



January 16, 2018
(Via E-Mail Only)

AUXILIARY BUDGETS DUE DATE
Fund 128 Auxiliaries: March 7, 2019

MEMORANDUM

TO: Budget Officers

FROM: Donna Halleran

SUBJECT: 2019-2020 Auxiliary/Funds 128/136 Budget Instructions - Chapter 2

Attached is Chapter 2 of the annual budget instructions that provides guidelines to use in developing the 2019-2020 annual budget and forecast for funds 128 and 136. 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/>. The AOA web site also has contact information for the accountant assigned to each division and links to policies referenced in the instructions.

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.

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

Processes related to budget submission will change this year when the mainframe budget system is replaced with PBCS. In prior years our office completed Excel-based budget templates for entry of current year estimated actual revenue and expenditures and the future year budget for fund 128. Entry of the new year budget will be made directly into PBCS. We are working on a process to collect estimated actual data. We will provide detailed instructions later to the related divisions along with due dates.

The PBCS team is working on development of tools for fund 136 budgeting and will send updates when they are ready. Other than entry to PBCS, there is no requirement to submit anything to our office for this fund.

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, Conference Centers & Mail Services and selected Division of Student Life operations.

The deadline for submitting major auxiliary budgets and five-year forecasts will be **Thursday, March 7, 2019**. 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 2019-20 annual budget proposal will be considered at the July 2019 Board of Regents meeting.

Attachments

xc: Rebecca Blank Laurent Heller
 Dan Langer Billy Welsh
 Jeremy Swanson Cigdem Unal
 Ryan Pingel David Murphy