

UNIVERSITY OF CALIFORNIA

UCOP FY19-20 Budget Development Checklist

Use the below checklist to facilitate developing your FY19-20 budget by **February 5, 2019**.

12/12 – 12/21: DEVELOP ACCURATE FY18-19 2nd QUARTER FORECAST IN BDS

- Review FY18-19 year-to-date expenses and remaining budget in BDS. Identify any areas where projected expenses may exceed the budget or where the full budgeted amount may not be spent.
- Accurately complete projections for the remainder of FY18-19. This forecast will be reviewed by UC leadership, regents, and provide input for the opening, initial FY19-20 budget.
- Review your 2Q Forecast with department/division leadership** and ensure accuracy of FY18-19 projections. It is critical that leadership is aware of projected overspending or deficits in order to advise on course correction actions. **Complete entry in BDS by the EOD, 12/21/18.**

1/17 – 2/05: DEVELOP FY19-20 BUDGET IN BDS

- Review the initial FY19-20 budget data populated in BDS. This data was copied from your FY18-19 2Q Forecast, and includes items updated centrally by the Budget and Finance Department.
- Enter detailed FY19-20 expense budgets by month** in BDS by **February 5, 2019**:
 1. **The FY18-19 2Q Forecast is the basis of your budget**, this includes 6 months of actuals and 6 months of projections.
 2. **Review pre-populated data by month and adjust to align for FY19-20 considerations**, such as funding that is beginning, ending, or changing. Accurate monthly budgets will assist in improved budget to actuals variance reporting during the fiscal year.
- Ensure proper budgeting** in the correct expense category and object code. If actual expenses are currently *not* being recorded in the expenses categories and object codes where you have them budgeted, please contact your budget coordinator, who can work with the Business Resource Center to ensure expenses are recorded against the correct categories and codes.
- Enter requests for unavoidable expense increases** or one-time funding requests and justification in BDS, including:
 1. **Unavoidable cost increases** - Only critical and/or unavoidable cost increases will be considered.
 2. Requests for **Strategic Priority (one-time) Funding (SPF)** – SPF funding requests should be captured by budget liaisons and coordinators and submitted to BFD, but are not considered approved. SPF requests are considered approved only with an approved MPI or decision memo.
 3. Requests for **headcount increases** that can't be offset within your budget (e.g., new grant funding that requires staffing).
- Budget all salary and headcount**, including part-time appointments such as interns, students, retired rehires, etc. in BDS:
 1. **Align with Workforce Plans** – Divisions and departments should consider work force plans and any new or redeployed FTEs should be consistent with priorities identified through workforce planning. Do not include positions, which have yet to be approved, in BDS.
 2. **Enter planned vacancies by month** to improve headcount and vacancy plans.
 3. **Headcount is expected to remain flat** to current budget. New position requests, if any, should be funded from existing headcount and budget (no new funds, no new FTE).
 4. **Update BDS** with any new key activities that cannot be offset by savings in other areas and require incremental salary funding and headcount (e.g. new grant funding received that requires staffing).

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Note: These requests will undergo rigorous review and there is a high likelihood the division or department will be asked to absorb the addition headcount.

- Review your proposed FY19-20 budget with your department and/or division leaders.** The FY19-20 budget should be a true reflection of anticipated costs for the upcoming fiscal year. Department/Division leaders should ensure that priorities, trade-offs, and goals are reflected in the budget submission in BDS.

2/13: DIVISION LEADERS SUBMIT THE FY19-20 BUDGET NARRATIVE

- DIVISION LEADERS complete the FY19-20 Budget Narrative**, and submit to the Budget and Finance Department at obud-opbudget-sa@ucop.edu by EOD on February 13, 2019.
 1. Budget narrative should highlight your division's FY19-20 priorities, trade-offs and value proposition.
 2. Narratives will be reviewed with each Division Leader as part of the budget review process.

GETTING HELP WITH YOUR FY19-20 BUDGET

- Budget Kick-Off Sessions** are available for all UCOP staff involved in the development of the FY19-20 budget, including Division Leaders, Chiefs of Staff and Budget Liaisons, on 12/5, 12/7 or 12/11.
- Budget and Finance Community of Practice** meetings will be held regularly throughout the budget process to continue learnings and sharing with the UCOP budget liaisons.
- Training and Office Hours** are available throughout the budget process for in-person learning and assistance.
- Contact your Budget Coordinator** in the Budget and Finance Department for additional assistance with your department/division budget.