

# CU Boulder Auxiliary Fund Budget Development

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## Formats for Submitting Auxiliary Budgets

Two options are available in Excel for regular auxiliary budget submission:

1. [Upload format](#) (Excel): Budgets for multiple speedtypes can be submitted on a single spreadsheet for upload. This format reduces data entry if auxiliary budgets are already in a worksheet. 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 line description defaults in the finance system as "FY21 Initial Budget." We encourage units to utilize the upload format.
2. [Traditional budget formats](#) (Excel): The template for submitting budgets for individual speedtypes is also available. Please note that the FY2021 template contains a macro for creating the Office of Budget and Fiscal Planning (BFP) upload so you should use the FY2021 template rather than re-using an older file. Please copy the template to spreadsheets within the workbook file instead of a file for each speedtype.

## Use of Continuing and Temporary Budget Ledgers

Auxiliary fund budgets for funds 20 may be entered into either the temporary or the continuing budget ledgers. If, for instance expenses are very similar from year to year, in terms or type of expense and dollar magnitude, the continuing budget ledger may be preferable.

Existing budgets in the continuing ledger will be transferred **without adjustments** to the next fiscal year. Units may submit incremental changes for upload or adjust the continuing budget via budget journal entries (BJE). Contact BFP at [bfpcolorado.edu](mailto:bfpcolorado.edu) if you have questions. **Please notify BFP if you have continuing budget that you do not want to roll forward.**

## Assistance

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

## Fund 20

Units with FOPPS in Fund 20 are expected to prepare budget following the standard instructions (below under General Preparation Information). Budgets in Fund 20 may be in either the continuing or the temporary ledger.

## Fund 26 and 29

Due to the volume of non-recurring activity in these funds, budgets are not required in Funds 26 and 29. 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.

Units that wish to budget these funds are welcome to do so, and can submit budgets via the formats described in these instructions. Units are strongly encouraged to submit budget information if activity in your Fund 26 and 29 speedtypes recur 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. 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 complete planning information.

## Fund 28

See [Rate-Based Service Activities](#) for complete planning information. Fund 28 budgets submitted to [bfp@colorado.edu](mailto:bfp@colorado.edu) will be uploaded to the finance system.

## Budget Worksheet Submission

Auxiliary budget submissions should be sent to [bfp@colorado.edu](mailto:bfp@colorado.edu) by July 1, 2020.

## Planning Parameters

The Office of Budget & Fiscal Planning posts the assumptions being used for FY2021 budget planning on the Budget Development page under [planning parameters](#).

Major items to consider are:

- **Potential** 3% merit salary pool
- FY2021 GAR at 7.26% and GIR at 0.59%, for a total rate of 7.85%
- FY2021 **tentative** fringe benefits rates of
  - 29.0%, regular faculty
  - 37.0%, exempt full-time and classified permanent
  - 17.7%, exempt part-time and classified temporary
  - 12.3%, graduate student faculty
  - 1.3%, hourly

## General Preparation Information

### Debits/Credits

Budget revenue and expense increases and decreases as follows:

- budget a REVENUE INCREASE as a credit-1000
- budget a REVENUE DECREASE as a debit 1000
- budget an EXPENSE INCREASE as a debit 1000
- budget an EXPENSE DECREASE as a credit-1000

### Budget pools

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.

### Budgeting cash transfers

Budget cash transfers in general budget accounts as follows:

- budget transfers IN as a credit: -1000 in budget account 995000
- budget transfers OUT as a debit: 1000 in budget account 997000

### Clearing FOPPS

FOPPS solely used for clearing purposes should not be budgeted.

### 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 30, 2020 fund balance to support FY 2021 expense activity, only budget the associated expenditures in the appropriate expense general budget accounts.

### Inactive FOPPS

A budget submission is not necessary for FOPPS that are to be inactivated.

### New FOPPS

Budgets for FOPPS opened after June 30, 2020 should be entered via a budget journal entry (BJE).

### Submittal deadlines

Submit Funds 20, 26 and 29 FY 2021 budget worksheets via email attachment to [bfp@colorado.edu](mailto:bfp@colorado.edu) by July 1, 2020.

### Available financial reports

Prior year and FY 2020 to-date financial data are available through CU-Data.

BFP can assist with historical multi-year financial information (budget and actuals) for auxiliary fund speedtypes upon request. Contact BFP at [bfp@colorado.edu](mailto:bfp@colorado.edu) with the org(s) or speedtype(s) for which you are requesting financial data.

### Preparation of Upload Spreadsheet

- Open and save the [Upload format](#) spreadsheet.
- Select continuing or temporary ledger.
- Only one ledger maybe used per spreadsheet, so submit a separate spreadsheet if both ledgers are to be used.
- If no ledger choice is selected budgets will be entered in the temporary ledger.
- Enter data in the appropriate columns.
- Speedtype or FOPPS combo, general budget or account code, and budget amount (in whole dollars) are required. Position numbers and FTE amounts are optional.
- Remember to enter the relevant benefit budget for salary budgets and GAR and GIR budgets on expenses for each FOPP/ST.
- FY2021 fringe benefit rates and GAIR rates are available on the Budget Development page under [planning parameters](#).

### Preparation of Template Spreadsheets

- Open and save the [budget format](#) spreadsheet.
- Select continuing or temporary ledger preference.
- If no ledger choice is selected budgets will be entered in the temporary ledger.
- If budget is currently in the continuing ledger submit incremental changes only.
- Enter the speedtype or FOPP combo in the yellow fields in row 16. This will populate the speedtype or FOPP combo fields in succeeding rows as you enter dollar amounts in column I.
- Complete your worksheets by entering budget amounts (in whole dollars) in the relevant rows.
- Add new rows and account numbers to budget at a more detailed account level.
- Do not delete any rows.
- Do not change any of the columns.
- Copy the worksheet to a new tab (spreadsheet) in the workbook for each FOPPS you wish to budget.
- Forward your worksheets, as an email attachment to [bfp@colorado.edu](mailto:bfp@colorado.edu) by July 1, 2020.