


**MEMORANDUM**

TO: Deans, Chancellors, and Vice Presidents  
FROM: Stacy Pearson, Vice President Finance & Administration  
DATE: October 17, 2019  
SUBJECT: FY-2020 Budget Process – Final FY-2020 Budgets



Last spring a budget development process was initiated and areas prepared preliminary FY-2020 budgets. Following this process, area-level impacts of the enacted state budget were assessed, and internal decisions such as tuition rates and salary increases were determined. Earlier this month, areas were provided detail of central allocations upon which final budgets will be based.

Areas that returned their allocation instructions to the Budget Office by the October 15<sup>th</sup> deadline will now find a template and FAQ document on the [Budget Office SharePoint](#) site for use in development of final area level FY-2020 budgets. (Area Finance Officers / Directors of Administrative Services have access to the site.) The templates include your area FY-2020 run rate targets. Submitted budgets for core and other funds must achieve the run rate target in order to meet the overall University financial recovery goal. More information about the budget process, template instructions, and who to contact for help can be found in the FAQ document. **Areas that have not returned allocation instructions should do so as the deadline of October 15<sup>th</sup> has passed and final budget templates cannot be provided until that information is received.**

Areas will have until October 31<sup>st</sup> to submit final budgets, which will then be compiled into the first university-wide all funds operating budget in a number of years. This is an important step toward our long-term financial accountability and transparency.

Next steps in budget development will be a robust FY-2021 budget process in preparation for the Workday launch in July. Areas will develop FY-2021 budgets at the cost center level in order to enable the desired budgetary controls inherent in a modern financial system. Concurrently, and in collaboration with the Provost's office, we will continue to explore alternative budget models that simplify how we allocate limited resources and ensure alignment with strategic goals.

Thank you and your staff for your cooperation in completing these important tasks.

Cc: Area Finance Officers / Directors of Administrative Services  
Budget Office