

University of Wisconsin System **2020-21 Annual Budget Guidelines**

Timeline

A summary of the 2020-21 budget building timetable for a June 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 1, 2020, to the System Budget Office. Budget submissions for UW-Madison, UW-Milwaukee, and Systemwide should be submitted two weeks later, by April 15, 2020. 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

There is a change to this process for the 2020-21 budget. We will not be sending a blanket request to institutions. Instead, at the Spring check-in call with Vice President Nelson and staff from the Finance and Budget Office, discussions will take place around FY19 actual revenues compared to FY20 budgeted tuition, FY19 ending fund balances, and FY19 actual expenditures. In these discussions, institutions will let the Budget Office know if they plan on changing their Budgeted Tuition for FY21 and we will send out the spreadsheet.

Tuition authority change requests should only be for anticipated decreases or increases 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 2020-21 annual budget should reflect all anticipated tuition expenditures and revenues. Expenditures should include 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 to be 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. Due dates will be staggered:

Comprehensive institutions should submit by Wednesday, April 15, 2020

UW-Madison, UW-Milwaukee, and Systemwide should submit by Friday, May 1, 2020

The Budget and Balance Summary template will be sent to the Chief Business Officer and Budget Director of each institution in March 2020. The information on this spreadsheet will be used to report estimated cash flow and fund balances through 2020-21 in the Annual Budget Document presented to the Board of Regents.

Institutions will not be required to complete a forecast via PlanUW in April, 2020. Further communication regarding Forecast will be provided at upcoming IAG meetings.

GPR Budget Shifts

While building your 2020-21 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.

PlanUW

Starting with fiscal year 2019-20, PlanUW replaced 3270 as the UW System budgeting tool. PlanUW is used for budgeting non-salary expenses as well as revenue budgeting. Budgets are now being developed utilizing detailed account codes rather than just the major class.

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

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

PlanUW Integrations

Integrations with PlanUW during FY21 budget development will happen on the following cadence:

Combo Edit Checks	Nightly
CAT to PlanUW	Mid-day & Nightly
*Department Metadata Refresh	Weekly
Account Metadata Refresh	Weekly

*Frequency of this integration will be increased to nightly after the process has been thoroughly tested

SmartView

It is recommended that users update their SmartView version at least once per year. Procedures for installing SmartView can be found here (ensure "run as administrator" is selected):

<https://www.wisconsin.edu/budget-planning/system-project/help-topics/>

Step-by-step documentation for creating reports in SmartView ad hoc has been added to the Budget Office website and can be found here: <https://www.wisconsin.edu/budget-planning/system-project/training/>

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 a reminder, the FY21 pay plan effective January 1, 2021 will not be entered by person in the CAT during budget development. Institutions will continue to be required to balance to their allocations for pay plan. Further instructions regarding pay plan implementation will be provided by the Service Center later in the year.

Auxiliary Templates

Templates to report Auxiliaries will be sent out in early March along with instructions.

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 (PlanUW)

Thank you, and please feel free to contact Chrissy Klappa at 608-890-2881 or cklappa@uwsa.edu, or Aimee Arnold at 608-262-1544 or aarnold@uwsa.edu, if you have any questions.

CAT specific questions should be directed to jgoytowski@uwsa.edu.
PlanUW specific questions should be directed to PlanUW@uwsa.edu.