Overview
This year we will complete an ALL funds budget in Strata. The timeline is as follows. Please contact your analyst if you have any questions. See attached PowerPoint for instructions on completing your budgets within Strata.

Budget Assumptions
- The model currently assumes that there will be a 1% increase for University employees, excluding Faculty (effective July 2019), and 2% increase for HCS employees (effective January 2020)
- For faculty, incentive payments were to be budgeted in Faculty Roster Budgeting (FRB). If this was overlooked initially, you will have another opportunity to update FRB in February (see timeline above).
- For Chairs, please budget for the full incentive within FRB. This includes the departmental incentive and the additional Chair incentive determined by the Dean’s Office (please assume $50,000 for these). If these incentives were not budgeted for in the first round of Faculty Roster Budgeting (FRB) you will have an opportunity to enter these when FRB opens back up February 13.
- For Service Center rates please budget similar to what you budgeted in FY19. If you have specific questions, please contact Tara Coble-Herring (tara_coble-herring@med.unc.edu) for the HR service center, and Tamala Gray (tamala_gray@med.unc.edu) for the Finance service center.
Projection methods are as follows:

UNCFP Funds General Guidelines

- You should budget your CIC amount based on the letter you received from the CIC committee.
- For FY20, Gain Share transfers are to be budgeted at zero.
- Items determined centrally. Please do not budget anything until it is communicated to you.
  - Meaningful Use
  - Professional Liability (LITF)
  - UPL
  - Investment Income
  - Tax and vacancy factors will be zero’d out and will not automatically calculate. The FP Admin team will calculate these after the fact for departments. The vacancy factor will be 2%.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Account and Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>582681</td>
<td>582681 - Trf Nm-UNCFP Inter Dept Tax</td>
<td>Divisional Tax, % rate set by Department</td>
</tr>
<tr>
<td>582490</td>
<td>582490 - Trf Intra-Special Funds</td>
<td>Contract tax 5.5%</td>
</tr>
<tr>
<td>582680</td>
<td>582680 - Trf Nm-UNCFP Enterprise Deduct</td>
<td>Non FF Divisions Only - 2.5%</td>
</tr>
<tr>
<td>582650</td>
<td>582650 - Trf Nm-UNCFP Admin Fund Deduct</td>
<td>Non FF Divisions Only - 16%</td>
</tr>
<tr>
<td>582640</td>
<td>582640 - Trf Nm-UNCFP ACC Deduction</td>
<td>Non FF Divisions Only - 2.5%</td>
</tr>
</tbody>
</table>

- All funds flow accounts are zero’d out and the funds flow conversion process will take place after you submit your budget.
- As clinical and technical expense are based on source and Strata is looking at account only we will be sending out separate worksheets to budget your FY20 reimbursements.
- Account 441640 which includes GME reimbursement and GME contracts will be budgeted centrally after the FY20 budget submission. If you have current contracts that involve GME residents you will receive a GME Contract worksheet.
- If you have any new contracts that involve GME residents, please reach out to Spencer Brady.


**SOM Funds General Guidelines**

- **Auxiliary/Recharge Core Facilities** – anticipate the revenue you expect to bring in for FY20 only. It is recommended to use the Recharge/Cores Report in School Reports to see your current FY19 revenues and expenses.

- **Contracts and Grants** – forecast based on existing funds and known awards for FY20. As a reminder, we force revenue to equal our expense. Awards issued on/after January 7, 2018 are subject to the exec level II salary cap of $189,600.

- **Gifts, Endowments Income, and Other** – endowment income (account code 433110) is distributed once a year and is calculated on the May balance. Please note: due to the PeopleSoft conversion, the transfer-in non-mandatory could be overstated for FY14. In the SAS Budget Report we have included the carryforward amount from when we went live with PeopleSoft in the FY14 data.

- **Overhead** – anticipate carry-forward and permanent budget. It is recommended to use the Indirect Cost report in School Reports to see your estimated FY19 Indirects (Dept 15.6% Less Tax column). **Please insert a separate row in the “Projected 2019 Detail Adj” column for inputting carryforward.**

- **State** – your UME dollar amount has already been entered into Strata in your “admin” department (01 department ID). This also includes fringe benefits (at a rate of 23%). To see what was input, double click on the “Projected 2019 Detail Adj” cell.