

Fiscal Year 20-21 BTA Instructions

General Information:

- BTA information can be accessed using [here](#)
- FY20-21 Budget Turnaround (BTA) screens must be submitted to the Budget Office by the department’s final approver by ***January 29, 2021***.
- Edge or Internet Explorer are the BTA-supported browsers

- FY2021 has been pre-populated with the current year (FY2020) budget information.
- Actuals information includes FY2018, FY019, and FY2020 as of the June 3rd month-end close.
- FY2021 all-funds BTA budgets should be developed at the department level
 - Salary categories (Professional, Faculty, S-Contracts, Salaried Staff, Graduate Stipend, Wages,...) are budgeted using the “Labor Planning” section

BUDGETING
LABOR PLANNING
 - Revenue and Other expense categories are budgeted using the “Budgeting” section

BUDGETING
LABOR PLANNING
- 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)	0.0%		
Furloughs (5% where applicable)	Pro-rated to 3.3%		
Benefit Rates	Internal	External	Federal AG
Faculty and Professionals - Exempt	41.8%	38.8%	32.7%
Staff - Non Exempt	67.6%	60.5%	41.1%
Graduate Students	8.0%	12.0%	12.0%
Other	8.0%	6.7%	6.7%

- New for FY2021, position budgeting is being implemented and is based on LAM distribution information as of 10/31/2020.
- Salary Offload 120298 - 121198:
 - for units needing to budget salary offload at a summary level, please use the S-Contract section of the “Other Labor” tab
 - Salary offload budget 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 On-line System, please contact 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
- FY2021 central support (1SUPPT) amount has been left blank until final level of support is finalized.
- Refer to your budget reduction submission to determine proper budget levels

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 or 199821) 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
- *It is recommended that the FY2021 budget not exceed FY2020 actuals*
- Budget must net to \$0 – use account 1MRGIN as a balancing tool

Service Centers (18 fund type) – new for FY21

- 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) – new for FY21

- 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
- FY2021 state appropriation revenue amount has been pre-populated.

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