



FROM: Budget, Planning and Institutional Research

DATE: 4/12/23

RE: FY24 Budget Load

To follow up on the communication sent in the Fall regarding the elimination of the Budget Construction module, we want to share a few updates on the budget upload process and other related budget items for FY24.

Permanent Transfers – The last day to transfer permanent funding for this fiscal year (FY23) is April 28th. One-time transfers may continue through the end of the fiscal year.

Control Totals – After April 28th, a spreadsheet will be emailed to each unit confirming the amount of 4100 permanent funding by account that will be automatically loaded into KFS on July 1st.

Fringe Rates – FY24 blended fringe rates for University Program accounts will be developed and communicated by April 28th. We recently received some information from the State Comptroller's office that indicated a reduction in retirement rates. This decrease coupled with other estimated increases will very likely hold rates flat from FY23.

Budget Upload File – *Optional* – The attached excel template can be used to upload budgets into KFS by account and object code.

- Instructions are included in the first tab of the workbook.
- The template can be filled out and returned to Budget, Planning & Institutional Research at budget@uconn.edu by Friday June 23rd for upload into FY24.
- If you need a starting point, you may run the Budget to Actuals Webfocus standard report to excel. Then update the individual amounts as needed. Further guidance is also included in the Budget Upload Tool.

If you have questions, please contact your assigned budget analyst or Budget, Planning and Institutional Research at budget@uconn.edu.