Enhance Your Program's Budget Justifications!

2004 Best Practices Forum on

Performance-Based Budgeting in Government

Achieving Effective Budget-Performance Integration in Government



April 21-22
Ottawa, Ontario

Presented by:

The Performance Institute

Establish a Framework for Results-Based Budgeting

Align budget requests to strategic plans

Fully Allocate Costs to Performance Goals

Link expenses to your program's performance goals

Enhance Budget Justifications

Make a better business case and obtain the funding your program deserves

Improve Resource Allocation

Squeeze the most value out of your resource allocations

Integrate Agency Budget Requests with Performance Plans!

Acquire the Strategies Necessary to Integra

Dear Government Official,

As the new government begins to initiate programs for democratic reform, a stronger emphasis has been put on fiscal accountability and stewardship. While performance reports are being annually submitted to the Treasury Board, the performance indicators and outcome goals remain broad and undefined. This lack of specificity hinders the quality of performance-management in a results-based government.

Whether you have begun to explore performance budget options or already use performance measures in your budget submission, you are invited to acquire the latest best practices in linking resources to results at the *2004 Best Practices Forum on Performance-Based Budgeting in Government*, being hosted in Ottawa, Ontario on April 21-22.

Enhance your Budget Submissions and Funding Requests

Performance budgeting is a dynamic concept that attempts to link agency budget requests to anticipated results and outcomes. By aligning your resources to the agency strategic plan, performance budgeting allows departments to meet required goals while being fiscally responsible. To ensure that your agency is implementing the correct measures, this forum will feature training on the Logic Model methodology.

Master Tactics for Effectively Managing Your Resources

Leaders in performance budgeting will present the latest best practices for linking resources to results. This forum will combine case studies and lessons learned using step-by-step implementation guides, following a clear methodology for effectively implementing performance-based budgeting:

Step One: Selecting Goals and Measures for Inclusion in Budget Submission
Step Two: Align Goals and Measures to Program Activities and Budget Accounts
Step Three: Cost Accounting and Budget Execution Using Performance Budgeting Techniques

In addition to presenting a sound methodology for assessment and implementation, this forum will outline the advantages and successes in establishing performance-based budgeting in your agency's fiscal calendar.

With performance management becoming essential to the success and financial viability of your agency, you cannot afford to miss this timely program designed to give you the strategies and tactics necessary for effectively linking government budgets to results. Register today by calling *703-894-0481* or visiting us online at *www.PerformanceWeb.org*.

I look forward to seeing you in April!

Sincerely,

Kimberly Angarella

Kimberly A. Angarella
Associate Director
The Performance Institute

Establish Performance-Based Budgets in Government!

Day One: April 21, 2004

8:30 **Registration and Continental Breakfast**

9:00 **Keynote: Results-Based Management in Government: Integrating Budget with Performance Management**

Through its democratic reform initiatives, the government has put a renewed emphasis on accountability. Departments, agencies and managers are required to demonstrate both results and good stewardship. Discuss the progress of the Modern Comptrollership Initiative, the future of results-based government and its success in making government more transparent.

10:00 **A Framework for Performance-Based Budgeting**

- Adopt a comprehensive and integrated approach
- Identify critical success factors for performance-based budgeting
- Overcome the challenges of performance-based budgeting and pitfalls to watch out for in the implementation of framework

11:00 **Break**

11:15 **Sound Fiscal Management and Prudent Budget Planning**

- Align budget planning with performance measures to ensure economic stability
- Maintain positive fiscal management through resource allocation from successful to failing programs
- Establish efficient, transparent and cost-effective policies in fiscal management and budget planning

12:15 **Lunch**

1:15 **Creating a Performance-Based Budget: Ten-Step Process to Integrate Performance and Budget Information**

This session will examine the steps essential to creating a performance-based budget in your organization. Through this analysis, you will be able to examine your current organizational and management structure and performance plans to develop a truly performance-based budget.

Step One: Develop/Align to Strategic Plan
Step Two: Determine Outputs (by Program)
Step Three: Define Activities to Deliver Outputs
Step Four: Calculate Existing Full Costs (Direct/Indirect for Each Activity)
Step Five: Correlate New Output Costs to Intermediate Outcome Achievements
Step Six: Achieve Cost Efficiencies through Restructuring
Step Seven: Set Targets (Revise after Budget Finalization)
Step Eight: Budget Account Restructuring/Alignment
Step Nine: Budget Justification
Step Ten: Budget Execution

3:15 **Break**

3:30 **Instructions on Crafting a Performance Logic Model for Individual Government Programs**

- Questions for defining end outcomes
- Questions for defining intermediate outcome measures
- Questions for defining program output measures

4:30 **Adjourn**

te Your Budget with Program Performance!

Day Two: April 22, 2004

8:30 Continental Breakfast

9:00 Keynote: A Progress Report: Success Stories and Lessons Learned

The pilot phase of the Modern Comptrollership Initiative has been completed and the TBS has issued a report highlighting the programs strengths and weaknesses as well as what is left to be done by departments and the TBS to continue the successful implementation of the program. Hear from experts on the success and pitfalls of budget and performance integration and how to successfully apply it to your department.

10:00 Defining Outcome Goals and Performance Measures

- Develop a clear objective and a performance plan to ensure the success of a program and survival of the agency mission
- Promote accountability and flexibility to better align resources to department priorities
- Link clear objectives and definitive performance measures to integrated budget performance

12:00 Lunch

1:00 Cost Accounting and Budget Execution Using Performance Budgeting Techniques

- Develop a cost management model to support strategic and performance plans
- Implement meaningful costing systems that trace costs from resources to activities to results
- Discuss results-based Management Accountability Framework and its application in performance budgets

2:45 Break

3:00 Costing to Outputs in Service of Outcomes: A Simplified Approach to Activity-Based Costing

Many organizations in government feel that Activity-Based Costing and Management is a tool to implement performance budgeting. ABC/M can provide managers with detailed cost, pricing and performance related data. Some think that performance integration requires overly complicated and detailed financial management systems. This need not be the case. Effective and focused implementation of an ABC/M system can provide a simple way to calculate cost-per-unit output and correlate those costs to key strategies and outcomes. In this presentation:

- Learn how to best use ABC/M within the context of your performance reports
- Discover how to integrate ABC/M into your day-to-day management system by "selling" benefits to leadership and managers

4:30 Adjourn

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Who Should Attend?

- Budget Analysts/Officers/Directors
- Program Managers
- CFO Staff
- Project Analysts
- Legislative Officers
- Accountants
- Fiscal Affairs Managers
- Finance Officers/Managers
- Budget and Performance Chiefs
- And anyone involved with improving budget-performance integration



Performance Integration

The Treasury Board Secretariat's Modern Comptrollership Directorate and the Capacity Assessment can work together to improve government performance by raising awareness of the importance of a sound management infrastructure to reach an organization's strategic objectives and best serve the Canadian public.

Instructors:

Bob Whitelaw, President, Better Business Bureau of Canada
Jeffery Bergin, Director, Center for Government Performance, The Performance Institute

Venue and Hotel Information:

The 2004 Forum on Performance-Based Budgeting in Government will be hosted at the conveniently located Novotel in Ottawa. A limited number of rooms have been reserved at a discounted rate of $125 CAD (please contact the hotel by April 1 to receive the discounted rate). Please make sure to ask for the Performance Institute conference rate when you make your reservation.

Novotel Hotel Ottawa
33 Nicholas Street
Ottawa, Ontario K1N 9M7
613-230-3033
http://www.novotelottawa.com

Tuition:

The fee for attending Performance-Based Budgeting in Government is $1420 CAD.

Group Discounts:

Reduced tuition rates for delegates who attend in groups of three or more are available by contacting Damin Hopkins at 703-894-0481 or Hopkins@PerformanceWeb.org.

The Performance Institute
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The Performance Institute

2004 Best Practices Forum on Performance-Based Budgeting in Government

Call 703-894-0481; Fax this Form to: 703-894-0482; or visit www.PerformanceWeb.org

❑ Yes! Register me for the Conference

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