The budget process for the University of Delaware (UD) is a year-round process that is centered around a fiscal year. UD’s fiscal year begins on July 1 and ends on June 30. The Budget Office is responsible for preparing an annual operating budget and, in cooperation with the Executive Vice President’s office, the capital budget, with the appropriate revenue and expense inputs from the colleges and administrative units. In the spring, the Budget Office presents the University’s financial plan to the Board of Trustees for final approval.

Preparation of the operating budget begins when the Budget Office meets with each college/unit to plan for resource needs and constraints in September. In October, a state operating and capital budget is submitted, followed by the fall Board of Trustees meeting to review a preliminary budget for the next fiscal year. At this time, the Budget Office also provides the preliminary budget along with budget drivers to the colleges/units to assist with their overall fiscal planning.

The release of the Governor’s Recommended Budget occurs in January and the Budget Office communicates the impact on the University’s financial plan to the colleges/units. By April, the colleges provide the budget estimates for graduate tuition revenue, indirect cost recovery, graduate tuition expense, and detailed college specific expense to the Budget Office to be incorporated into the final University budget submitted to the Board of Trustees for approval.

Upon approval by the Board of Trustees, the Budget Office releases Basic Budget Turnaround (BTA) to the colleges/units. The BTA numbers are populated in the planning ledger by the Budget Office in June and become the beginning budget for the next fiscal year for each college/unit.