Fiscal Year 15-16 Basic Budget Expense BTA Instructions

FY15-16 Budget Turnaround (BTA) screens must be submitted by a department’s final approver to the Budget Office at bta@udel.edu by the submission deadline of June 19, 2015.

The information on the BTA screens is as of the March month-end close. Make sure that your New Permanent Budget Total does not exceed the Target amount. Refer to the BTA Budget Targets document under BTA Instructions on the Budget Office website for additional information.

On the Purpose Detail screens the budgets can be adjusted by entering the $ Change, the % Change, or the New Perm Budget. By entering any one of those values, the others will automatically calculate. All changes must be accompanied by an explanation in the “Comment” column required by the system. **BTA Screens will be returned if comments are inadequate or additional information has not been provided via e-mail to your Budget Analyst.**

The BTA System automatically calculates benefits as salaries are adjusted including when a new salary account is added using the “Add More Lines” feature on the Purpose Detail screens. They will adjust based on the FY15-16 rates listed below.

The Class field is included on the Purpose Detail screens to allow salary budgeting at the class level instead of at the account level for those who want more budget detail. If salaries are currently permanently budgeted using class, those budgets appear on the Purpose Detail screens; otherwise, the budgets are by account. Either method of budgeting may be used. To change to budgeting by class, enter each salary line using the “Add More Lines” function.

New this year, Transfers, Allocations, and Debt Service payments must now be budgeted using the actual transfer account instead of the historical 190000 account.

Please be sure to budget in a way that is reflective of actual activity, rather than in one support account as has been the traditional practice. Please use 130000, 140000, 150000 etc. instead of using only 140000.

Please refer to the FY16 PS Account Budgeting Reference List for a list of recommended accounts to use.

Use the printer-friendly view on the Purpose Summary screen to print or save a PDF copy of both the Purpose Summary and the Purpose Detail screens. Prior 3-year historical information can be downloaded from the BTA screens.

If you have specific questions regarding your budgets, please call or email your Budget Analyst. Contact information is on our web site at: [http://www.udel.edu/Budget/staff](http://www.udel.edu/Budget/staff). If you encounter any technical problems with the BTA On-line System, please contact Cathy Zinszer (x1234). We need to be aware of any problems or concerns and welcome your questions.

Below are your base assumptions when completing the Basic Budget Expense screens, which are due back to the Budget Office no later than June 19, 2015.

**SALARY INCREASE POOL** 1.0%

**BENEFIT RATES**

- Faculty and Professionals - Exempt 39.5%
- Staff - Non Exempt 67.9%
- Graduate Students - accounts 122300, 122500, 122600, and 122800 5.0%
- Other 8.1%