

# CU Boulder Auxiliary Fund Budget Development

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## Formats for Submitting Auxiliary Budgets

Two options are available, both in Excel, for auxiliary budget submission:

1. **Upload format** (Excel): Budgets for multiple SpeedTypes can be submitted on a single spreadsheet for upload. Three types of data are required in the spreadsheet columns: the SpeedType or FOPPS number, the budget pool or account number, and the budgeted dollar amount. The budget amount will be uploaded as whole dollars. The line description is optional, it will default as “FY## Initial Budget” if a description is not entered on the spreadsheet.
2. **Traditional budget format** (Excel): The template for submitting an individual spreadsheet for speedtype budgets is also available. Please copy the template to spreadsheets within a single workbook instead of a file for each speedtype. This template includes formulas with the new fringe benefit rates and GAIR and a formula to copy the speedtype entered on line 16 to the line where a budget amount is entered for an account.

## Fund Specific Requirements

### *Fund 20*

Units with FOPPS in Fund 20 are expected to prepare a budget. Budgets in Fund 20 may be in either the continuing or the temporary ledger. Those should be submitted to [bfp@colorado.edu](mailto:bfp@colorado.edu) by July 1st.

### *Funds 26 and 29*

Due to the volume of non-recurring activity in these funds, budgets are not required in either Fund 26 or Fund 29. However, units that wish to budget these funds are welcome to do so and can submit budgets via the formats described in these instructions. In addition, submitting a budget is strongly encouraged for units with activity in their Fund 26 and 29 SpeedTypes that recurs annually and/or if budgeting would complement the resource planning effort for your department. Budgets in Funds 26 and 29 will be in the temporary budget ledgers.

As usual for financial management of auxiliary funds, units should continue to manage FOPPS in these funds according to the available cash balances and expected revenue and expense activity and use budgets as a resource-planning tool. Because many FOPPS in Funds 26 and 29 were set up for one-time or short-term activities, the Office of Budget & Fiscal Planning encourages units to inactivate any FOPPS they are no longer using.

Units with Fund 29 **rate-based sales** should see [Rate-Based Service Activities](#) for additional planning information.

## *Fund 28*

See [Rate-Based Service Activities](#) for complete planning information. Fund 28 budgets submitted to [bfpcolorado.edu](mailto:bfpcolorado.edu) will be uploaded to the finance system. Auxiliary Budget Worksheet submissions should be sent to [bfpcolorado.edu](mailto:bfpcolorado.edu) by July 1st.

## Planning Parameters

The Office of Budget & Fiscal Planning annually posts the assumptions being used for budget planning on the [Budget Development](#) page under [Planning Parameters](#).

## General Preparation Information

### *Debits/Credits*

Budget revenue and expense increases and decreases as follows:

- Budget a REVENUE INCREASE as a credit (e.g., -1000)
- Budget a REVENUE DECREASE as a debit (e.g., 1000)
- Budget an EXPENSE INCREASE as a debit (e.g., 1000)
- Budget an EXPENSE DECREASE as a credit (e.g., -1000)

Budget cash transfers in general budget accounts as follows:

- Budget transfers IN as a credit (e.g., -1000) in budget account 995000
- Budget transfers OUT as a debit (e.g., 1000) in budget account 997000

### *Account Codes*

In general, budgets can aggregate to the General Budget Account level; for example, all operating expense budget can be in 460000 and classified salary budget in 405000.

### *Fiscal year-end fund balances*

Fiscal year-end fund balances are not included in the revenue budget for the upcoming fiscal year. It is acceptable to use prior year fund balances in support of current year activities, but it is not acceptable to budget them as current year revenue. If you plan to use a projected June 30th fund balance to support the new fiscal years expense activity, only budget the associated expenditures in the appropriate expense general budget accounts.

### *New FOPPS*

Budgets for FOPPS opened after June 30th should be entered via a budget journal entry (BJE).

### *Clearing FOPPS*

FOPPS solely used for clearing purposes should not be budgeted.

### *Submittal deadlines*

Submit budget worksheets via email attachment to [bfpcolorado.edu](mailto:bfpcolorado.edu) by July 1st.

## Assistance

BFP staff are happy to assist anyone who has questions about auxiliary budgets. Contact BFP at [bfpcolorado.edu](mailto:bfpcolorado.edu).