ministry, and the deficit mitigation process is underway.

Thank you for the feedback which you provided this spring regarding administrative savings initiatives at your institution. The Ministry has summarized the responses received from institutions into a report outlining how the post secondary sector will collectively achieve \$11 million in annual administrative savings and re-direct these savings into post-secondary programming. This summary report has been provided to the Minister of Finance. ALMD will be following up with institutions on the realization and redirection of the administrative savings.

Sincerely,

ORIGINALLY SIGNED BY

Ruth Wittenberg  
Assistant Deputy Minister

Attachments

**Attachment 1**

**As at September 1, 2009**

**ROYAL ROADS UNIVERSITY**

**2009/10 - 2011/12 Operating Transfers  
and Overall Student FTE Targets**

	2009/10		2010/11		2011/12	
	FTEs	\$	FTEs	\$	FTEs	\$
<b>Royal Roads University Operating Transfers</b>						
ALMD FTEs/Operating Grants	1,980	\$ 17,172,132	1,980	\$ 17,182,093	1,980	\$ 17,182,093
Change from Prior Year	12	\$ 1,349,742	-	\$ 9,961	-	\$ -
Annual Capital Allowance (ACA) **	-----	\$ 504,046	-----	TBD	-----	TBD

<b>Student FTE Graduate and Undergraduate Targets</b>							
	FUNS Code	CIP Code					
Undergraduate	UNGR	Multiple	315		315		315
Graduate	GRAD	Multiple	650		650		650
Undesignated			1,015		1,015		1,015
<b>Overall Student FTE Targets</b>			<b>1,980</b>		<b>1,980</b>		<b>1,980</b>

\*\* ACA is determined on an annual basis, so is shown as TBD in 2010/11 and 2011/12.

**Attachment 2**  
**As at September 1, 2009**  
**Royal Roads University**  
**2009/10 to 2011/12 Operating Transfers and Student FTE Targets**

**Operating Grants**

	Original 2009/10 Allocations		2009/10 Budget Allocations			
	Operating Transfer	Change in \$ over prior year	Variance from 08/09 Budget Letter amounts	Adjusted Operating Transfer	Change in Adj. Operating Transfer	% Change in Adj. Operating Transfer
2008/09	\$ 15,822,390		\$ -	\$ 15,822,390		
2009/10	\$ 16,756,520	\$ 934,130	\$ 415,612	\$ 17,172,132	\$ 1,349,742	8.5%
2010/11	\$ 16,766,481	\$ 9,961	\$ 415,612	\$ 17,182,093	\$ 9,961	0.1%
2011/12	\$ 16,766,481	*1 \$ -	\$ 415,612	\$ 17,182,093	\$ -	0.0%

\*1 The 2011/12 starting base budget is held constant at 2010/11 levels.

**FTEs**

	2009/10	2010/11	2011/12
FTEs			
2008/09 Planned	10	-	-
Growth Added (Removed)	2	-	-
Net Growth	12	-	-

**2009/10 Budget Letter \*2**

	2009/10			2010/11			2011/12		
	FTEs	\$/FTE	\$	FTEs	\$/FTE	\$	FTEs	\$/FTE	\$
Base	1,968		\$ 15,822,390	1,980		\$ 17,172,132	1,980		\$ 17,182,093
General Growth									
Previously Planned	10	\$ 7,200	\$ 72,000	-		\$ -	-		\$ -
Growth Added	2	\$ 7,200	\$ 14,400						
Negotiating Framework			\$ 857,830			\$ 8,161			\$ -
College Pension			\$ 4,300			\$ 1,800			\$ -
Budget Adjustment			\$ 401,212						
Change	12		\$ 1,349,742	-		\$ 9,961	-		\$ -
Total	1,980		\$ 17,172,132	1,980		\$ 17,182,093	1,980		\$ 17,182,093
% Growth	0.6%		8.5%	0.0%		0.1%	0.0%		0.0%

\*2 Operating grants are based on student FTEs x \$/FTE provided by ALMD for each program plus the additional funding provided for non-program related issues.