

Instructions for the 2010-11 Auxiliary Budget Submission

The auxiliary budget reporting requirements for 2010-11 have changed from 2009-10 and are summarized below. All reports and forms from last year will be required this year. You will need to continue including information relating your auxiliary reserve balances and expenditure needs while demonstrating that you have, when possible, used any available reserves to reduce the segregated fee rate increases. This is of particular importance considering six institutions exceeded the 2008-09 reserve balances threshold of 15% of the prior year's revenues, and the State continues to look at the balances as a potential revenue source.

Please take note of the following changes for 2010-11:

Change in the application of the threshold: The 2010-11 reporting threshold of 1.9% will be applied to the operational segregated fee increases excluding increases for major projects. As in the past, reporting will be required for any segregated fee increases associated with major projects; however, additional reporting for operations will only be necessary if the operations on sheet 8 exceed 1.9%. 1.9% will also continue to be the threshold for room and board and meal plans combined.

Operations (Sheet 1): There are five changes to this spreadsheet for 2010-11.

- Furlough Savings added under Expenditures: if your institution budgets the furlough savings by operation this line should be used to make the adjustment required to reconcile your salary line.
- 2009-10 Transfer to Financial Aid to arrive at the Net Cash Change: This line should be used for the 2009-10 Estimated Actual column only. This will allow institutions to decrease the 2009-10 cash balances to reflect the transfer you will make as required by the 2009-11 biennial budget to financial aid. Please see the Cost Factors for dollar amounts.
- 2010-11 Lapse for Furloughs and Pay Plan, and 1% ATB Reduction to arrive at Net Cash Change: These liens can be used for both 2009-10 and 2010-11 if your institution intends to use each to cover these lapses which are required by the 2009-11 biennial budget.
- If operations are projecting a negative ending cash balance for 2010-11, a narrative section has been provided at the bottom of the spreadsheet to describe the current situation and provide details regarding the operations overall plan to re-establish itself into positive financial standing. More information is provided under the instructions for Sheet 1.

In addition, please recall:

1. Operations (Sheet 1): Any operational worksheet that has a transfer into or out of the operation will require an explanation. The explanations should include where

the transfers will be to or from, the rationale for the transfer, and a repayment plan or justification as to why repayment is not necessary.

2. Rates (Sheet 3): This item is not new, however not all institutions are providing this information. It is imperative that we properly report the student initiated portions of the auxiliary increases to the Board of Regents. If any portion of the increase is student initiated please identify the increase in this column. The amounts in this column should reconcile to the amount shown in Sheet 5 (Student Initiated Programming).
3. Housing Fee Factors (Sheet 6): If your institution is above the reporting threshold when combining the housing and meal plan rate increases please identify what components resulted in the increases separately between housing and meal plans. When reporting this information to the Board of Regents, the components resulting in the increase must reconcile with the rate increases for housing separately from the meal plan.

In the past, some of the interest earnings reported by institutions raised several questions regarding their accuracy. Please make sure reported interest earnings accurately reflect your institutions revenue, expenditure, and cash reserve position in the context of market rates. Institutions reporting questionable interest earnings will be required to explain the submitted figure in detail.

The Budget Office will again forward budget submissions to Financial Reporting. At year end, Financial Reporting will enter budget submissions into the Auxiliary Cash and Reserves Balances Report and will update the nVision Report for retrieving actuals. You will be required to provide the completed Auxiliary Cash and Reserves Balances Report, including a brief narrative explaining variances between budget and actual amounts and reserve levels that exceed the 15% threshold. Instructions for completing the auxiliary Cash and Reserves Balances submission will be sent out by Financial Reporting with the year end GAAP reporting information.

The instructions on the following pages refer to nine worksheets or files that contain the required reports. These reports can be found on the Budget Office website at <http://www.uwsa.edu/budplan/annualOpBudget.htm>. Submissions not using these worksheets, or not completing all of the required information will be returned to the institution until completed appropriately.

Luke Nelson
UW-System Administration
Office of Budget and Planning
780 Regent Street
Madison, WI 53703
lnelson@uwsa.edu
(608) 263-7482

SHEET 1 (Operations)

- Please rename files to match your institution (i.e. GB.xls)
- Campuses have unique operations so please **insert and create a separate worksheet for each major operation**. Insert worksheets by selecting *insert* and then *worksheet* from the menu bar.
- Include a Total Sheet. Combine all operations on this sheet.
- Type in the name of the operation in the cell that says “*type in name of operation here*”
- Type in the UDDS code in the cell that says “*type in UDDS code here*”
- Type in the 2009-10 estimated actuals in the 2nd column and the 2010-11 budget in the 3rd column.
- Complete the revenue (Fund 128), expenditures (Fund 128), and debt service and lease rental payments (Fund 123) lines.
- Complete the Transfers and Beginning Cash Balance lines.
- Provide an explanation for transfers on the bottom of each operation worksheet.
- New in 2010-11: enter the information (as a negative) for furloughs (Line 21), and cash lapses for transfer to financial aid (Line 40), furlough and pay plan repeal (Line 41), and 1% across the board reduction (Line 42).
- New in 2010-11: please provide narrative in lower section provided for any operation that is projected to have a negative cash balance, including the primary reasons for the financial standing (including major projects or expenditures within the operation), and the overall plan to transition the operation back into the black.

SHEET 2 (apartment rates)

- UW-Madison, UW-Milwaukee, and UW-Green Bay.

SHEET 3 (rates)

- Type in the name of your institution in the cell that says “*type name of institution here*”.
- Type in the names of all campus meal plans in the cells that say “*type name of meal plan here*”.
- Enter the 2009-10 rates into the “2009-10” column
- Enter the 2010-11 rates into the “2010-11” column
- Enter the portion of the 2010-11 rates that were student initiated into the appropriate column (must reconcile with Sheet 5).
- Please attach a separate rate sheet for parking which details your campus parking options.
- If the operational segregated fee rates (excluding textbook rental) exceed the 2010-11 threshold of 1.9%, please complete Sheet 5 (Rate Detail Report).
- If the room and board rates in combination are over the 2010-11 threshold of 1.9%, please complete sheet 6 (Housing Fee Factors).

SHEET 4 (miscellaneous information required)

- Input information into the cells that say “*type amount here*”.

SHEET 5 (Rate Detail Report)

- Complete this sheet *only* if the institution is over the segregated fee threshold in OPERATIONS only.
- Type name of institution in cell that says “*type name of institution here*”.
- Insert 2009-10 program rates where indicated (Row 10).

- Insert 2010-11 dollar increases and decreases by program according to categories/reasons given.
- If an increase or decrease falls in “other” category, please describe “other”.
- Type a detailed narrative into shaded area OR attach a separate document.
- Please indicate student initiated and approved increases whenever possible.

SHEET 6 (Room and Board Factors)

- Complete this sheet *only* if combined room and board rate increases exceed the threshold.
- Type name of institution in cell that says “*type name of institution here*”.
- Enter the dollar increases for Room rate, Meal Plan rate, and Student Initiated portion for each fee factor where indicated.
- Enter the percentage increase for the combined Room and Board rate for each fee factor where indicated.
- Type detailed narrative into shaded area OR attach a separate document.

SHEET 7 (allocable vs. non-allocable rate report)

- Type name of institution in cell that says “*type name of institution here*”.
- Enter the 2009-10 allocable rates and non-allocable rates for each operation where indicated
- Enter the 2010-11 allocable rates and non-allocable rates for each operation where indicated

SHEET 8 (Operations vs. Major Projects)

- Type name of institution in cell that says “*type name of institution here*”.
- Enter in 2009-10 Operations and Major Project amounts for each specific category. These numbers should match final numbers submitted for 2009-10 in the FY10 auxiliary submission.
- Enter in 2010-11 amounts for Operations and Major Projects.
- Complete the lower section of the sheet entitled “Major Projects”. This sheet will require a breakdown of Major Project totals by year starting in 2000-01. Amounts should be included up until 2010-11. Please make sure that 2009-10 starting point reconciles with the final major project numbers provided in the 2009-10 submission. This portion of the spreadsheet will automatically fill in the 2010-11 Major Project totals in the above section.
- All Major Projects increases for 2010-11 require narrative in the gray section provided, including the Board of Regents approval dates of the project if available.
- After completing all of section, check cell O13. If over the 1.9% threshold, Sheet 5 must be completed (see instructions for Sheet 5).

SHEET 9 (Debt Service Reconciliation)

- Type name of institution in cell that says “*type name of institution here*”.
- Use this form if differences exist between the System Schedule prepared by Financial Reporting and the amount used in the 2010-11 Budget.
- Use this form if you have program revenue not considered part of auxiliary operations budget on Fund 123.
- List auxiliary operation debt service under the “Auxiliary Operations” line.
- List other program revenue debt service under the “Other PR Operations” line.

- If any subsidies or grants decrease the amount of budgeted debt service, please list these under the “Less Debt Subsidies” line as a *negative*.
- “Total PR Debt Service” should equal your Fund 123 Total.
- Please provide a brief explanation for differences (e.g. anticipate additional amounts for new borrowing).

Required Information for Institutions within Threshold:

- Operations Schedules Sheet 1
- Apartment Rates (Madison & Milwaukee) Sheet 2
- Segregated Fee Rates and Room & Board Rates Sheet 3
- Miscellaneous Information Sheet 4
- **Major Factors for Room and Board Increase Sheet 6
- Allocable vs. Non-Allocable Rate Report Sheet 7
- Operations vs. Major Projects Sheet 8
- Debt Service Reconciliation Sheet 9

Required Information for Institutions that Exceed Threshold:

- Operations Schedules Sheet 1
- Apartment Rates (Madison & Milwaukee) Sheet 2
- Segregated Fee Rates and Room & Board Rates Sheet 3
- Miscellaneous Information Sheet 4
- Rate Detail Report Sheet 5
- Major Factors for Room & Board Increases Sheet 6
- Allocable vs. Non-Allocable Rate Report Sheet 7
- Operations vs. Major Projects Sheet 8
- Debt Service Reconciliation Sheet 9

**Submit if Room & Board rates are over the threshold, even if segregated fee is under the threshold.