Budget Process Checklist
FY20

Preparation

- ☐ Download appropriate forms from SharePoint
    - Personnel Budget worksheet
    - Target Budget Reducation Calculation and Detail workbook
    - Business Manager Target Detail data pivot
    - Academic fees (if applicable)
    - Self-supporting funds (if applicable)
    - Foundation (if applicable)
    - FY20 FUPLOAD form
    - Supplemental Information form

Areas of focus

Personnel budget
- ☐ Contact budget analyst for password to worksheet
- ☐ Review workbook. Tab 1 are positions that count towards target.
    Tab 2 are positions that **DO NOT** count towards target
- ☐ Complete form per your discussions with Dean, Director's, AVP's
- ☐ Upload to SharePoint by February 27, 2019
- ☐ Take note of changes that will require you to utilize the Human Resources Toolbox
    https://www.unco.edu/human-resources/staffing-changes/

Target Budget Reduction Calculation and Detail workbook
- ☐ Enter reductions in the **Budget Reductions to meet target** column on Tab 1
- ☐ Enter detail to support reductions on Tab 2 in appropriate account attribute
- ☐ Each account attribute on the summary tab must tie back to the amounts on the detail sheet
- ☐ If eliminating or decreasing a position, be sure to list on the detail form the position number impacted
- ☐ Upload to SharePoint by February 27, 2019

Business Manager Target Detail data pivot
- ☐ Use this to help identify areas for reductions.
    This data set includes only the funds/orgs/accounts eligible for targeted reductions

Academic Fees
- ☐ Check summary on Academic fee worksheet, pay particular attention to highlighted funds.
- ☐ Make sure that revenue and expenses are aligned to actuals and that they balance to zero.
- ☐ Remember new fees will be loaded by the Budget Office as part of the curriculum process.
- ☐ If you are planning on spending a fund balance and revenues and expenses do not balance to zero,
    please submit SIF explaining in detail why.

Other self-supporting funds
- ☐ Check summary on self-supporting fund worksheet, pay particular attention to highlighted funds.
- ☐ Make sure that revenue and expenses are aligned to actuals and that they balance to zero.
- ☐ If you are planning on spending a fund balance and revenues and expenses do not balance to zero,
    please submit SIF explaining in detail why.

Foundation funds
- ☐ Check summary on Foundation worksheet, pay particular attention to highlighted funds.
- ☐ Make sure that revenue and expenses are aligned to actuals and that they balance to zero.
- ☐ If you are planning on spending a fund balance and revenues and expenses do not balance to zero,
    please submit SIF explaining in detail why.

Reminders

- ☐ The Personnel worksheet and Target Budget Reduction Calculation and Detail workbook are due Feb 27, 2019.
- ☐ All other forms are due on the SharePoint March 8, 2019
- ☐ Each BD code requires its own FUPLOAD
- ☐ The budget should align with expenditures at the account code level. Please realign where needed.
- ☐ Ensure you are using accurate program codes.
    If you have questions about the proper program code, please contact Susan Simmers at 1-2109.
- ☐ Double check that fringe amounts for PSA's and other non-position control payroll are accurate.
- ☐ Review FUPLOADS for accuracy.
- ☐ Descriptions should be concise and meaningful.
    For example, "realign 72130 to 72210" rather than just "realign budget"
    or "elim print copies of catalog" rather than "sustainable cost savings".
- ☐ Confirm that all BD08 entries have corresponding Supplemental Information forms.
- ☐ The Supplemental Information forms should be as descriptive and accurate as possible.
- ☐ We submit the Supplemental Information forms to the Vice Presidents as written.
    We do not edit them so remember this is your time to justify additional budget or explain
    a reduction in budget.
- ☐ Once you have submitted your Data Entry report and Supplemental Information forms (if applicable)
    on SharePoint, please email your budget analyst so they know they are there.

Budget Review

- ☐ From February 27th - March 8th, VP's will review targeted reductions and personnel
- ☐ March 8th - March 21st - Budget Office will load FUPLOADs and any changes from VP review.
- ☐ Your analyst will then email you to run the BUD019 or BUD018 (EC) report
- ☐ If further adjustments are needed after reviewing the report, rerun BUD017 or BUD16 (EC),
    make corrections, and submit to SharePoint.
- ☐ Your analyst will then email you to run the BUD019 or BUD018 (EC) report
- ☐ If everything looks ok, obtain approval signatures on a paper copy of the BUD019 or BUD18 (EC) review report
    and upload it to SharePoint.