**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **UNCFP Contact** |  | **Department** | **UNCFP Contact** |
| **Allied Health** | **Sam Smith** |  | **Ophthalmology** | **Hannah Gardner** |
| **Anesthesiology** | **Sam Smith** |  | **Orthopaedics** | **Sam Smith** |
| **CIDD** | **Sam Smith** |  | **Pathology** | **Hannah Gardner** |
| **Dermatology** | **Sarah Shipp** |  | **Pediatrics** | **Spencer Brady** |
| **Emergency Medicine** | **Sam Smith** |  | **PM&R** | **Hannah Gardner** |
| **ENT** | **Brittney Kass** |  | **Psychiatry** | **Hannah Gardner** |
| **Family Medicine** | **Brittney Kass** |  | **Radiation Oncology** | **Hannah Gardner** |
| **Medicine** | **Suzanne Scott** |  | **Radiology** | **Sam Smith** |
| **Neurology** | **Sam Smith** |  | **Surgery** | **Hannah Gardner** |
| **Neurosurgery** | **Hannah Gardner** |  | **TEACCH** | **Sam Smith** |
| **OBGYN** | **Hannah Gardner** |  | **Urology** | **Sam Smith** |

**Budget Assumptions**

* The model currently assumes that there will be a 2% increase for University employees, excluding Faculty (effective July 2020), and 2% increase for HCS employees (effective February 2021)
* For faculty, incentive payments were to be budgeted in Faculty Roster Budgeting (FRB). If this was overlooked initiatlly, you will have another opportunity to update FRB weekly.
  + *Closes, Thursday, 1/30 at 2 pm*
    - *Reopens Friday, 1/31 at 8 am and data available to review in Strata*
  + *Closes Thursday, 2/6 at 2 pm* 
    - *Reopens Friday, 2/7 at 8 am and data available to review in Strata*
  + *Closes Thursday, 2/13 at 2 pm* 
    - *Friday 2/14 at 8 am data available to reivew in Strata*
* For Chairs, please budget for the full incentive within FRB. This includes the departmenal 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 weekly.
* Beginning in FY21, please budget using the new IT bill amount. For HR and Finance Service Center rates please budget similar to what you budgeted in FY20. If you have specific questions, please contact Tara Coble-Herring ([tara\_coble-herring@med.unc.edu](mailto:tara_coble-herring@med.unc.edu)) for the HR service center, and Tamala Gray ([tamala\_gray@med.unc.edu](mailto: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
* Items determined centrally. Please do not budget anything until it is communicated to you.
  + Professional Liability (LITF)
  + UPL
  + Gain Share and Gain Share Incentives
  + 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.

|  |  |  |
| --- | --- | --- |
| ACCOUNT | Account and Description | Notes |
| 582681 | 582681 - Trf Nm-UNCFP Inter Dept Tax | Divisional Tax, % rate set by Department |
| 582490 | 582490 - Trf Intra-Special Funds | Contract tax 5.5% |
| 582680 | 582680 - Trf Nm-UNCFP Enterprise Deduct | Non FF Divisions Only - 2.5% |
| 582650 | 582650 - Trf Nm-UNCFP Admin Fund Deduct | Non FF Divisions Only - 16% |
| 582640 | 582640 - Trf Nm-UNCFP ACC Deduction | Non FF Divisions Only - 2.5% |
|  |  |  |
| 511100 | 511100 - EHRA Non Teach Budget | Faculty Vacancy Factor |
| 512500 | 512500 - SHRA Severance Budget | Staff Vacancy Factor |
| 515000 | 515000 – Fringe Benefits Budget | Faculty Benefit Vacancy Factor |
| 522915 | 522915 – HCS Contract Serv Sup Fac BFT | Staff Benefit Vacancy Factor |

**UNCFP Funds Flow Considerations**

* All funds flow accounts are zero’d out and the funds flow conversion process will take place after you submit your budget
* Practice expense is at the CPT code level, so we will be sending out separate worksheets to budget your FY21 reimbursements.
* Account 441640 which includes GME reimbursement and GME contracts will be budgeted centrally after the FY21 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 Brittney Kass.

**SOM Funds General Guidelines**

* **Auxiliary/Recharge Core Facilities** – anticipate the revenue you expect to bring in for FY21 only. It is recommended to use the Recharge/Cores Report in School Reports to see your current FY20 revenues and expenses.
* **Contracts and Grants** – forecast based on existing funds and known awards for FY21. As a reminder, we force revenue to equal our expense. Awards issued **on/after** January 6, 2019 are subject to the exec level II salary cap of $192,300. Should the cap change during the budget process please use the new salary cap.
* **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 FY20 Indirects (Dept 15.6% Less Tax column). **Please insert a separate row in the “Projected 2020 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 2020 Detail Adj” cell.