



FY 2023 EXECUTIVE SUMMARY TEMPLATE

OVERVIEW FOR INPUT TEMPLATE

Executive Summaries

As indicated in the FY 2023 Budget guidelines, all units are required to complete an executive summary to provide Executive Leadership with a thorough understanding of each unit's operating structure and composition, financial health, and strategic initiatives anticipated for FY 2023.

This executive summary template is to be submitted electronically to FP&A via e-mail to: FinancialPlanning@miami.edu by **February 4, 2022 or three days prior** to the unit's scheduled budget meeting, whichever comes first.

The Executive summary template contains an individual section for each of the below main areas, with available text tables 'free text' area for narrative inputs.

- **FY 2022 Forecast Highlights – [Applicable to all units]**
 - Q2 Forecast highlights
 - Explanation of significant financial changes
 - Explanation of anticipated growth/decline in total revenues and/or expenditures
 - Highlights of operational efficiencies and improvement

- **FY 2023 Total Budget – [Applicable to all units]**
 - Highlights of unit Programmatic, business, and fiscal goals for FY 2023, in the context of a stable operating plan
 - Significant financial changes and/or new initiatives
 - Explanation of anticipated growth/decline in program revenues and/or expenditures

- **FY 2023 Graduate Revenue – [Only applicable to Schools and Colleges]**
 - Highlights of unit Programmatic, business, and fiscal goals for FY 2023, in the context of a stable operating plan
 - Significant financial changes and/or new initiatives
 - Explanation of anticipated growth/decline in program revenues

Note: each of the above sections is defaulted to one page in the template, but can be expanded as needed.

FY 2022 FORECAST HIGHLIGHTS

This section is applicable to all units. Utilizing the below free text section, please summarize any FY 2022 Forecast significant financial changes, anticipated growth/decline, and highlights for each of the below sections.

OPERATING REVENUE SECTION (IF APPLICABLE)

- **Significant financial changes and/or new initiatives**

- **Explanation of anticipated growth/decline in total revenues**

OPERATING EXPENSE SECTION

- **Significant financial changes and/or new initiatives**

- **Explanation of anticipated growth/decline in total expenditures.**

- **Highlights of operational efficiencies and improvement**

CAPITAL EXPENSES (IF APPLICABLE)



FY 2023 Executive Summary

FY 2023 TOTAL BUDGET

This section is applicable to all units. Utilizing the below free text section, please summarize any FY 2023 Budget significant financial changes and/or new initiatives, anticipated growth/decline, and highlights for each of the below sections.

OPERATING REVENUE SECTION (IF APPLICABLE)

- **Significant financial changes and/or new initiatives**

- **Explanation of anticipated growth/decline in total revenues**

OPERATING EXPENSE SECTION

- **Significant financial changes and/or new initiatives**

- **Explanation of anticipated growth/decline in total expenditures (Please include discussion of strategically critical budget requests, if applicable).**

- **Highlights of operational efficiencies and improvement**

CAPITAL EXPENSES (IF APPLICABLE)

- **High level highlights of capital expenditures for FY 2023**

FY 2023 GRADUATE REVENUE (IF APPLICABLE)

Graduate Revenue - Programmatic and Financial Summary: All Schools and Colleges must submit a programmatic and financial summary of graduate revenue projections for FY 2023. The summary should highlight the programmatic initiatives and financial strategies in place to achieve the projected revenues (i.e., strategies for launching of new and innovative programs, enhancements to existing programs, initiatives and value-added activities adopted for program growth, etc.).

- **Enhancements to existing Academic programs and/or creation of new Academic programs**

- **Significant financial changes and/or new initiatives**

Explanation of anticipated growth/decline in Total Net Revenues