To: Fiscal Officers

From: Katrina Spencer, Budget Director

Date: April 13, 2015

Subject: FY16 Budget Submission Instructions

Below is information and instructions to assist you with the development and submission of non 2-Ledger budgets for your unit. This is not only an important planning tool for departments/units, but it is also a necessary building block to construct the FY16 University budget.

The Budget Office will be holding open sessions for any Fiscal Officer who has questions or needs assistance in completing the budget submission template. These will be held in the training room of the Budds building (room 215) from 9 to 10am on Thursday, April 16th and Tuesday, April 21st and on Tuesday, April 28th from 1 to 2pm. Feel free to drop by during this time. You can also set up time on an individual basis by contacting your Budget Analyst.

This year we have made a few changes we hope will help you with your submission. A Profit and Loss (P&L) statement summarizes the department’s historical data as well as the data departments input for FY15 forecast and FY16 budget. The format of the P&L provides an overview of the department’s non 2-ledger revenues and expenditures as well as ending fund balance projections. To make entering forecast and budget data more efficient, all accounts that report to the department are on one data entry page that allows filtering by account, object code, historical data, etc. To minimize re-work, the template identifies any invalid account/object code entries up front prior to submission. A pivot table is also included to ensure all data has valid account/object code combinations.

Each department will be provided one excel workbook with the following tabs:

Budget Worksheet Tab

The only tab that requires input is the Budget Worksheet tab. This is where departments enter individual FY15 forecast and FY16 budgets for every account that reports up to it.

All accounts that roll up to the specific department are shown. Filters allow the user the option to show specific rows of data at one time, including account, object code, revenue and expense.

There is a column supplied for FY15 projections (Column R). Although this column is not required to be completed, providing a forecast for FY15 will help in the analysis of your FY16 budget. The only column you are required to fill in is the FY16 Budget column (Column S). This data will be loaded into KFS and become the budget for FY16. Any invalid combinations will be highlighted in red.
If the department needs to add an additional account/object code including the use of a sub-account, any line (similar revenue or expense) to the one you wish to add can be copied and pasted to an empty row below and updated as necessary. Any invalid combinations will highlight in red. When adding a row, it is important that all columns are completed accurately to ensure the P&L and Pivot Table tabs tie and the budget is loaded correctly to KFS. If you are planning on closing an account, do not enter a budget for it and note your intentions to close it in your submission to the Budget Office. Please note, the format process for closing an account will still be necessary.

The FY16 beginning balance for all accounts must be filled in so the FY16 ending fund balance can calculate. FY16 end of year fund balances are calculated numbers and are not loaded in as part of the budget. Budgets must be entered in whole dollars.

**Profit & Loss Tab (P&L Tab)**

The Profit and Loss (P&L) tab provides a summary view of all accounts that report to the department. This tab is formula driven and cannot be used for data entry. We are including this so departments have an overview of all accounts in aggregate to ensure accuracy and that in total they are not operating at a loss while not having adequate fund balances to cover deficits.

The P&L will automatically update once the FY15 Projected and FY16 Budget columns are filled in.

If the submitted budget shows a net loss for FY16 activity, the projected FY16 beginning fund balance should provide adequate funding to ensure the Ending FY16 Fund Balance will not be in deficit. For Auxiliary areas, individual budgets submitted here should be consistent with the projection for FY16 that you already submitted to the Budget Office. If this will not be the case, please let your Budget Analyst know.

**Pivot Table Tab**

The pivot table tab provides an overview of historical data and data entered for FY15 projections and FY16 budget by Organization Code, Account Number and Revenue/Expense Category.

To view changes, the pivot table must be manually refreshed after any updates are made to the Budget Worksheet tab for information/data to be included.

Please note, if the Pivot Table Grand Total does not match the Total Ending Fund Balance on the P&L tab, an invalid object code was used and needs to be corrected in the Budget Worksheet tab.

**Other Tabs**

Three additional tabs are provided that are specific to each department and serve as a reference for data entry for FY15 forecast and FY16 budget:

1) Account List
2) Sub-Account List
3) Sub-Object List
Collective Bargaining Increases and Fringe Benefits

Per the SEBAC agreement, there will be collective bargaining salary and wage increases in FY16. Information on these increases will be provided with the Budget Submission template and can also be found on the Budget Office website www.budget.uconn.edu.

The estimated fringe benefit rate table on the Budget Office website should be used for submissions. The official memo with the University Programs fringe benefit rates for FY16 will be published as soon as we receive information on the retirement and health insurance components developed by the State of Connecticut Office of the State Comptroller. These rates are typically released at the end of June.

Submissions

We ask that the completed workbook be returned to budget@uconn.edu and your Budget Analyst by Friday, May 1, 2015.

Please contact your Budget Analyst with any questions or concern as we are happy to help.