



# WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

March 15, 2018

(Via E-Mail Only)

## **MEMORANDUM**

TO: Budget Officers

FROM: Jennifer Klippel

SUBJ: Reconciling Fund 101 Program Code Changes Made During the 2018-19 Budget Process and Reconciliation Narrative Requirements

The Form 20 Reconciliation Form is used to reconcile your Fund 101 budget submission to the Budget Planning Allocation by program code. The completion of the Reconciliation Form is only required if two or more program codes are budgeted on Fund 101. **Budget units that only have one program code do not need to submit the Reconciliation Form.** A copy of the form including a sample is attached. UW System program/activity codes and definitions are available at (<https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/chart-of-accounts/>).

You are also required to submit a Reallocation Narrative with the Form 20. The narrative should provide the detail for the reallocations between program codes and the shifts within program codes. In addition, the narrative form should include reallocations within program codes that are not reflected on the Form 20. UW System and DOA require us to provide this type of information. A narrative form is attached for your convenience.

Your Form 20 should be based on the dollars allocated on the final Budget Planning Allocation. A comparison of your current budget request to the Budget Planning Allocation is available on-line by using the BSUM teleprocessing program (pages 26 and 27) or by creating a report from the Planning Allocation System. When finalizing your budget submission, if you have small Fund 101 dollar variances by program codes, you should consider balancing these program codes by adjusting the budget submission. Any major program code shift that you are considering from Instruction, other than those required by program code definition changes, must be discussed with the Budget Office before you complete your budget submission. If you need a copy of an updated Budget Planning Allocation for any fund, please visit the Budget Office website. *Also if you need a copy of your unit's up-to-date Form 20 please contact Jennifer Klippel at 890-1842 or email her at [Jennifer.klippel@wisc.edu](mailto:Jennifer.klippel@wisc.edu) for this request.*

**We would appreciate the return of the completed Form 20 and Reallocation Narrative as soon as possible but not later than April 9<sup>TH</sup>.** This will assist us in filing the required campus level report with UW System. Your completed material should be submitted to the Budget Office, 166 Bascom Hall. If you have any questions concerning this reporting process, please contact Jennifer Klippel.

Attachments:

1. Chapter 5 FY19
2. 2018-19 Budget Form 20
3. 2018-19 Form 20 Budget Reallocation Narrative

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### MADISON BUDGET OFFICE

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