

University of Utah SVPAA Budget Guidelines Fiscal Year 2020-2021

The annual budget process and meetings provide the opportunity to discuss and approve funds supporting each organization's specific operational and strategic outcomes. The new budget process for 2020-2021 is outlined below.

1. Process Overview

Annual budget submissions and subsequent approvals should allocate financial resources in support of area and institutional priorities for the following fiscal year. Please keep in mind that university policy 5-401 mandates that annual pay increases be approved as part of the annual budget approval process. Off-cycle pay increases should be infrequent and will require the approval of the cognizant Vice President.

- Budget data must be entered into the Enterprise Performance Management ([EPM](#)) system prior to your budget meeting. Electronic copies (PDF's) of the Finance reports, (*Fund Summary, 5-Year Comparison, 5-Year Budget Summary and Assumptions, SVPAA Recurring Funding Commitments, Request for New Funding, and Faculty Promotions*) will be emailed to the [Budget Office](#) **by April 1st**. A finance sub-committee, comprised of campus budget officers and budget office staff, will review budget submissions before the College/Area's meeting with the Campus Budget Advisory Committee. As part of this financial review, you may be asked to provide additional information to address questions/issues that have been identified by members of the finance sub-committee. A Budget Officer from a peer College/Area will be assigned to participate in the financial review and will present a summary of findings to the Campus Budget Advisory Committee ([CBAC](#)) during the respective College/Area budget meeting.
- In an effort to obtain a complete overall University budget for FY 2021, the budget and projections will be prepopulated in EPM using historical data. It is the College/Area's responsibility to review and update prepopulated numbers. *NOTE – This is a change in process this year. By default, all of your activities will have budget amounts entered in to the EPM system. You will need to review these amounts and make changes as necessary. Once your budget is complete, email the Office of Budget and Institutional Analysis (OBIA) and request they lock your budget.*
- Budget all operating funds for your College/Area, including funds 1001, 2xxx, 49xx, 6xxx, 7xxx.
- The budget meeting schedule will be posted to the [Budget website](#). We will communicate any changes to the posted schedule in advance to allow appropriate schedule changes.
- Each entity will present a two page executive summary to the Campus Budget Advisory Committee (CBAC). The CBAC will participate in the process of assessing the impact of budget allocations and advising the SVPAA on strategic and critical investments. Please come prepared to discuss the critical concerns your College/Area is facing, the use of resources throughout the current fiscal year, in addition to anticipated use of funds for the coming fiscal year. ***There will not be a PowerPoint presentation for this meeting.***
- Normally, funding commitments identified on the list of SVP Recurring Commitments have a three (3) year maximum length. Please review your list of SVP Recurring Commitments for accuracy as well as funding end date. If a commitment on this list is required beyond the listed ending date, you must submit an extension request to the CBAC. Please include a reason for the extension as well as information regarding your plans to

replace this funding through reallocations in your unit.

- Resources to address New Funding Requests are expected to be very limited this year. College/Areas are expected to maintain some amount of financial reserves and flexibility to meet routine internal funding needs. Requests to the SVPAA should only be made if the need is urgent or exceeds your ability to reallocate existing resources. Please observe the guidelines below when considering requesting new funding.

New Funding Request Guidelines:

- Requests for ongoing funding requests should be for 1001 Funds.
- One Time funding may be requested.
- Requests will be submitted at a Top Level (i.e. Parent Level) for your College/Area.
- Requests will be considered by CBAC in relation to the requesting area's ability to meet the request with internal resources. New funding requests that total less than 2% of your base budget for the current fiscal year (FY20) or 7% of your carryforward balance from the prior year-end (June 30, 2019) may not be prioritized by the CBAC.
- New funding requests that have been approved this year prior to your budget meeting should also be listed on the New Funding Request form in EPM. Please note that the request was pre-approved outside of the normal CBAC process and provide supporting documentation if needed (i.e. printed email showing the request and approval).

2. Budget Preparation – Personnel and All Funds

Final salary guidelines will not be available until after the legislative session ends. However, you are encouraged to begin building your budget prior to the end of the legislative session by either factoring in a small increase in personnel funds or by keeping these amounts the same as last year. If there is an increase in personnel funding, it will be communicated as soon as possible in late March. As you begin considering appropriate salary increases within your entity, please note the following guidelines:

- A Salary Increase Justification form documenting any individual's increase above the maximum % specified by the President in March will be required. Salary Justification Forms will be due to the [Budget Office June 1st](#). *NOTE – This is a change in due date from the process used in prior years. These forms are no longer due as part of your CBAC submission and meeting in April.* The required salary justification template is located on the [Budget Website](#).
- For equity requests, departments should provide comparable information for others in the department/division that hold the same job title as well as any relevant market data. For performance-based requests, departments should describe what factors were used to determine the proposed salary increase (e.g., additional duties or merit).
- Salary increases will be approved during the first two (2) weeks of June. *Please do not communicate any expectation about salary increases to individuals until after you have received notification of approvals in June.*

3. Required Budget Reports – Due April 1st

Please submit the following budget reports from the EPM system to the [Budget Office](#) by April 1st in PDF format.

- Fund Summary – Submitted at Top Level Org (i.e. Parent Level).
- 5-Year Comparison – Submitted at Top Level Org (i.e. Parent Level).
- Multi-Year Budget - Submitted at Top Level Org (i.e. Parent Level).
- SVPAA Recurring Funding Commitments – Submitted at Top Level Org (i.e. Parent Level). Please review the funding commitment end date on this report and submit supporting documentation for any request to renew the commitment beyond the listed date.
- New Funding Request – Submitted at Top Level Org (i.e. Parent Level).
- Faculty Promotions - Submitted at Top Level Org (i.e. Parent Level) *NOTE – This is a new template/report in EPM this year. Do not enter faculty promotions in the New Funding Request template as was done in prior years.*

4. Executive Summary

The Executive Summary is a two page document that should be used to guide your CBAC discussion. This document is provided as a fillable PDF form on the budget website. The form has four sections that you should complete prior to your CBAC meeting. The four sections address *critical needs/concerns, the use of carryforward balances and other budget assumptions supporting your strategic goals, any requests for new funding, and internal reallocations supporting unit and campus priorities*. Please submit a copy of your executive summary to the [Budget Office](#) at least one day prior to your scheduled CBAC meeting in April. The PDF form for the executive summary can be found on the [Budget Website](#).

If you have any questions, please contact the [Budget Office](#).