



August 30, 2017

MEMORANDUM

(Via E-mail Only)

TO: Selected Budget Officers

FROM: Tim Norris

SUBJ: Fund 101 Carryover to 2017-18

Fund 101 budget units are permitted to carry over uncommitted Fund 101 balances from 2016-17 unless special circumstances are involved.

The attached spreadsheet shows the carryover computation and final amount for your unit. A budget transfer form is also attached. Please provide the UDDS, program and SFS budget account coding to use for a Fund 101 budget transfer of your carryover funds. (Note that the transfer coding can differ from the actual distribution that generated the original savings.) A brief description of the intended use of funds should also be included on the transfer form. Please keep in mind:

- Budget units that have Fund 136 receipts budgeted as Fund 101 will have the receipt variance factored into the carryover balance.
- Budget units that had excess Fund 101 salary expenditures in 2016-17 will be assessed for the additional fringe benefit costs.

Transfer forms should be completed and returned to Jennifer Klippel jennifer.klippel@wisc.edu by September 15th. For those of you with access to the JET Budget application, please **do not** process the transfer form through the JET application.

The program and budget account coding detail that you assign to the carry-over supplement will be reported to UW System Administration. The budget increase will be entered into the Shared Financial System as soon as possible.

If you have any questions or concerns, please contact me (3-4707).

Attachments: 2016-17 Positive Carryover Balances.xls
FY18 BudgetTransferForm – Positive Carryover Balances.xls

cc: Laurent Heller
Dan Langer

MADISON BUDGET OFFICE

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