**Budget Process Toolkit**

**Internal Divisional Budget Process**

**PHASE 1: Pre-Plan**

- **Who:** Divisional Finance Leader
- **Tools**
  - Identify Budget Calendar Key Dates
  - Confirm Top Priorities & Strategic Direction (which includes referencing your Division’s Strategic Plan)
  - Review of Staffing Plan
  - Review Financial Results (high-level, L3)
  - Review Financial Results (low-level, L4 to L7)
  - Conduct Meeting: Review Financial Results
  - Adjust divisional budget in CalPlan at appropriate level; and finalize planner submission
  - Assign Roles & Responsibilities
  - Request templates

**PHASE 2: Launch**

- **Who:** Divisional Finance Leader
- **Tools**
  - Review Campus Call Letter and submission materials
  - Conduct Meeting: Budget Kick Off
  - Provide CalPlan resources to your L4/L7 units
  - Conduct Meeting: Review Financial Results high-level (L3)
  - Conduct Meeting: Review Financial Results low-level (L4 to L7)
  - Conduct Meeting: Review Financial Results (L4, L7 units)

**PHASE 3: Gather Information**

- **Who:** L4-L7 Departments/Finance Team
- **Tools**
  - Review burst CalPlan reports CR103 and CR603
  - Review bursted CalPlan reports CR103, CR603, and HC/P00
  - Update Budget Owner’s List
  - Send TAS forms to your units (if applicable)
  - Send budget submission materials to L4-L7 units

**PHASE 4: Review and Consolidate**

- **Who:** Divisional Finance Leader
- **Tools**
  - Run SRECNA ‘Open List’ and HC/P00 reports
  - Run CalPlan reports CR100, Budget Process reports and other reports as appropriate
  - Consolidated list of budget requests
  - Executive Decision Making sample agenda
  - CalPlanning tool
  - Budget Submission Checklist
  - TAS forms

**PHASE 5: Finalize**

- **Who:** Divisional Finance Leader
- **Tools**
  - Conduct Meeting: VC/Dean budget discussions with units and finance team
  - Develop executive summary materials for decision making
  - Conduct Meeting: Make internal decisions on requests, set revenue and expense targets
  - Adjust divisional budget in CalPlan at appropriate level, and finalize planner submission
  - Develop Narrative and Budget Hearing deck
  - Participate EVCP/Chancellor Hearings

**PHASE 6: Allocate and Implement**

- **Who:** Divisional Finance Leader
- **Tools**
  - Consult consolidated budget
  - Finalize internal allocations
  - Communicate overall budget and strategy, and includes communicating their overall budget in
  - Send allocation letters to departments
  - (Optional) Conduct a town hall or budget update
  - Enter data into CalPlanning
  - Review Operating Transfers
  - Request templates
  - Review bursted CalPlan reports CR103, CR603, and HCP00
  - Review bursted CalPlan reports CR103, CR603, and HC/P00

**Toolkit Purpose**

To provide guidance to the budget process

To make tools easy to access and use

To introduce a standardized process and approach to working with units

**Start**

**End**

Campus Budget Office: budget.berkeley.edu. Please contact your Portfolio Budget Officer with questions.