



November 29, 2017
(Via E-Mail Only)

AUXILIARY BUDGETS DUE DATE
Fund 128 Auxiliaries: March 8, 2018

MEMORANDUM

TO: Budget Officers

FROM: Donna Halleran

SUBJECT: 2018-2019 Auxiliary/Funds 128/136 Budget Instructions - Chapter 2

Attached is Chapter 2 of the annual budget instructions which provides guidelines to use in developing the 2018-2019 annual budget and forecast. Chapter 2 may be found on the Madison Budget Office web site at <http://www.mbo.wisc.edu> and the Auxiliary Operations Analysis (AOA) web site at <https://aoa.wisc.edu/>. Links to policies referenced in the instructions may also be found at the AOA web site. Questions about the preparation of the annual budget and forecasts should be addressed to or me (265-3443) or Suzanne Schlecht (263-9807).

Cash/reserve balances should be managed through the budget process, and excess balances should be reduced wherever possible. Campus guidelines for management of balances are summarized in the instructions and will also be sent separately in January as part of the quarterly forecast exercise. Please feel free to contact me or Suzanne if related questions arise during the course of the budget process.

ANNUAL BUDGET – MINOR FUND 128/136 OPERATIONS (Chapter 2, Section I)

Procedures for preparing and submitting budgets and forecasts are described below and in chapter 2, section I. We will provide budget templates to fund 128 divisions to collect information regarding cash balance forecasts required by UW System. For most fund 136 operations, the only requirement will be entry of the Red Book budget.

The deadline for submitting fund 128 minor auxiliary budget worksheets is **Thursday, March 8, 2018**.

ANNUAL BUDGET – MAJOR AUXILIARIES (Chapter 2, Section II)

Major auxiliaries include University Housing, Wisconsin Union, Transportation Services, Car Fleet, Recreational Sports, University Health Services, Intercollegiate Athletics, Division of Information Technology, the Childcare Tuition Assistance Program, UW Press and selected Division of Student Life operations.

The deadline for submitting major auxiliary budgets and five-year forecasts will be **Thursday, March 8, 2018**. Formats for the annual budget and forecast schedules are similar to those used last year.

UW System Administration has eliminated the 3% threshold previously used to determine which auxiliary rate proposals will undergo detailed review by System Administration and the Board of Regents. All segregated fee and housing rate proposals will be reviewed regardless of the amount of the rate change. The 2018-19 annual budget proposal will be considered at the July 2018 Board of Regents meeting.

Attachments

xc: Rebecca Blank Laurent Heller
 Dan Langer Katrina Morrison
 Jordan Gaal Cigdem Unal
 Ryan Pingel