

# SOMETHING BETTER THAN HOPE

Administrative Budget  
Mid-Year Proposal  
for Fiscal Year 2021/2022

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# Request for Board Action

The CIRM team is requesting the ICOC approve a Mid-Year Adjustment to 2021/22 fiscal year operations budget.

Category	FY 21/22 Budget	Mid-Year Adjustment	Revised FY 2021/22 Budget
Employee Expense	14,444	1,422*	15,866
External Services	2,136	385**	2,521
Reviews, Meetings and Workshops	1,407	(154)	1,253
Memberships & Training	233	5	239
Travel	183	(57)	126
Office Expenses	941	720***	1,661
Rent	1,757	-	1,757
<b>Total</b>	<b>21,101</b>	<b>2,322</b>	<b>23,423</b>

\* An increase of 6 FTE to support launch of strategic plan and ICOC Patient Advocate Per Diem

\*\*ADA compliance and document scanning

\*\*\* Additional IT move costs

Numbers are in thousands of dollars (\$000)

Minor variances due to rounding

# Agenda

**2021/22 Approved Budget Recap**

**2021/22 Mid-Year Proposed Budget**  
Major Drivers

# Approved Administration Budget for Fiscal Year 2021/22

# July to December Fiscal Focus

- Prop 14 relaunch
- Developing a 5-year strategic plan
- Filling vacancies including 9 new positions approved in July.
- Increase in reviews for pillars and increase in scientific advisory and strategic planning activities

# 2021/22 Mid-Year Proposed Budget

# Mid-Year Budget Request to FY 2021/22 Approved Budget

Category	FY 21/22 Budget	FY 21/22 Mid-Year Budget	Variance
Employee Expense	14,444	15,866*	1,422 (10%)
External Services	2,136	2,521**	385 (18%)
Reviews, Meetings and Workshops	1,407	1,253	(154) (-11%)
Memberships & Training	233	238	5 (2%)
Travel	183	126	(57) (-31%)
Office Expenses	941	1,661***	720 (77%)
Rent	1,757	1,757	-
<b>Total</b>	<b>21,101</b>	<b>23,423</b>	<b>2,322 (11%)</b>

\* An increase of 6 FTE to support launch of strategic plan and ICOC Patient Advocate Per Diem

\*\* ADA compliance and document scanning

\*\*\* Additional IT move costs

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Minor variances due to rounding

# Major Drivers of the 2021/22 Mid-Year Budget

- **Overview Proposed Increases**
  - Personnel and Board Per Diem
  - External Services
  - Office Expenses
- **Overview Proposed Decreases**
  - Reviews, Meetings, Workshops
  - Travel



# Major Drivers of the 2021/22 Mid-Year Budget

- Increase in Employee Expenses
  - Proposed budget to increase by 6 positions for a total of 55 positions (\$1,016,000)
    - Due to increase in operational demands, portfolio size, and new programs
  - Patient Advocate Per Diem per Prop 14 (\$406,000)
- Estimated financial impact: \$1,422,000 (10%)

# Major Drivers of the Mid-Year Budget

- Increased External Services
  - Document Scanning (\$300,000)
  - Website ADA Compliance (\$200,000)
- Decreased External Services
  - Savings including Strategic Plan & HR consulting (-\$115,000)
- Estimated financial impact: \$385,000 (18%)

# Major Drivers of the 2021/22 Mid-Year Budget

- Increased Office Expenses
  - Additional Moving Costs- IT costs including software (new/upgrade), equipment refresh, servers and network, media room audio visual planning and modifications for new office
- Estimated Financial Impact: \$720,000 (77%)

# Major Drivers of the 2021/22 Mid-Year Budget

- Decreased travel
  - Reduced in person meetings, trainings, and conferences
- Estimated Financial Impact: **-\$57,000 (-31%)**

# Major Drivers of the 2021/22 Mid-Year Budget

- **Decreased Reviews, Meetings & Workshops**
  - 1 Clinical Program Review virtual instead of in-person
  - 2 Reviews postponed to Fiscal Year 2022/23
- **Estimated Financial Impact: -\$154,000 (-11%)**

# Risk Factors for the 2021/22 Mid-Year Budget

- CIRM continues to actively manage costs; however, some factors are difficult to control:
  - Office move
  - Recruitment and personnel growth
  - COVID-19 effect on meetings, travel, and work activities

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**Thank You!**