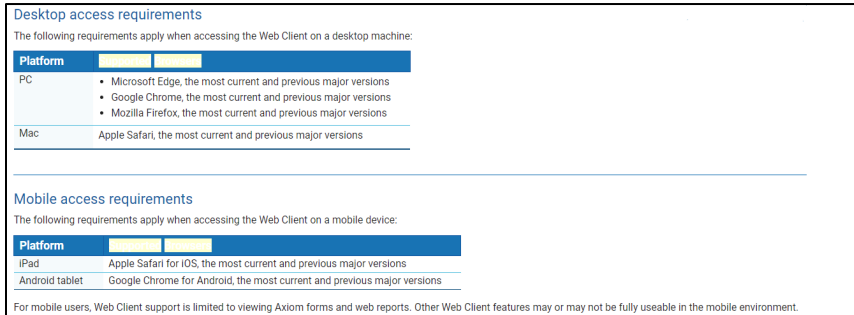


# Fiscal Year 2023 BTA Instructions

## General Information:

- BTA information can be accessed [here](#)
- FY2023 Budget Turnaround (BTA) screens must be submitted to the Budget Office by the College/Unit’s final approver by **August 31st, 2022**.
- Below are the BTA-supported browsers



- FY2023 has been pre-populated with prior fiscal year (FY2022) budget information.
  - Actuals information includes FY2020, FY2021, and FY2022 as of the May 31<sup>st</sup> month-end close.
  - FY2023 all-funds BTA budgets should be developed at the department level
    - All department level plan files, both Labor & Budget must be approved by College/Unit’s final approver
    - Salary categories (Professional, Faculty, S-Contracts, Salaried Staff, Graduate Stipend, Wages,...) are budgeted using the “Labor Planning” section
- 
- Revenue and Other expense categories are budgeted using the “Budgeting” section
- Be sure to budget in a way that is reflective of actual activity.
  - Transfers, Allocations, and Debt Service must be budgeted using the appropriate account.

## General assumptions:

Tuition Increase (Resident & Non-Resident)	3.0%		
Benefit Rates	Internal	External	Federal AG
Faculty and Professionals - Exempt	42.7%	39.1%	31.4%
Staff - Non Exempt	70.3%	75.1%	56.0%
Graduate Students	9.0%	13.1%	13.1%
Other	8.0%	7.9%	7.9%

- Position budgeting is based on salary information as of 5/31/2022 and includes 3% general salary adjustments.
- Position salary distribution is based on current LAM distribution as of 5/31/2022.
- Salary Offload:
  - Salary offload is being automatically calculated through the salary distributions of position planning.
  - For units needing to budget additional salary offload at a summary level, please use 120298 (professional offload) or 121198 (faculty offload) in the S-Contract section of the “Other Labor” tab
  - 120298 – 121198 salary offload budgets should net to \$0 across fund types.
- Refer to the [PS Account Budgeting Reference List](#) for recommended accounts to use.

If you have specific questions regarding your budgets, please email your Budget Analyst. Contact information is on our web site at: <http://sites.udel.edu/budget/home/staff-and-contacts/> . If you encounter any technical problems with the BTA Online System, please contact [wf-budgetofficebta@udel.edu](mailto:wf-budgetofficebta@udel.edu). We need to be aware of any problems or concerns and welcome your questions.

### **Basic Budget (11 fund type)**

- Budget by individual departments, and purpose codes
- Non-UDBM units: FY2023 central support (1SUPPT) amount has been pre-populated based on FY23 unit templates distributed to President, Provost and EVP
- UDBM Units: FY2017 predictable base and FY2023 UDBM incremental revenue budget information is being finalized and not pre-populated

### **Self-Supporting (21 fund type)**

- Budget by individual departments, and purpose codes
- Individual self-supporting operations must net to \$0 - use the appropriate year-end sweep account (199721 for intra-fund year-end sweep such as a 2-1 to a 1-7 reserve or 199821 for inter-fund year-end sweep such as a 2-1 to a 8-5 reserve) as a balancing tool.

### **Allocated (17 fund type)**

- Each department has a unique budget holding purpose (eg DISA1777\_\_)
- Includes summary historical information from individual 17 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

### **Service Centers (18 fund type)**

- Each department has a unique budget holding purpose (eg DBIO1877\_\_)
- Includes summary historical information from individual 18 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

### **Faculty Startup (19 fund type)**

- Each department has a unique budget holding purpose (eg ENTO1977\_\_)
- Includes summary historical information from individual 19 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

### **Gifts (41 fund type)**

- Each department has a unique budget holding purpose (eg MASC4177\_\_)
- Includes summary historical information from individual 41,45 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

### **Endowment (46 fund type)**

- Each department has a unique budget holding purpose (eg SCHL4677\_\_)
- Includes summary historical information from individual 46,47 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

### **State Restricted (22 fund type)**

- Budget by individual departments, and purpose codes
- Revenue and expense must net to \$0 in each purpose code
- FY2023 state appropriation revenue amount has been carried over from FY2022 Budget and may need to be updated with updated FY2023 State budget changes.

### **Sponsored (31 fund type)**

- Each department has a unique budget holding purpose (eg PHYS3177\_\_ or AGR13A77\_\_)
- Includes summary historical information from individual 3A, 31-37,42,43 purpose codes
- Revenue and expense must net to \$0 in each purpose code

### **Capital (85 fund type)**

- Each department has a unique budget holding purpose (eg RNOV8577\_\_)
- Includes summary historical information from individual BLDG,85 purpose codes
- Budget must net to \$0 – use account 1MRGIN as a balancing tool