

## **The Budget – Preparation and Implementation**

A **budget** is a **formal, written, financial plan** that estimates the income and expenditure of a hospital pharmacy (or any department) for a specific future period, usually one fiscal year. It is both a **planning tool** and a **control mechanism** for the effective and efficient utilization of resources.

- A **budget** is a **quantitative expression of a plan of action** prepared for a defined period of time, showing expected income and expenses.
- In hospital pharmacy, a budget is used to forecast the financial requirements for:
  - Procurement of drugs and medical supplies
  - Salaries of pharmacy staff
  - Maintenance and operational expenses
  - Research and training activities

### **Objectives of Budgeting**

1. **Financial Planning** – Ensure availability of adequate funds for smooth functioning.
2. **Resource Allocation** – Appropriately distribute financial resources among different activities and departments.
3. **Cost Control** – Prevent overspending by comparing actual expenditure with budgeted estimates.
4. **Performance Evaluation** – Assess the efficiency of managers and staff in utilizing available resources.
5. **Coordination** – Integrate the goals of the pharmacy department with the overall hospital objectives.
6. **Forecasting** – Predict future trends in drug consumption, pricing, and operational needs.
7. **Decision-Making** – Provide a financial basis for decisions such as expansion, recruitment, or purchase of equipment.

### **Types of Budgets in Hospital Pharmacy**

Budgets can be prepared in different forms depending on the focus:

1. **Operating Budget**
  - Covers day-to-day expenses (drug purchases, salaries, utilities).
  - Includes projected income from services like dispensing fees or patient billing.
2. **Capital Budget**
  - For **long-term investments** (purchase of equipment, construction of new pharmacy area, automation systems).
  - Usually prepared for more than one financial year.
3. **Cash Budget**
  - Estimates **cash inflows and outflows** to ensure liquidity and avoid cash shortages.
4. **Flexible Budget**
  - Adjusts according to changes in workload (e.g., patient volume or drug demand).

### 5. Zero-Based Budgeting (ZBB)

- Each expense must be **justified from zero**, rather than simply adding on to last year's budget.
- Encourages cost reduction and efficiency.

### Steps in Budget Preparation

Budget preparation is a systematic process involving multiple steps:

#### Step 1: Collection of Data

- **Historical data:** Previous years' expenses, revenue, and drug consumption statistics.
- **Workload data:** Number of inpatients, outpatients, average drug utilization per patient.
- **Price trends:** Expected changes in drug prices, equipment costs, labor costs.

#### Step 2: Setting Objectives

- Define what the pharmacy department aims to achieve during the budget period (e.g., upgrading equipment, expanding services, increasing efficiency).

#### Step 3: Estimation of Expenditure

- **Drug Procurement Costs**
  - Based on consumption pattern, lead time, and safety stock.
- **Personnel Costs**
  - Salaries, allowances, benefits, and training programs.
- **Operational Expenses**
  - Utilities (electricity, water), maintenance, waste disposal, packaging.
- **Administrative Costs**
  - Office supplies, IT maintenance, software licenses.
- **Research & Development Costs**
  - Trials, projects, and product development (if applicable).

#### Step 4: Estimation of Income / Revenue

- Income from:
  - Sale of drugs to patients
  - Reimbursements from insurance or third-party payers
  - Grants for research projects
  - Government subsidies
  - Contributions or donations

### Step 5: Drafting the Budget

- Prepare a **written draft budget** that includes:
  - Line-item details for each category (drugs, salaries, equipment).
  - Justification for each major expenditure.
  - Forecasted income sources.

### Step 6: Review and Approval

- The draft budget is reviewed by:
  - **Chief Pharmacist** or **Pharmacy Director**
  - **Finance Committee** of the hospital
  - **Hospital Administration / Board** for final approval

### Types of Budget Preparation

#### Based on Time Frame

- **Short-Term Budget**
- **Long-Term Budget**

#### 1. Short-Term Budget

- **Time Frame:** Usually 1 year or less (monthly, quarterly, annually).
- **Purpose:** Helps in day-to-day financial planning and control.
- **Examples in Hospital Pharmacy:**
  - Monthly medicine purchase plan.
  - Staff salaries and overtime payments.
  - Consumables and utilities expenses.
- **Characteristics:**
  - Highly detailed.
  - Focused on immediate needs.
  - Easier to adjust during implementation.

#### 2. Long-Term Budget

- **Time Frame:** More than 1 year (2–5 years or more).
- **Purpose:** Helps in planning future growth, expansion, and investments.
- **Examples in Hospital Pharmacy:**
  - Procurement of new laboratory equipment.
  - Expansion of pharmacy or hospital facilities.
  - Research and development activities.

### Hospital Budget Preparation Process

The process of preparing a hospital budget is systematic, involving the hospital administration, finance officer, and departmental heads. It ensures effective planning, allocation, and control of resources.

### 1. Preparation of Assumptions

The **hospital administrator** begins by preparing assumptions about the services the hospital expects to provide. These assumptions, often expressed in statistical terms, include:

- Projected patient statistics (inpatient, outpatient, surgeries)
- Additional or new services
- Proposed salary revisions
- Economic factors (inflation, price changes)
- Expense policies

### 2. Economic Forecasting

The administrator also prepares **economic forecasts** to anticipate factors that may affect hospital income or expenditure, such as:

- New services by neighboring hospitals
- Specialists and super-specialists likely to join or leave the hospital
- Inflation on materials, drugs, and supplies
- New government regulations

### 3. Setting Goals and Policies

The hospital administration outlines **budget goals and policies** based on:

- Directives from the governing board or board of trustees
- Consultation with the finance officer

This forms a **tentative financial plan** to guide the budgeting process.

### 4. Preparation of Budget Package

The **Finance Officer** prepares a **budget package** that includes:

- Written instructions for the budgeting process
- Procedures to be followed
- Illustrative forms and calculations
- Goals and policies
- Assumptions, schedules, and past financial/statistical data



The budget package is distributed to **department heads** to enable them to prepare preliminary drafts. A meeting is convened to explain the package and instruct department heads in accounting techniques.

## 5. Departmental Budget Preparation

Each **department head**:

- Analyzes financial and statistical data generated by the department and provided by administration
- Critically assesses departmental operations and performance
- Develops indices for planning and control
- Reviews the budget plan
- Develops departmental goals and objectives
- Prepares a **departmental expense budget**

## 6. Budget Hearings

- A **budget hearing** is organized by the finance officer at the departmental level
- The department head presents the draft budget
- A joint review is conducted by the **hospital administrator** and **finance officer**
- A **summary report** is prepared recording:
  - Commitments and statements between administration and department head
  - Observations by the finance officer

## 7. Revenue Budget and Consolidation

The **finance officer**:

- Develops the department's **revenue budget**
- Summarizes departmental **expense budgets**
- Forwards the **budget hearing summary** to the concerned department head
- Prepares a **preliminary operating revenue budget** for the hospital by collating all departmental budgets
- Prepares a **cash budget**

If projected revenue does not cover expenses:

- Price increases may be proposed
- If price increases are not acceptable, the finance officer suggests **areas or categories for expense reduction**

## 8. Budgeting for Hospital-Wide Expenses

In addition to departmental budgets, the finance officer budgets for:

- Depreciation of assets
- Contributions to employee provident fund and benefits
- Interest expenses
- Other administrative expenses

## 9. Finalization of the Budget

- The finance officer summarizes the **total budget**, including:
  - Operating budget
  - Capital budget
  - Cash budget
  - Statistical summaries
- The **final budget** is presented to the **governing board, board of trustees, or finance committee** for approval

## 10. Timeline

- Preparation of a hospital budget can take **several weeks to months**, depending on hospital size and complexity.

### Budget implementation

Once approved, the budget is **put into action** through proper execution and control.

#### a) Allocation of Funds

- Funds are allocated as per the approved budget.
- Each section/division (e.g., inpatient pharmacy, outpatient pharmacy, manufacturing) receives a specific financial limit.

#### b) Monitoring of Expenditure

- Regular tracking of:
  - **Drug purchase orders**
  - **Inventory levels**
  - **Monthly expenditure reports**
- Deviations from budget must be reported immediately to management.

#### c) Cost Control Measures

- Avoid overstocking and expiry of drugs.
- Ensure competitive purchasing (tenders, bulk procurement).
- Maintain optimal staffing to reduce unnecessary payroll expenses.

#### **d) Reporting**

- Monthly or quarterly **budget utilization reports** should be submitted to higher authorities.
- Variance analysis (comparison of budgeted vs. actual expenses) must be done.

#### **e) Mid-Year Revisions**

- If there are major changes in workload, prices, or drug usage patterns, the budget may be **revised**.

#### **Evaluation of Budget Performance**

- Compare **actual results** with **budgeted figures** (Variance Analysis):
  - **Favorable variance** → Cost saving or higher-than-expected revenue.
  - **Unfavorable variance** → Overspending or revenue shortfall.
- Investigate reasons for variances and take corrective actions.
- Use results to improve future budget planning.

#### **Challenges in Budget Preparation and Implementation**

- **Unpredictable drug price fluctuations**
- **Shortages or delays in procurement**
- **Sudden increase in patient load** (e.g., outbreaks, epidemics)
- **Changes in government policy or insurance reimbursement rates**
- **Lack of accurate consumption data**

#### **Role of Hospital Pharmacist in Budgeting**

- Forecast drug requirements accurately.
- Participate in **tendering and purchasing decisions**.
- Implement **inventory control techniques** (ABC, VED, EOQ).
- Monitor usage patterns and minimize wastage.
- Train staff on cost-effective dispensing and handling.
- Provide periodic feedback to hospital administration about pharmacy expenditure and savings.

#### **Role of the Hospital Administrator**

The hospital administrator plays a central role in the budget preparation process:

##### **1. Preparation of Assumptions:**

- Develops statistical assumptions about hospital outputs (services expected to be provided).
- Factors considered include:

- Projected patient statistics
  - Additional services planned
  - Proposed salary revisions
  - Economic factors and expense policies
2. **Economic Forecasting:**
- Anticipates factors affecting income or expenditure, such as:
    - Services by neighboring hospitals
    - Specialists or super-specialists joining or leaving the hospital
    - Inflation on materials and supplies
    - New government regulations
3. **Budget Goals and Policies:**
- Outlines the budget objectives in consultation with the governing board or trustees and the finance officer.
  - Develops a tentative outline of the financial plan.

### **Role of the Finance Officer**

The finance officer prepares the framework for budgeting and facilitates departmental budget preparation:

1. **Budget Package Preparation:**
- Prepares a comprehensive package containing:
    - Written instructions on the budgeting process
    - Procedures and illustrative forms
    - Goals, policies, and assumptions
    - Schedules and historical data relevant to each department
2. **Communication with Departments:**
- Distributes the budget package to all department heads.
  - Organizes meetings to explain the budget package and instruct department heads on accounting techniques.
3. **Revenue and Hospital-Wide Budgeting:**
- Develops the hospital's revenue budget.
  - Summarizes departmental budgets.
  - Prepares a cash budget and may propose adjustments if expected revenue does not cover expenses.
  - Budgets for hospital-wide items such as:
    - Depreciation
    - Employee provident fund contributions and benefits
    - Interest expenses
    - Administrative expenses
4. **Budget Summarization:**
- Compiles departmental and hospital-wide budgets (including capital and cash budgets) into a proper format.
  - Prepares statistical summaries for presentation to the governing board or finance committee.



### **Role of Department Heads**

Department heads are responsible for preparing their respective departmental budgets:

1. **Data Analysis:**
  - Analyzes financial and statistical data from their department and information provided by administration/finance.
  - Assesses operations and performance to develop planning and control indices.
2. **Budget Preparation:**
  - Reviews departmental goals and objectives.
  - Prepares departmental expense budgets.
3. **Budget Hearing:**
  - Presents the draft budget to the finance officer in a departmental hearing.
  - Participates in a joint review with the hospital administrator and finance officer.
  - Provides commitments and statements during the hearing, which are documented in the summary prepared by the finance officer.

Budget preparation and implementation is an **essential managerial function** in hospital pharmacy. A well-prepared budget ensures **availability of medicines, financial control**, and **efficient service delivery** to patients. Regular monitoring, variance analysis, and corrective actions are critical to keeping pharmacy operations cost-effective and sustainable.

