



GET READY!

To get ready for the Budget Development Process, the following activities need to take place:

- Pay attention to the Planning Calendar for important dates.
- Attend the Priority Presentation and get a copy of the Priorities so you know if you are receiving funds for a Priority.
- Know what your base budget is by each type of funds. (State, 2064, 2063, 3049, etc.)
- Know what all your base budgeted positions are. Check these positions by looking at the Bob Report (HR). Are the jobs fully funded? Is the FTE correct on each position? If they are not correct, do the necessary budget entries to correct them before the load to the budget system occurs. This cleanup work should be done approximately 2 months before the budget load so you can check the report after cleanup to determine the correction was made properly.
- Do a 3 year average for any revenue producing cost centers you may have. Is your revenue and expenditure budget correct or do adjustments need to be made once you have access to BDM? Do you have any new fees or increase to fees? How will you budget those?
- Process paperwork to create any new cost centers or departments needed for the new budget year. That way the cost centers will be available when you have access to BDM.
- Process reclasses of positions that need to be done. The paperwork needs to be completed by the deadlines set by HR so they are reflected in BDM upon the load.
- Estimate your DDT budget (fund 2164) for the upcoming budget year based on your actuals. If you plan to use a number other than what was provided you by the Budget Office, make changes to the worksheet and send it to the Budget Office.



GETTING STARTED IN BDM

- Run the following reports before you start making any changes in BDM:
 - Budget Summary Report by Fund
 - Position Budget Report
 - Budget by Employee Report
 - Megabud Report by Fund

You may want to run these reports the day the budget is loaded or the first day you have access to update BDM. This will provide you with a starting point in case you have difficulty balancing the budget after you've entered changes.

- Check to see if your Base Year budget is correct for every employee. That includes FTE for both the position and the job. Does the funding for the position match the amount on the job? If not, mark up a BRF and submit it to the Budget Office. Make sure the entry is in balance.
- Are all your base funded employees in BDM?



DOING YOUR BUDGET

State and Fund 2064 Cost Centers

- Run the Unit/Div Report for each of your Units. (Unit Page)
- Run the Budget Summary Report by Fund Code and Cost Center for Fund 1/2064 for your Units. (Dept/Fund Report Page – change the tree to the Unit Tree)
- Allocate the priorities that have been entered on the Unit page by the Budget Office. For Merit, we recommend you fund the priorities the way the Base Year is funded so that the Distribution Percent for the proposed year is the same as the distribution percent for the base year. For example, if the Base Year is funded 75% ledger 1 and 25% ledger 2, fund your priority 75% from ledger 1 and 25% from ledger 2. If you don't, expect to see an amount in the "Difference in Allocation" column.

- Your Unit is in balance if the “Goal vs. New Year” is zero. (Unit Page)

If your Unit is out of balance:

- add up the salary priority amounts you should have allocated. Run the Budget Summary Report for the Unit and compare the funding change from Base to Proposed for Salaries. Is the difference the same as the Total Salary Priority Amounts that were to be allocated?
- you have rounding in your allocations. Enter this in the Department Remarks field for the Unit and the Budget Office will adjust for this.
- check that all the priorities were funded.
- were other adjustments such as funds transferred to the Provost Unit, etc. made? Make sure to enter this in the Department Remarks field for the Unit and the Budget Office will adjust for this. Once the Budget Office side is adjusted, you should be in balance.

All other Cost Centers

- Revenue generating cost centers have already been analyzed based on a 3 year history. Make changes as necessary to include proposed year revenue changes. Remember to also adjust the expenditure budget.
- Enter any salary changes along with corresponding fringe benefit changes.
- Enter any M&O changes.
- Enter any other Priorities approved in the Priority process. Don't forget to fund them if you are not receiving funds from a central source.
- Ensure revenue budget equals the expense budget. If your expense budget is higher than your revenue budget, you must either lower the expense budget or increase the revenue budget by budgeting fund balance. If your expenses are supported by revenue outside your area, make sure you've only allocated the amount you were told to allocate.
- Work with OSP to determine the Proposed Year grant budget numbers. OSP will give the Budget Office the numbers to be entered in the New Year budget. You do not enter these budgets.
- Budget office will enter endowment. Review all endowments for accuracy. The income budget is budgeted in B4026; the expense budget is in B5009. If you choose to budget Fund Balance, be sure the fund balance will be there at the end of the current fiscal year. Write up a justification for this and turn it in to the Budget Office with the rest of the budget documents required at end of the budget process. Only budget Fund Balance if it will be spent in the new fiscal year.

Merit

The calendar for the Budget and what needs to be done, determines whether merit is entered by the Business Coordinator or the Budget Office. Some basic rules for merit:

- All merit listed in the merit pools on the Merit Worksheets must be allocated.
- All Merit must be allocated and balanced within the pools for State Funds, Fund 2064, and “all other”.
- During Budget Development- If a position becomes vacant, the funds must be allocated. Following Budget Development- You cannot keep state or 2064 merit funds if a position is vacated by 9/1.
- Merit allocated from funds other than state or 2064 must include a review of benefits and be increased where necessary.
- When the budget is complete, make sure the deans and department heads are back on your Merit Worksheets.
- If you get additional funds from other units or have to return funds to other units, indicate that information and amount on your Merit Summary worksheet and on the Unit Screen for ledger 1/ fund 2064 (if applicable).
- Academic Affairs – work closely with Julie Edwards when transferring merit funds between units.
- Indicate where merit is to be funded from on your Merit Worksheets.
- Turn in both paper and electronic copies of the Merit Worksheets and Merit Summary Worksheet at the end of the budget process.



WHEN YOU THINK YOU’RE FINISHED

- Revenue should equal Expense for all cost centers other than State and Fund 2064 unless your expenses are supported by revenue outside your area. To see this, run your Budget Summary report and check the totals.
- Make sure all salary allocations have been made correctly (i.e. merit, faculty promotions, faculty equity, etc.). Look at the change in the salary total between the Base and Proposed Year on the Budget Summary Report.
- Make sure additional Benefits have been budgeted for salary increases for all funds other than state and 2064. Look at the change in the Benefits total between Base and Proposed Year on the Budget Summary Report.
- The Unit Page “Goal vs. New Year” should be zero for Ledger 1 and 2064. The “Department Remarks” section of the Unit page has been completed for any merit moves across units and rounding issues as well as any other helpful budget information affecting state funds or fund 2064.
- If a position has been vacated, make sure the Status of the Position has been changed from “Filled” to “Vacant” on the Position and Funding page.



- Make sure required, signed FTE Change Forms are ready to be included in your packet turned in to the Budget Office.
- If you zeroed out a fund source on the Position Page, make sure that line has been deleted.
- Run the following reports to keep for your files:
 - Budget Summary Report by Fund and cost center
 - Position Budget Report
 - Budget by Employee Report
 - Megabud Report by Fund



I'M DONE!

Provide the following to the Budget Office on the last day you have update access to BDM:

- Completed Merit Pool Worksheets both paper copy and electronic copy (email to Nguyen Tran). The worksheets must have the amounts allocated for merit as well as where merit is funded from for all funds other than state and 2064.
- Completed Merit Summary both paper and electronic copy (email to Nguyen Tran). The Summary must have the total amounts allocated for merit indicated along with an explanation entered in the Comments section for any difference. (funds reallocated to other Units)
- The Budget Development Process Checklist with applicable checkmarks showing all tasks have been completed.
- Signed FTE Change Forms for new positions or changes in base funded positions.
- DDT Worksheets indicating what was budgeted for DDT.
- Schools only – 2164 worksheets.
- Any supporting documentation that would assist the Budget Office in reconciling the budget. Helpful documents include information on Faculty Promotions, changes in revenue estimates, and justifications for budgeting of Fund Balance.

NOTE: DO NOT TURN IN SIGNED BRFS.