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.
  - 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:

<table>
<thead>
<tr>
<th>Tuition Increase (Resident &amp; Non-Resident)</th>
<th>0.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furloughs (5% where applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit Rates</th>
<th>Internal</th>
<th>External</th>
<th>Federal AG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Professionals - Exempt</td>
<td>41.8%</td>
<td>38.8%</td>
<td>32.7%</td>
</tr>
<tr>
<td>Staff - Non Exempt</td>
<td>67.6%</td>
<td>60.5%</td>
<td>41.1%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>8.0%</td>
<td>12.0%</td>
<td>12.0%</td>
</tr>
<tr>
<td>Other</td>
<td>8.0%</td>
<td>6.7%</td>
<td>6.7%</td>
</tr>
</tbody>
</table>

- 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/](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](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
- 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 AGRI3A77__)
- 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