

CV19 Program Code Usage Guidance for FY20 Forecast and FY21 Budget in Planning

The purpose of using the CV19 (COVID-19 Pandemic) program code:

The purpose of using CV19 is to enable the University to track expense and revenue impacts of COVID-19. Understanding these financial impacts will enhance the University’s ability to make informed decisions as we manage through the current crisis and plan for potential future disruptions.

The scope of this document is limited to the use of the CV19 program code for the forecast and budget in the Planning application. Contact your Budget Office analyst with any questions about this information. Please note that the Comptroller’s Office has issued separate guidance on the reporting of expense and revenue impacts for actuals.

A. Use of CV19 Program Code in the FY20 Forecast

1. Expectations for capturing COVID-19 impacts in the forecast (e.g., all funds vs. unrestricted funds, center surrogate vs. specific orgs, selected object codes):
 - The more specific you can be, the better. If there are certain lines of activity (e.g., executive education programs, summer programs, room and board, clinical activity, etc.) that are impacted, your use of the CV19 program code should reflect that, be it at an org and/or fund level.

2. Reflecting revenue and expense impacts in the forecast:
 - Forecast the full amount of revenue/expense that you anticipate would have been earned/incurred absent the COVID-19 pandemic using program codes other than CV19. Show the revenue and expense impact of the pandemic as follows, using CV19:

Lost revenue	Debit revenue
Incremental revenue	Credit revenue
Expense savings	Credit expense
Incremental expense	Debit expense

3. Numerical examples of how to use CV19 in the forecast:

Scenario 1 – Lost Revenue

Department W has a \$1,200,000 revenue forecast for fees.

Enter -\$1,200,000 into Planning as normal forecast for Q3 in program XXXX (negative # since a Revenue).

Due to COVID-19, Department Z waives 1 month of fees totaling \$100,000.

Enter +\$100,000 into fees forecast for program CV19.

The total fees revenue forecast combined for program XXXX and program CV19 is -\$1,100,000 (-1,200,000 + 100,000).

Scenario 2 – Incremental Revenue

Department Z has a \$200,000 revenue forecast for gift income.
Enter -\$200,000 into Planning as normal forecast for Q3 in program XXXX (negative # since this is revenue).

Due to COVID-19, a donor has increased the gift by \$10,000 specifically for COVID-19 relief.

Enter -\$10,000 into the gift forecast for program CV19.

The total gift revenue forecast combined for program XXXX and program CV19 is -\$210,000 (-200,000 + -10,000).

Scenario 3 – Expense Savings

Department W has a \$300,000 forecast for professional fees.

Enter \$300,000 into Planning as normal forecast for Q3 in program XXXX.

Due to COVID-19, professional fees forecast is reduced to \$200,000.

Enter -\$100,000 into professional fees forecast for program CV19.

The total professional fees forecast combined for program XXXX and program CV19 is \$200,000 (300,000 + -100,000).

Scenario 4 – Incremental Expense

Department X has a \$10K expense forecast for non-capitalized equipment.

Enter \$10,000 into Planning as normal forecast for Q3 in program XXXX.

Due to COVID-19, Department Y needs \$5,000 additional for laptops for staff working from home.

Enter \$5,000 into non-capitalized equipment forecast for program CV19.

The total non-capitalized equipment forecast combined for program XXXX and program CV19 is \$15,000 (10,000 + 5,000).

4. Reporting of COVID-19 impacts in the Financial Risk Register vs. using CV19 in Planning:
 - The Financial Risk Register was used to provide an early assessment of the financial impact on this year's operating performance. The use of the CV19 program code in your forecast will enable the University to readily identify the projected impact through standard reporting mechanisms and should be informed by the types of activities included in your financial risk register.

B. Use of CV19 Program Code in the FY21 Budget

1. The impact of the pandemic on FY21 budgets will to a great extent depend on the length of time until we return to normal operations. Given the fluidity of the situation, leadership in each school and center should provide guidance as to the timeframe assumed, informed by any central University communications.
2. Expectations for capturing COVID-19 impacts in the budget (e.g., all funds vs. unrestricted funds, center surrogate vs. specific orgs, selected object codes):
 1. The more specific you can be, the better. If there are certain lines of activity (e.g., executive education programs, summer programs, room and board, clinical activity, etc.) that are impacted, your use of the CV19 program code should reflect that, be it at an org and/or fund level.

3. Reflecting revenue and expense impacts in the budget:

- Budget the full amount of revenue/expense that you anticipate would have been earned/incurred absent the COVID-19 pandemic using program codes other than CV19. Show the revenue and expense impact of the pandemic as follows, using CV19:

Lost revenue	Debit revenue
Incremental revenue	Credit revenue
Expense savings	Credit expense
Incremental expense	Debit expense

Note that this does not apply to revenue/expense impacts driven by planning parameter changes made in response to COVID-19.

- For examples, please refer to the Forecast section, above.