

## University of Utah SVPA Budget Guidelines

### Fiscal Year 2023-2024

The annual budget process and meetings provide the opportunity to discuss and approve funds supporting each organization's specific operational and strategic outcomes. The budget process for 2023-2024 is outlined below.

#### 1. Process Overview

Annual budget submissions and subsequent approvals should allocate financial resources in support of area and institutional priorities for the following fiscal year. Please keep in mind that university policy 5-401 mandates that annual pay increases be approved as part of the annual budget approval process. Off-cycle pay increases should be infrequent and will require the approval of the cognizant Vice President.

- Budget data must be entered into the Enterprise Performance Management ([EPM](#)) system prior to your budget meeting. Electronic copies (PDF's) of the Finance reports, (*Fund Summary, 5-Year Comparison, SVPA Recurring Funding Commitments, Request for New Funding, Faculty Promotions, Efficiency Template, Research Expenditure Narrative, Endowment Narrative, Faculty Input Template, and Carryforward Comparison*) will be emailed to the [Budget Office](#) **by April 1<sup>st</sup>**.
- In an effort to obtain a complete overall University budget for FY 2024, the budget and projections will again be prepopulated in EPM using historical data. It is the College/Area's responsibility to review and update prepopulated numbers. *NOTE – By default, all your activities will have budget amounts entered in to the EPM system. You will need to review these amounts and make changes as necessary. Once your budget is complete, [email](#) the Office of Budget and Institutional Analysis (OBIA) and request they lock your budget.*
- Budget all operating funds for your College/Area, including funds 1001, 2xxx, 49xx, 6xxx, 7xxx.
- The budget meeting schedule will be posted to the [Budget website](#). We will communicate any changes to the posted schedule in advance to allow appropriate schedule changes.
- Each entity will present a three page executive summary to the Campus Budget Advisory Committee (CBAC). The CBAC will participate in the process of assessing the impact of budget allocations and advising the SVPA on strategic and critical investments. Please come prepared to discuss the critical concerns your College/Area is facing, the use of resources throughout the current fiscal year, in addition to anticipated use of funds for the coming fiscal year. ***There will not be a PowerPoint presentation for this meeting.***
- Normally, funding commitments identified on the list of SVP Recurring Commitments have a three (3) year maximum length. Please review your list of SVP Recurring Commitments for accuracy as well as funding end date. If a commitment on this list is required beyond the listed ending date, you must submit an extension request via the New Funding Request Template in EPM to the CBAC. Please include a reason for the extension as well as information regarding your plans to replace this funding through reallocations in your unit in the designated section of the Executive Summary.
- Resources to address New Funding Requests are expected to be very limited again this year. College/Areas are expected to maintain some amount of financial reserves and flexibility to meet routine internal funding needs. Requests to the SVPA should only be made if the need is urgent or exceeds your ability to reallocate existing resources. Please observe the guidelines below when considering requesting new funding.

- New Funding Request Guidelines:
  - Requests for ongoing funding requests should be for 1001 Funds.
  - One Time funding may be requested.
  - Requests will be submitted at a Top Level (i.e. Parent Level) for your College/Area.
  - Requests will be considered by CBAC in relation to the requesting area’s ability to meet the request with internal resources. New funding requests that total less than 2% of your base budget for the current fiscal year (FY23) or 7% of your carryforward balance from the prior year-end (June 30, 2022) may not be prioritized by the CBAC.
  - New funding requests that have been approved this year prior to your budget meeting should also be listed on the New Funding Request form in EPM. Please note that the request was **pre-approved** outside of the normal CBAC process and provide supporting documentation to the [Budget Office](#) if needed (i.e. printed email showing the request and approval). Requests specific to expired SVPAA Recurring Commitments – please list on the New Funding Template and select **re-submit** in the dropdown.
- Annual Graduate Tuition Benefits Program (GTBP) Allocations (Non-RA) Annual Procedure
  - The Graduate School, in conjunction with the Budget Office, will annually review the three most recent semesters of tuition benefit usage (Summer 2022, Fall 2022, Spring 2023) to estimate each college’s proposed allocation for the 2024 academic year, considering 2024 proposed tuition/mandatory fee increases, fluctuation of students, and students beginning their program after deferment.
  - Once the 2024 tentative proposed allocations are approved by the Budget and SPVAA offices, the Budget Office will send the tentative proposed annual allocations to each College/School’s Dean’s office for use during the budget cycle
  - It is recommended that each Dean, or their designee, work with each Department Chair/Director to determine the distribution of the College/School’s TBP allocation within the College/School. The TBP allocations should be closely aligned with the strategic plans of your College/School.
  - Please also include requests specific to an increase in Graduate Tuition Benefit Program (GTBP) benefits on the New Funding Template and select the GTBP Request
    - If you request an increase to your traineeship payroll, include those amounts in the salary & wages column on the New Funding Request template

## 2. Budget Preparation – Personnel and All Funds

Final salary guidelines will not be available until after the legislative session ends. However, you are encouraged to begin building your budget prior to the end of the legislative session by keeping these amounts the same as last year. If there is an increase in personnel funding it will be communicated as soon as possible, but not before late March. As you begin considering appropriate salary increases within your entity, please note the following

guidelines:

- A Salary Increase Justification form documenting any individual's increase above the maximum % specified by the President in March will be required. Salary Justification Forms will be due to the [Budget Office](#) **June 1<sup>st</sup>**. The required salary justification template will be located on the [Budget Website](#) under Forms and Information.
- For equity requests, departments should provide comparable information for others in the department/division that hold the same job title as well as any relevant market data. For performance-based requests, departments should describe what factors were used to determine the proposed salary increase (e.g., additional duties or merit).
- Salary increases will be approved during the first two (2) weeks of June. *Please do not communicate any expectation about salary increases to individuals until after you have received notification of approvals in June.*

### 3. Required Budget Reports – Due April 1<sup>st</sup>

Please submit the following budget reports from the EPM system to the [Budget Office](#) by April 1<sup>st</sup> in PDF format.

- Fund Summary – Submitted at Top Level Org (i.e. Parent Level)
- 5-Year Comparison – Submitted at Top Level Org (i.e. Parent Level)
- SVPAA Recurring Funding Commitments – Submitted at Top Level Org (i.e. Parent Level)
- New Funding Request – Submitted at Top Level Org (i.e. Parent Level)
- Faculty Promotions – Submitted at Top Level Org (i.e. Parent Level)
- Faculty Planning Template from Budget office – Submitted at Top Level Org (i.e. Parent Level).
- Efficiency Report – Submitted at Top Level Org (i.e. Parent Level)
- Research Report – Submitted at Top Level Org (i.e. Parent Level)
- Endowment Report – Submitted at Top Level (i.e. Parent Level)
- Faculty Planning Report – Submitted at Top Level (i.e. Parent Level)
- Carryforward Report – Submitted at Top Level (i.e. Parent Level)

### 4. Executive Summary

The Executive Summary is a three-page document that should be used to guide your CBAC discussion. This document is provided as a fillable PDF form on the budget website. The form has six sections that you should complete prior to your CBAC meeting. The sections address: *Enrollment, Completion Rates, Research, Career Placement Outcomes, Societal Impact and Carryforward.* (Non-academic units have similar topics but please refer to the *Non-academic Executive Summary for specifics.*) Please submit a copy of your executive summary to the [Budget Office](#) at least one week prior to your scheduled CBAC meeting in April. The PDF form for the executive summary can be found on the [Budget Website](#).

### 5. Graduate Tuition Benefit Program

#### Annual Graduate Tuition Benefits Program (GTBP) Allocation (Non-RA) annual Procedure

The Graduate school, in conjunction with the Budget Office, will annually review the three most recent semesters of tuition benefit usage (Summer 2022, Fall 2022, Spring 2023) to estimate each colleges' proposed allocation for the 2024 academic year, considering 2024 proposed tuition/mandatory fee increases, fluctuation of students and students beginning their program after deferment.

Once the 2024 tentative proposed allocations are approved by the Budget and SVPAA offices, the Budget Office will send the tentative proposed annual allocations to each College/Schools Dean's office for use during the budget cycle.

It is recommended that each Dean or their designee, work with each Department Chair/Director to determine the distribution of the College Department Chair/director to determine the distribution of the College/School's TBP allocation within the College/School. The TBP allocations should be closely aligned with the strategic plans of your college/School.

New Funding Request Guidelines:

Requests specific to an increase in GTBP allocations are to be included in the annual budget process, utilizing the New Funding Requests Template by selecting "GTBP Request" from the dropdown menu. If you request an increase in your traineeship payroll, include those amounts in the salary & wages column on the New Funding Request template.

If you have any questions, please contact the [Budget Office](#).