

# **University of Wisconsin System**

## **2019-20 Annual Budget Guidelines**

### **Timeline**

A summary of the 2019-20 budget building steps and timetable for a July Board of Regents meeting is attached. As in prior years, the timeline for institutional budget submissions will remain staggered. Budgets for the comprehensive institutions (including branch campuses) should be submitted by April 15, 2019, to the System Budget Office. Budget submissions for UW-Madison, UW-Milwaukee, System Administration and Systemwide should be submitted two weeks later, by April 30, 2019. We ask that you have a staff member available at least three full weeks after the budget submission to assist with budget checkout.

### **Tuition Authority Changes**

In January, UW institutions will receive a template for requesting changes in tuition authority. This information should be submitted to the System Budget Office by February 22, 2019, in order to ensure timely allocation creation. Tuition authority change requests should only be for anticipated increases or decreases in ongoing tuition expenditures. They should not include anticipated expenditure of tuition fund balances – those should be budgeted as fund 231. Salary and fringe benefit costs associated with budgeted 131 are the responsibility of the institution and will not be included in the State's supplement process.

### **Budgeting on 131 vs. 231**

The 2019-20 annual budget should reflect all anticipated tuition expenditures, including those that are one-time and coming from fund balances. Fund 231 (Academic Student Fees – Carryforward Contribution) should be used in the budget for anticipated expenditures beyond an institution's allocated fund 131 budget authority. This will allow the budget to reflect all anticipated expenditures (including non-recurring one-time expenditures) while also allowing easy identification of one-time expenditures vs. on-going base budgets. All expenditures in the financial system will continue on fund 131 or 1(a) – there will not be actual expenditures on fund 231.

### **Budget and Balance Summaries**

Each institution is asked to submit a Program Revenue Budget and Balance Summary spreadsheet by Friday, May 10, 2019. The Budget and Balance Summary template will be sent to the Chief Business Officer and Budget Director of each institution in early February 2019. The information on this spreadsheet will be used to report estimated cash flow and fund balances through 2019-20 in the Annual Budget Document presented to the Board of Regents, as well as anticipated balance commitments beyond 2019-20.

### **GPR Budget Shifts**

While building your 2019-20 budget, keep in mind that there should be no shifts onto the GPR salary line beyond what has been allocated. Increases on the salary line may result in a corresponding increase to the fringe benefit line which will be de-allocated from your supplies and services budget.

### **Plan UW**

Starting with fiscal year 2019-20, Plan UW replaces 3270 as the UW System budgeting tool. Plan UW will be used for budgeting non-salary expenses as well as revenue budgeting. Budgets will now be developed utilizing detailed account codes rather than just the major class.

Budgeting of revenue is new in 2019-20. The System Budget Office will budget GPR for institutions. All other revenue should be budgeted based on how much revenue the institution expects to generate, rather than balancing to expenditures.

Plan UW integrates with the Shared Financial System (SFS), the Compensation Administration Tool (CAT), and the Planning Allocation System (PA). More information and resources related to Plan UW can be found at: <https://www.wisconsin.edu/budget-planning/system-project/>

### **Compensation Administration Tool (CAT)**

Salary data will continue to be budgeted in the CAT. Detailed information and CAT resources can be found at: <https://www.wisconsin.edu/compensation-administration-tool/>.

As part of the 2019-20 budget process, institutions will be establishing their continuing staff base that is used to distribute pay plan. Despite not having an approved pay plan at this time, this is an important part of the budget development process. Once a pay plan is approved; we are likely to have a short turnaround time for implementation. Please refer to UPS OPERATIONAL POLICY: TC4 for general information on the continuing staff base. Your individual institutional pay plan distribution guideline document should provide specific information on who is considered continuing staff at your institution and as a result be eligible for pay plan in 2019-20.

### **Estimated Segregated Fee, Room and Board Increases**

By February 8, 2019, institutions should submit their estimated Segregated Fee and Room and Board rates and percent increases to the System Administration budget office. A template is being provided to each institution in order to facilitate the collection of this data

### **Auxiliary Transfer Requests**

The System Budget Office should be informed of any requests for one-time auxiliary transfers that will accompany the auxiliary budget submission by February 11, 2019. Auxiliary transfer requests should:

- Clearly identify the source and application of the funds.
- Demonstrate that the transfer is a priority in strategic and other campus plans.
- Provide a three-year plan projecting the effects of the transfer, including the effects on rates and reserve levels. The plan should demonstrate that the transfer would not adversely affect rates.
- Provide an explanation of the process for consulting with students for student fee funded operations and resulting comments. If students remain concerned about the final campus decision, they may make a formal request (following standard procedures) to address the Board of Regents and provide testimony as part of the Board's consideration of the relevant annual budget action item.

### **Non-GPR Positions**

For all non-GPR funding sources, the System Budget Office will be comparing the number of positions in the budget submission to the number of filled positions in the January position control reports. Budgeted positions that are significantly higher than the January filled position control levels will require a justification.

### **Report Requests**

To assure all budget development issues have been resolved please run the Allocated vs Budgeted reports and the CAT reports during budget development and prior to submitting your budget.

The Allocated vs Budgeted reports are found in the Planning Allocation System located at: <https://ofr01.doit.wisc.edu/forms/frmservlet?config=pa>

Information regarding the CAT reports can be found at: <https://www.wisconsin.edu/compensation-administration-tool/>

At the time of submission, the following reports should be free from unexplained errors:

- Under Min, Over Max Report (CAT)
- Record Errors Report (CAT)
- Combo Edits Error Report (Plan UW)

Thank you, and please feel free to contact me at 608-890-2881 or [cklappa@uwsa.edu](mailto:cklappa@uwsa.edu), or Aimee Arnold at 608-262-1544 or [aarnold@uwsa.edu](mailto:aarnold@uwsa.edu), if you have any questions.

CAT specific questions should be directed to [catquestions@uwsa.edu](mailto:catquestions@uwsa.edu).  
Plan UW specific questions should be directed to [PlanUW@uwsa.edu](mailto:PlanUW@uwsa.edu).