

FY2022 Budget Process & Fiscal Year Changes

Budgets, Planning & Analysis

New Budget Process Info

The *New Budget Model* is being implemented with the FY22 budget process.

Changes to the budget process are outlined so you can become familiar with the new process and Unit expectations.

Terminology Changes

“Unit” = Business Unit

Academic Units, Support Units (Dean, Vice-President)

“Carry-Forward”

Previously referred to as Balance Forward

RESPONSIBILITY

Budget submissions are each Unit’s responsibility to ensure data submitted is accurate. Estimated revenues, estimated expenses and positions/salaries need to be thoroughly reviewed prior to the final submission to the budget office on May 14th.

BUDGET OFFICE REVIEW

The budget office review is limited in scope. The focus will be on balanced budgets only. If changes are required, the Unit Budget Manager will be notified of the change by the budget resource.

ALLOCATION OF FUNDING

Units will allocate E&G, Designated Tuition and Mandatory Fees funding to departments/cost centers in PBCS prior to April 7th. To avoid confusion when the budget opens, units are responsible for communicating directly with departments about any changes to previously allocated amounts. The budget office will not know the rationale of how funding is allocated. *(see page 2 for more information)*

RECONCILIATION OF CHANGES (ROC) WORKSHEET

The budget office is no longer requiring the ROC worksheets. Each Unit is responsible for communicating their preferred reconciliation process to departments. *(see page 2 for more information)*

E&G FRINGE BUDGETING CHANGES

E&G fringe will be budgeted directly in each cost center. *(see page 2 for more information)*

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ALLOCATION OF FUNDING

- Units will receive E&G, Designated Tuition and Mandatory Fees allocations from the budget office along with instructions on March 29
- Units will allocate funding in PBCS to each department/cost center April 1-6
- Units should communicate to departments/cost centers any funding changes from FY21
- Security access (*limited*) for the allocation process will be granted prior to April 1

RECONCILIATION OF CHANGES (ROC) WORKSHEET

- Check with your Unit Budget Manager on submission requirements
- ROC Worksheet – Academics & Other are on the budgets, planning & analysis web page

E&G FRINGE BUDGETING

- E&G Allocations include funding for fringe budgets in FY22 (*not included in FY21*)
- E&G fringe will no longer be transferred monthly by the budget office

PBCS LABS

- Schedule your Lab session with your budget resource directly
- Lab sessions available April 7 – May 14

Budgeting Tips

- ✓ Budget ALL cost centers and ALL positions (*see page 3 for more information*)
- ✓ Budgets must net to zero in PBCS. Revenue minus expenses equals zero.
- ✓ E&G and Designated Tuition allocation of funds, refer questions to your Unit Budget Manager
- ✓ E&G allocations budgeted must be fully spent during the fiscal year
- ✓ Position salaries, promotions, awards, vacants, etc., are included in salary budgets (*the budget office will no longer modify position data*)
- ✓ E&G fringe amounts are included in the total funding allocated to each Unit
- ✓ Reserves (*limited to non-E&G cost centers*) must be budgeted on salary reserve lines
- ✓ ROC Worksheets – check with your Unit Budget Manager for submission requirements
- ✓ Check Budgets, Planning & Analysis web page for available resources (*see page 3 for hyperlink*)

Budgeting ALL Cost Centers and Positions continues

Position data will be pulled from UT Share on March 29th.

Changes made in UT Share on and after March 29 will not be reflected in PBCS.

Plan position budgets accordingly to ensure the positions and budget are in sync.

[Budgets, Planning & Analysis](#)
Link to web page

BUDGETING ALL COST CENTERS

- All active cost centers currently generating revenue
- Associate revenue is no longer used
- Exclusions to budgeting
 - Agency cost centers, funds that are not UTA funds, will remain as associate revenue cost centers and will not be budgeted
 - Grants/Projects are not to be budgeted in PBCS
 - Cost Share is not to be budgeted
 - Cost centers that have no activity (generating revenue) or only have carry forward funds will not be budgeted

BUDGETING ALL POSITIONS

- All full-time, permanent part-time, benefits eligible only

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Fiscal Year Changes (beginning 9/1/21)

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Changes to fiscal year processes are outlined so you can become familiar with the new processes and Unit expectations.

E&G FRINGE CHANGES

- E&G fringe will no longer be transferred monthly by the budget office, you must cover all fringe costs (i.e., no deficits).

CARRY-FORWARD BALANCES

- Carry-forward balances process will not change for FY22.
- E&G allocations are required to be spent. No carry-forward balances will occur on E&G cost centers.
- Auxiliary, Designated & Restricted cost centers will carry-forward balances directly to each cost center at the current approved percentages. The carry-forward balance will be posted on the A4000 budget account line.

REDUCTIONS TO FUNDING

- For information on Unit reductions, contact your Unit Budget Manager for information. Budget Resources do not have details on reductions.

SALARY SAVINGS

- Central Administration will no longer sweep salary savings during the fiscal year.

INSTRUCTIONAL RESERVE

- Information on IR will soon be on Budgets, Planning & Analysis web page.