

FY2017-18 Budget Templates

Overview

One of the biggest challenges for finance professionals during the annual budget process is collecting pertinent data with the least amount of effort possible. The Budget Template (Excel) is a valuable tool to help you easily manage your division's budget development process and collect data, particularly from non-financial managers. The use of the template to plan your budget is optional; you may still use CalPlanning. However, if you need to collect academic appointment information via Form A, the only option to access Form A this year is within the template.

Template enhancements

We appreciate the engagement of the campus finance professionals who have been instrumental in helping the Office of the CFO prioritize and develop enhancements to the templates each year. This year's improvements include:

- **Automatic summary and DeptID level generation:** L3, L4, and L7 templates will automatically be provided to every Divisional Finance Leader on February 17 whether you'll be using the templates for your budget submission or not
- **Seasonality spreads:** automatically applied for revenue and non-compensation expenses (based on FY16 Actuals); this feature will organize your budget data for more effective variance analysis throughout the year
- **Fund distribution spreads for compensation data:** automatically loaded fund distributions by employee to help with updating HCP entries
- **Summary tab:** SRECNA view linking to revenue, transfers, comp, and non-comp, including summary-level account information for everything except for compensation which is broken down by account
- **Form A:** included in the template to collect academic appointment information; providing Form A in the template allows you to see a comprehensive budget on the summary tab, and it makes the collections and calculation of this information much easier
- **Benefits calculated:** to show total comp and not just salary/wage data
- **Operating Transfers:** to collect transfer information at a high level

Key benefits of using the templates

- Standard data collection tool to simplify the campus budget process allowing for a range of users from DFLs to lower-lever Finance Managers and Analysts
- Delivered in Excel, a medium that average campus users are more comfortable with than CalPlanning
- Pre-populated historicals, trends, charts, forecast, and budget data
- Summary levels at the L3, L4 and detailed levels at the L7-DeptID provide various views (L5 and L6 are available upon request)
- Form A included for summary roll-up and complete picture of funding and expenses
- The optional data entry service saves finance professionals the effort of doing the initial data entry in CalPlan

Key template considerations

- No one template can meet every nuanced need of a campus of this size and complexity; DFLs may be asked to give guidance related to local issues and processes
- Depending on volume, we estimate it will take approximately two weeks for your data to be loaded into CalPlan if you choose to take advantage of the data entry service; please plan your process accordingly
- Operating Transfers and DeptID adjustments are captured at a high level and will not be available for this year's data entry service

Key dates

- **February 10:** if DFLs will be using the template for their division's budget process, this is the deadline to complete the Google Document Sign-Up Sheet
- **February 17:** the Office of the CFO will load all populated templates into a shared Google Drive folder; L3, L4, and L7 templates will automatically be provided to every DFL
- **March 24:** if your division is taking advantage of the data entry service, DeptID L7 templates are due on this date; prior to submitting, DFLs are required to review and approve their templates to ensure their divisional finance staff have provided accurate data
- **March 24:** Form A due via L3 summary template due
- **April 7:** estimated data entry service completion date when CalPlan will be updated with revenue, non-comp, and compensation
- **April 21:** all final budgets are due, including your Strategic Plan and Revenue Generation Plan

Template options

These are the choices we'll ask DFLs to make via Google Document Sign-Up Sheet by February 10:

Option 1: you will use the templates only for data collection and your division will manually enter all data into CalPlan

	Manual CalPlan entry by division	Entry to CalPlan by data entry service
Revenue	X	
Operating Transfers	X	
Non-Compensation	X	
Compensation (including Pooled Positions)	X	
DeptID Adjustments	X	

Option 2: you will use the templates at the L7-DeptID level AND take advantage of the data entry service; you will only manually update Operating Transfers and DeptID Adjustments into CalPlan

	Manual CalPlan entry by division	Entry to CalPlan by data entry service
Revenue		X
Operating Transfers	X	
Non-Compensation		X
Compensation (including Pooled Positions)		X
DeptID Adjustments	X	

Template workgroup

Thank you very much to the dedicated Budget Template workgroup! These folks will be available throughout the budget season to answer your questions and provide guidance on the templates.

- Stephanie Metz (co-lead) - Director of Finance & Strategic Planning, Campus Shared Services
- Kevin Mack (co-lead) - FP&A Engagement Lead, Office of the CFO
- Joacim Benitez - Senior Financial Analyst, Haas School of Business
- Roia Ferrazares - Assistant Dean, Graduate School of Journalism
- Merle Hancock - Chief Financial Officer, Goldman School of Public Policy
- Terrence Ireland - Chief Financial Officer, College of Letters & Science
- Alfred Alipio Jocson - Reporting Analyst, Office of the CFO
- Drew Knab - Chief Financial Officer, Berkeley Law