

## FY-2022, FY-2023, FY-2024 Budget Development Process FAQ's

### **Q: What is the fiscal year 2022, 2023, 2024 budget development process?**

A: The budget development process will finalize all-fund operating plans for FY-22 and provide base data for longer term planning for FY-23 and FY-24.

### **Q: What is required to develop the 3-year all-fund budget?**

A: Areas will complete 3-year budget templates at the cost center hierarchy level for core, non-core, and gift funds.

### **Q: What funds are included in core funds?**

A: Core funds include General Fund (Workday FD001), Indirect Cost Recovery (Workday FD076), and Administrative Fees & Interest (Workday FD080).

### **Q: How do we estimate core fund allocations after FY-22?**

A: For this planning exercise, central budget allocations for FY-23 and FY-24 are assumed equal to FY-22. Be mindful that decisions about core fund targets and target adjustments will be made on an annual basis and areas should continue to strive for balanced budgets based on current trends and projected enrollment. Areas can make adjustments to assumed central allocations (such as revisions to enrollment funding) on the 3-year budget template. Do not assume any adjustment to the 7.5% reduction target in either FY-23 or FY-24.

### **Q: Can we plan to spend carryforward when preparing our core fund 3-year budget?**

A: For FY-22 only, areas may use up to 5% of their positive core fund carryforward balance to help balance their core fund budget. The amount of core fund carryforward that may be used is shown on the 'Core Funds' tab of the 3-year budget template.

### **Q: How was the amount of the allowed 5% of core fund carryforward determined?**

A: Total core fund carryforward is equal to the 'Budget Rolled in From Prior Year' column of the *CR FIN Core Budget to Actual Summary* report (for FY-22) in Workday. Up to 5% of this amount (if positive) may be consumed in FY-22.

### **Q: Which funds are considered "non-core funds?"**

A: Non-core funds include a number of legacy funds and sub-funds. Areas may select funds from a dropdown list on the 'Non-Core Funds' tab of the 3-year template.

### **Q: Which non-core activities should we include when completing the 3-year budget?**

A: Include all non-core operating activities in your 3-year budget whether or not you chose to load workday budgets for those activities in FY-22. As a guideline, consider those activities budgeted during last year's 3-year budget development. Include operating activity only (not capital funds).

**Q: Can we plan to spend carryforward when preparing our non-core fund 3-year budget?**

A: Non-core activities should be self-sustaining in nature, and as such deficits should not occur. However, it is anticipated that ongoing impacts of the COVID-19 pandemic may result in deficit spending (use of carryforward). Budgets should reflect the actual expected operations for these activities, even if that is an expected deficit; however, plans should also be in place to mitigate the losses over the 3-year period. If an area has a fund in deficit, an explanation should be provided in the text box shown on the 'Summary' tab of the 3-year template.

**Q: What materials are provided to complete this process?**

A: Each Area [SharePoint folder](#) contains these files:

- *CCHXXX\_(Area Name & Number)\_FY-22 Central Funding Data.xls*: Includes both summary and detail of estimated FY-22 central allocations.
- *CCHXXX\_(Area name & number)\_Special Note FY-22*: This file provides additional information about commitments included in the central funding data.
- *CCHXXX\_(Area name & number)\_ 3-Yr Budget Plan\_FY-22*: Template to develop 3- year core, non-core and gift budgets.

**Q: What should be done with the FY-22 Central Funding Data file?**

A: The workbook tabs are described below along with steps areas should take to receive additional central allocations for FY-22.

- The 'Notes' tab describes what information is included on each tab in the workbook, and explains which of the allocations on the 'Central Allocations' tab have already been made through the Workday EIB process, and which are yet to occur.
- 'Central Allocations' tab is a summary of all planned FY-22 core and non-core central allocations. Amounts from this tab are pre-populated in the 3-year budget plan template.
- 'Additional Central Allocations' tab lists the additional allocations that will be processed this fall. In columns H:M, areas should fill in worktags for Cost Center, Program (if applicable), Region, Ledger, and any other alternate worktags (reporting/extension) that apply for each row, and then return this tab to [Pete Beeson](#) in the Budget Office. Budget office will process budget amendments or accounting journals for these allocations.
- 'PBL Fund summary' tab details changes in PBL through the end of December as recorded in the legacy BPS system, and any changes that apply between 1/1/2021 and 7/1/2021. Changes after December will be entered in BPS once the Workday compatible version is available. These changes will be allocated in Workday as described above (after worktag information is provided on the 'Additional Central Allocations' tab).

- 'Initial\_EIB' tab is the row level detail of 12/31/2020 PBL that was loaded to Workday in July and is reflected in the 'Initial' column on core fund budget reports.
- 'Reduction\_EIB' tab is the detail of the 7.5% reduction target loaded to Workday in July and reflected in the 'budget amendment' column on core fund budget reports.
- 'Enrollment\_EIB' tab is the area enrollment funding estimate for FY-22 loaded to Workday in July and reflected in the 'budget amendment' column on core fund budget reports.

**Q: What should be done with the Special Notes FY-22 file?**

A: Review the Special Notes file and contact Budget Office if any of the commitments documented there do not agree with your area's documentation, or if any commitments you expected to see are not included in your area file.

**Q: What should be done with the 3-year template file?**

A: Areas should fill out budgets for the three years on each of the fund tabs – 'Core Funds', 'Non-Core Funds' and 'Gifts' – in the template. Central Allocations will be pre-populated by the Budget Office. Allowable carryforward amounts for FY-22 are shown in row 18 of the 'Core Funds' tab and areas may budget up to that maximum amount in row 19. The 'Summary' tab will show the summary of allocations and expenditures for each planning year. Also shown are the FY-21 budgets from the previous 3-year planning exercise and FY-21 actuals from Workday. It's important to note that some variance between FY-21 budget and actuals may be artificial due changes from the legacy chart of accounts to the Foundation Data Model and also the use of new Workday reports.

**Q: Where do the FY-21 budget and actual amounts come from?**

A: The FY-21 budget column is from the 3-year budget that areas submitted last year. The FY-21 actual column is a sum of core, non-core and gift fund actuals for FY-21 as reported in Workday.

**Q: Some allocation / revenue amounts are already filled in on the 3-year template. Where do these amounts come from?**

A: 3-year templates are pre-populated with amounts allocated by the Budget Office such as PBL, annual one-time allocations, provisos, enrollment funding, F&A allocations, and other allocations or revenue transfers related to central commitments. The amounts in the template are from the Central Funding Data file provided with the template and should not be modified.

**Q: What if we disagree about an estimated allocation such as F&A?**

A: Allocations such as F&A are based on FY-21 actual. Areas may enter adjustments to planned allocations in the "Area Adjustments" section below the allocations/revenues rows of the template. Please explain the adjustment on the 'NOTES' tab.

**Q: How was the core fund carryforward determined?**

A: The total carryforward by fund was derived from the 'Budget Rolled in From Prior Year' column of the *CR FIN Core Budget to Actual Summary* report in Workday. If total carryforward is positive, 5% of the aggregate carryforward (all funds combined) is allowed to be used in FY-22.

**Q: How are core fund benefits estimated for the 3-year plans?**

A: For 3-year plans, annual benefit allocations and expenditures for core funds are based on FY-21 actual expenditures, except for the Vancouver and Tri-Cities campus. Those campuses benefit budget is based on the actual amount attributed to benefits in the initial budget load. Core fund benefit budgets will be assumed flat for all three years of planning.

**Q: How should we estimate benefit expenditures on non-core Funds or Gifts for the 3-year budget?**

A: Areas may use the [“Benefits Model”](#) rates to estimate benefit expenditures or their own methodology, such as estimating based on FY-21 actuals. For non-core activities areas should plan for an increase in the health benefit rate in FY-23 and FY-24. The rates in the biennial budget are \$936/mo. for FY-22 and \$1091/mo. In FY-23. Assume the health rate for FY-24 is equal to FY-23. All other benefit rates should be assumed flat over the 3-year period.

**Q: Can we modify the template to meet the specific needs of our area, or to provide additional information?**

A: No, please do not modify the template so that data can be accurately aggregated after areas complete their submissions.

**Q: What should be included in the non-core revenue item called ‘Summer/Winter Session’?**

A: Include revenue earned from summer/winter session on this row. This would include both transfers from AOI as well as study abroad direct earnings.

**Q: What should be included in the non-core revenue item called ‘Fees’?**

A: This item should include revenue such as tuition from self-sustaining programs, fee revenue (i.e. course fees, S&A fees, and administrative fees), service center revenue and auxiliary revenue. The category is general and intended to capture most of the revenue associated with the non-core fund activities.

**Q: What if there are not enough columns to report all non-core activities?**

A: Please email [Chris Jones](#) if you need additional fund columns added to your template.

**Q: How should transfers be reported?**

A: Areas that report amounts in the ‘Transfers to/from’ row must coordinate with the area receiving / providing the transfer such that all transfers net to zero. Please describe and list the individual transfers on the ‘NOTES’ tab. The sum of transfers on the ‘NOTES’ tab should equal the amount on your budget template.

**Q: Should we include salary increases?**

A: Do not assume any mass salary increases, but you should account for annual PID’s, minimum wage increases, and known out-of-cycle increases.

**Q: What is the deadline to complete final 3-year budgets?**

A: Areas will have until November 1<sup>st</sup> to return the final 3-year template.

**Q: What is the deadline to complete the worktag assignments for other central commitments?**

A: The 'Additional Central Allocations' tab may be returned as soon as worktag assignments are made to enable the processing of budget amendments or accounting journals. Please provide the worktag detail to [Pete Beeson](#) no later than November 1<sup>st</sup>.

**Q: How do I submit these materials?**

A: Upload your completed 3-year budget template to the Budget Office [SharePoint site](#) and email [wsubudget.office@wsu.edu](mailto:wsubudget.office@wsu.edu) when you have done so.

Email your additional allocations information to [Pete Beeson](#).

**Q: Where can I get help?**

A: On October 4<sup>th</sup> at 2:00PM PST the Budget Office will host a walkthrough of the template followed by a [Q&A session via Zoom](#). This session will be recorded and posted the following week. If you are unable to attend or have additional questions after viewing the session, please reach out to the individuals listed below:

For questions about the pre-populated allocations contact [Pete Beeson](#)

For help with the template contact [Chris Jones](#)

For help with the SharePoint site contact [Emily Green](#) or [Chris Jones](#)