



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

MEMORANDUM

Date: January 13, 2021

To: Deans and select Directors

From: Karl Scholz, Provost and Vice Chancellor for Academic Affairs
Laurent Heller, Vice Chancellor for Finance and Administration

Re: FY22 Annual Operating budget development instructions

KS
LH

The Budget Office is finalizing instructions and preparing for the launch of the FY22 annual operating budget development process later this month. We wanted to provide some additional detail on one part of this process.

During the month of February or March most decanal units will have individual meetings with campus leadership to discuss your budget for the upcoming year. To center that discussion, we ask that you submit a memo at least one week before your meeting to Jennifer Klippel. The memorandum does not need to be longer than 2-3 pages but should include the following:

- Plans for how you will meet your budget cut target.
- Strategic considerations that were relevant to your planning.
- Describe any steps you are taking to look for efficiencies in your unit and/or generate new revenue.
- What are the 1 or 2 initiatives/activities that you are most excited about in your unit in the coming year?

We appreciate all your efforts throughout this extraordinary time in the life of our institution and our country and we look forward to our discussions later this year. Please feel free to contact Jennifer Klippel with any questions.