Budget Process Checklist

**Preparation**
- Download appropriate forms from SharePoint
  - Personnel Budget worksheet
  - Target Budget Reduction 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

**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 “slim 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 in Data Entry mode, make corrections, and submit to SharePoint.
- If everything looks ok, obtain approval signatures on a paper copy of the BUD017 review and upload it to SharePoint.