



UNIVERSITY of WISCONSIN
GREEN BAY

OPERATING BUDGET INSTRUCTIONS

FISCAL YEAR 2012-13

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2012-13 Operating Budget Overview & Assumptions

**** Please note that some information contained herein is subject to change pending further instructions and details on budget preparation from the UW System Budget Office.**

The following guidelines should be followed in preparing the 2012-13 operating budget:

Funding Sources:

- As part of the 2011-13 biennium, the UW System was given the authority to budget as a Block Grant. The details regarding the block grant implementation are being worked on by several work groups at the UW System and Campus level. The campus's 2012-13 operating budget process will remain unchanged and any changes (ie consolidation of funds, etc) will be done by the budget office staff when all the details are known.
- Budgeted amounts for state appropriations (Funds 102, 105, 114, 115 and 402) are limited to the total allocation received from the State. The total allocation for each area is detailed in the Allocation folders on the budgsub drive.
- Budgets for the following funds should be based on the anticipated level of activity for the fiscal year:
 - Program revenue: Funds 128 and 136
 - Non-Federal Grants: Fund 133
 - Federal Grants: Fund 144
 - Federal Overhead: Fund 150
 - Gifts: Fund 233

Funding/Allocation Changes for 2012-13:

- The 2012-13 budget will include an assessment from the Office of State Employee Relations (OSER) for the services they provide to the campus. In FY 2010-11, the campus was charged \$33,420, which was covered with campus contingency funds. We have not yet been notified of the amount for FY2012-13. Be advised that this charge will be allocated to campus departments and most likely will be assessed to both GPR and Program Revenue funds. We will notify you when the amount has been determined.
- Fringe benefit expenses – Effective in fiscal year 2012, the amount employees are required to contribute to the retirement increased from .2% to 5.8%. The employee's monthly payment for health insurance also increased. These items should be considered when determining the fringe benefit rate for all non-GPR funds.
- In fiscal year 2011-12, there was a 27th payroll for the classified staff. For the program revenue operations (funds 128, 136 and 150), a provisional salary line was included in the budget submission. This amount should be removed for the 2012-13 budget submission.

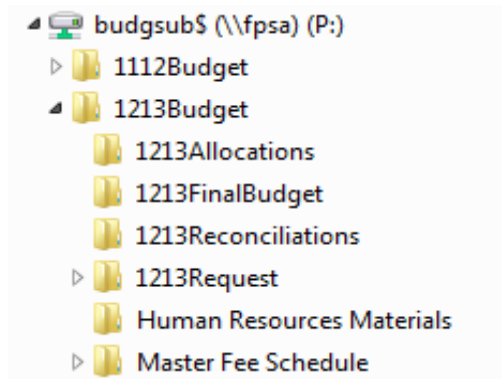
Compensation Planning:

- Please review the [Pay Plan Distribution Principles and Guidelines](#) approved by the Cabinet prior to developing salary recommendations.
- All requests for career progressions, title changes, and base adjustments for unclassified staff should be included in the budget request forms, including dollars for re-titling, promotions, or base increases. The procedures established by Human Resources must be followed and all changes must be approved at the appropriate administrative level to be included in the final Redbook budget. The HR materials and forms for the required information to be submitted to your area leader are included in the 1213Budget /Human Resources Materials folder on the budgsub drive and on the [HR web site](#).
- There will not be any payplan for the 2012-13 budget year.
- Promotion to Full Professor requires a \$4,730 base increase and promotion to Associate Professor, a \$2,957 base increase. Units are required to budget the full amount for the promotion.
- Sabbaticals are coded to Program 6. Individuals on one-semester sabbaticals should be coded 50% to Program 2 and 50% to Program 6. Individuals on full-year sabbaticals should be coded 35% to Program 2 and 65% to Program 6.
- Each area should track any reallocations and funding changes that have been made between budget years, as we are routinely asked to provide UW System with this type of information in conjunction with the campus's budget submission.

Instructions for Completing Campus Budget Request Sheets (Excel Files)

Budgsub Drive Summary:

The budget forms for completing area pre-merit budget requests are available on the BUDGSUB shared drive. Individuals authorized by their area leader are allowed access to the budgsub drive, which is maintained by the Budget staff. If you, or someone in your area, need to be added to the list, contact the Budget staff (Ext. 2302 or ext 2335). The BUDGSUB drive contains historical budget information, budget year allocations, and budget forms as follows:



Allocation Folder

- Contains the preliminary allocations by fund for each area. These allocations include any approved classified compensation adjustments, and reflect any realignment of resources between departments that occurred during 2011-12. Please notify the Budget staff as soon as possible if there are other reallocations that occurred but are not reflected here.

Final Budget Folder

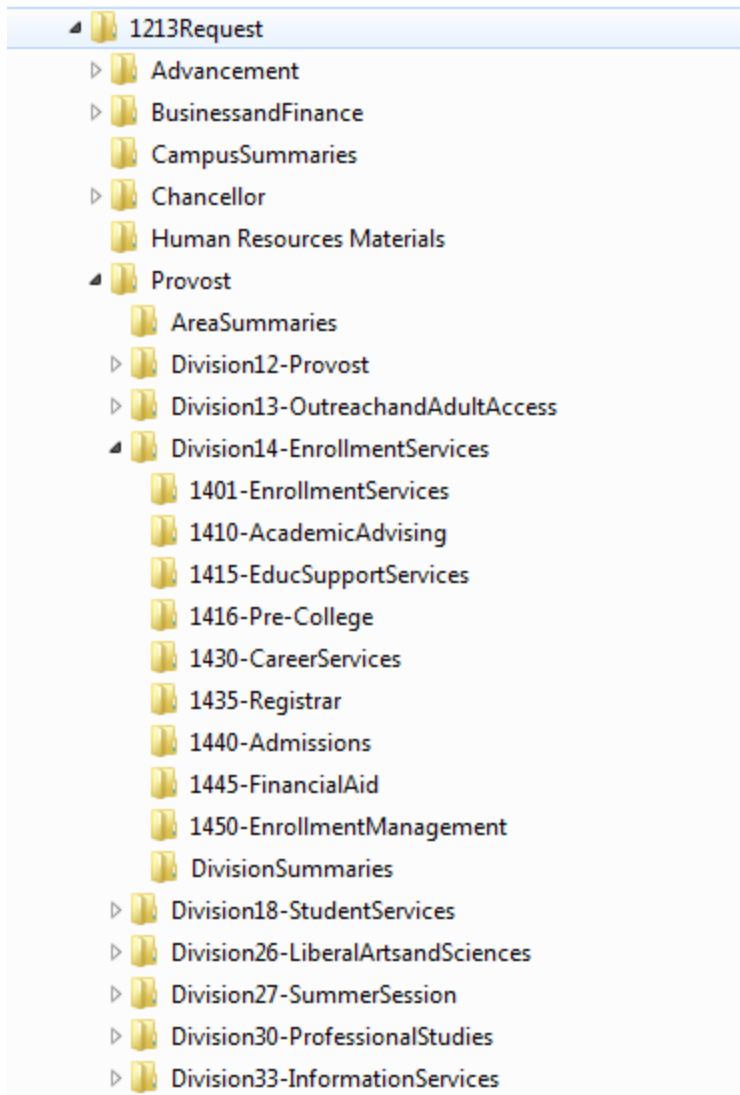
- Contains the approved budget worksheets which include unclassified staff payplan distribution. These worksheets are completed by the Budget staff after the budget is finalized.

Reconciliation Folder

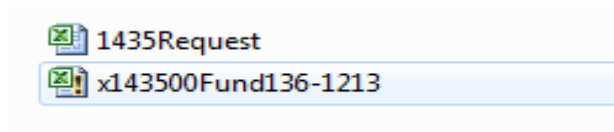
- Contains various budget reconciliations for GPR Funds for both the dollars and FTE allocated to each area.

Request Folder

- Contain separate folders for each department. These sheets are used for the data entry of the pre-merit budget requests



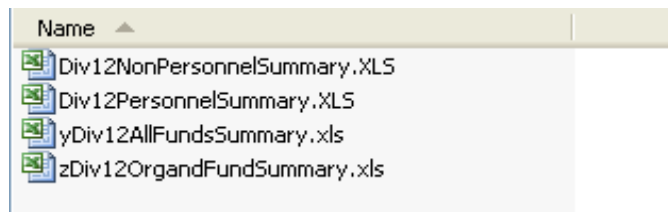
Individual Department Folders:



1. **Request Sheets:** The file names use the XXXXRequest.xls format. This file is the data input workbook where the pre-merit budget is built at the department level and includes the departmental budget and staffing requests.
2. **Non-GPR/AuxiliaryForms (if applicable):** Separate data input workbooks containing Auxiliary budget forms are included as appropriate for each department. These workbook file names start with “x” (in a few cases the files start with “zz”). Fund 128 workbooks are named “xXXXXXXFund128.xls”. The same

naming format is used for Fund 136 (“XXXXXXXXFund136.xls”) and for Fund 150 (“XXXXXXXXFund150.xls”). Note: The Division-wide 128 workbooks, which include the entire division’s activity, are located in the DivisionSummaries folder for the following areas: University Union, Athletics, and Clinics and Fundraisers.

Division Summary Folders: Contains four workbooks within each division summary folder. These files are automatically updated, therefore no data entry is required for these workbooks.



1. Non-Personnel Summary: This workbook contains department and division totals for non-salary line items,--S&E, Charges for Services (Sales Credits), Capital, Special Purpose, and Aids to Individuals (Financial Aid).
2. Personnel Summary: This workbook summarizes departmental and divisional personnel budgets by various employee categories.
3. All Funds Summary: This workbook summarizes divisional resources by personnel vs. non-personnel services.
4. OrgandFund Summary: This workbook summarizes divisional resources by operational area and by fund.

These same summary tables are also available at the area level in the Area Summaries Folder.

Entry of Budget Data in Excel Sheets

Completing the Request Worksheets (XXXXRequest.XLS)

The request workbook contains the departmental requests and the pre-merit academic and classified staffing request worksheets. The departmental requests are on the first worksheet labeled 'Summaries'. They are contained in Columns A through X and run from top to bottom in Department ID order. There is a separate page on the worksheet for each Department ID/Fund/Program combination.

The academic and classified staffing requests are on the second worksheet labeled 'Salary Detail', in Columns A through AG. They are in Department ID order. Unclassified and Classified staff are listed as separate schedules (Schedule 1 and Schedule 2) within the worksheet.

The remaining worksheets in the workbook include the following. No data entry is required:

- A Department Summary worksheet summarizing the departmental budget for the prior year, changes between budget years, and the requested budget for 2012-13.
- Summary tables for salaries and FTE (Salaries Prior, Salaries Request, FTE Prior, and FTE Request)
- A worksheet listing percentages used in calculating non-GPR fringe benefits (Fringes)
- The Hyperlinks worksheet contains links for Department ID's and Academic Staff title and salary ranges.
- Three additional worksheets (criteria, VALIDITY, and Ranges) are included to give functionality to the workbooks.

** Please contact the Budget staff (ext. 2335) if you need to add pages for a new Department ID code or add a new fund or program to an existing Department ID. Those changes will require revisions to the various summary tables. New Department ID codes must be approved during the budget process.

Worksheet 1 (Summaries tab): 2012-13 Pre-Merit Budget Requests: Departmental Summaries

2012-2013 Pre-Merit Request										
Unit:	EXAMPLE DEPARTMENT		FUND	102	Program	1	DEPT ID: 99-9999			
Category	2009-10 Approved Budget	2009-10 Actual	2010-11 Approved Budget	2010-11 Actual	2011-12 Approved Budget	Adjustments	2011-12 Adjusted Budget	Net Base Increase (Decrease)	2012-13 Pre-Merit Request	
Academic Salaries (Sch. 1)	28,637.00	21,281.02	28,688.00	30,783.40	28,688	-	28,688	-	28,688	
Classified Salaries (Sch. 2)	34,360.00	52,916.18	31,243.00	30,696.94	31,243	-	31,243	-	31,243	
LTE Salaries (Sch. 2)	-				-	-	-	-	-	
Student Help (Sch. 2)	-				-	-	-	-	-	
Subtotal Salaries	\$ 63,057.00	\$ 74,197.20	\$ 59,931.00	\$ 61,480.34	\$ 59,931	\$ -	\$ 59,931	\$ -	\$ 59,931	
Fringe Benefits							-	-	-	
TOTAL PERSONNEL	\$ 63,057.00	\$ 74,197.20	\$ 59,931.00	\$ 61,480.34	\$ 59,931	\$ -	\$ 59,931	\$ -	\$ 59,931	
Supplies and Expense	3,900.00	2,798.53	3,900.00	3,349.23			-	-		
Sales Credits							-	-		
Capital Equipment							-	-		
Special Purpose							-	-		
Aid to Individuals							-	-		
TOTAL NON-PERSONNEL	\$ 3,900.00	\$ 2,798.53	\$ 3,900.00	\$ 3,349.23	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTALS	\$ 66,957.00	\$ 76,995.73	\$ 63,831.00	\$ 64,829.57	\$ 59,931	\$ -	\$ 59,931	\$ -	\$ 59,931	

The departmental summary page titled “2012-13 Pre-Merit Request” includes historical information and budget requests by major expenditure classification. A page is included for each fund and program budgeted to that Department ID. The cells in which data entry is allowed are highlighted in yellow. All other cells are protected. Enter only non-salary amounts requested for 2012-13 (Column W). Personnel requests are linked to the salary pages and are updated automatically. Enter requests as whole dollar amounts.

Fringe Benefits

- For GPR Funds, no fringe benefit expenses are included in the budget (these expenses are budgeted centrally for the campus).
- Effective in fiscal year 2012, the amount employees are required to contribute to the retirement increased from .2% to 5.8%. The employee’s monthly payment for health insurance also increased. The combination of these two items represents an approximate 8% decrease in the amount of fringe benefits charged to the departments, and should be considered when determining the fringe benefit rate for all non-GPR funds.
- Fringe benefits for non-GPR funds are automatically calculated for each category of employee using the percentages entered on the worksheet labeled “Fringes”.
 - For Non-Federal Grant (Fund 133), Federal Grant (Fund 144), and Gift (Fund 233) funds, the percentages are the current extramural support rate for the UW comprehensive campuses.

- For Funds 128, 136 and 150 the percentages entered represent the System average for each classification of employees. Note: The department is responsible for the actual cost of fringe benefit expense for all employees paid on these funds. Contact the Budget staff if you need to change the default fringe benefit rate for your department (Keep in mind that changing the percentages will effect the fringes assigned to all such accounts within that workbook.)

Worksheet 2 (Salary Detail Tab): Schedules 1 and 2--Pre-Merit Academic Staffing Request and Classified Staffing Request

2012-2013 BUDGET																
EXAMPLE DEPARTMENT																
(99-9999)																
SCHEDULE 1: PRE-MERIT ACADEMIC STAFFING REQUEST																
Name	Position Number	Title	TYPE	Full-Time Rate	Fund	Prog	% Time	Other Splits	2011-12 Approved Budget	Adjustments Amount	FTE	2011-12 Adjusted Budget	Proposed Change	2012-13 Pre-Merit	2012-13 FTE	
Smith, John	A111	Assistant Professor	IF	45,000	102	1			45,000			45,000		45,000	1.00	
					102	1						-		-	-	
					102	1						-		-	-	
					102	1						-		-	-	
FUND TOTALS:																
102										45,000	-	-	45,000	-	45,000	1.00
TOTAL ALL FUNDS										\$ 45,000	\$ -	-	\$ 45,000	\$ -	\$ 45,000	1.00
SCHEDULE 2: CLASSIFIED STAFFING REQUEST																
Name	Position Number	Title	TYPE	Hourly Rate	Fund	Prog	% Time	Other Splits	2011-12 Approved Budget	Adjustments Amount	FTE	2011-12 Adjusted Budget	Proposed Change	2012-13 Pre-Merit	2012-13 FTE	
Smith, Jane	C279	Univ Svcs Assoc 2	CL	14.963 /H	102	1	100		31,243			31,243		31,243	1.00	
					102	1						-		-	-	
					102	1						-		-	-	
FUND TOTALS:																
102										31,243	-	-	31,243	-	31,243	1.00
TOTAL ALL FUNDS										\$ 31,243	\$ -	-	\$ 31,243	\$ -	\$ 31,243	1.00

Schedule 1 shows the unclassified staff detail for the department using the previous year’s Redbook budget as the starting point. All funds and programs approved for each department ID are included, with a fund breakdown provided in the “Fund Totals” section at the bottom of the page.

Data Entry Notes:

- Data entry is allowed only for the cells highlighted in yellow
- Changes to existing data are not allowed on this worksheet
- Dollar changes to existing personnel/provisional amounts should be entered in Column AB in whole dollars
- FTE's are automatically calculated based on the dollar amounts entered in Column AD and the full-time rate entered in Column I
- To delete an existing person/provisional amount, deduct the amount in Column AB
- To add an individual, vacant position, or provisional amount:
 - Type in the information in Columns A through N as needed
 - Enter the dollar amount in Column AB
- Proposed base salary increases should be entered as a "Provisional Amount for Salary Increases" and not added to the individual's salary line
- If there are insufficient blank lines to enter all the proposed personnel changes, please contact the Budget staff

Please note: To have the table summarize correctly, it is important that “Type” in Column G be entered as well as the “Fund” & “Program” in columns L and N.

Appointment types are as follows:

Academic

- IF Instructional Faculty (Legal Faculty)
- IAS Instructional Academic Staff
- NIF Non-Instructional Faculty (Legal Faculty)
- NIAS Non-Instructional Academic Staff
- PROV Provisional Amounts: Additional Instruction, Summer Support, etc

Classified

- CL Classified Positions
- PROV Provisional Amounts: Additional Staff, Overtime, etc
- LTE Provisional Amounts for LTE
- STD Provisional Amounts for Student Help

Full time rates entered in Column I should be the 2011-12 academic year or annual rates for unclassified personnel, and the 2011-12 hourly rate for classified staff.

Position control numbers are assigned at a campus level for all positions that were in the prior year's Redbook Budget. The position control number allows for the tracking of approved positions and newly approved positions. They begin with a letter that designates the employment classification of the position as follows:

- A – Academic Staff
- C – Classified Staff
- F – Faculty
- G – Graduate Assistants

The letter designation is followed by a 3 digit number. Position numbers are assigned and maintained by the Budget staff.

Existing position numbers have been entered in Column C on the worksheet. If a change to a position is made, such as filling a previously vacant position, the position number assigned to the vacancy should be entered in Column C on the row where the new individual is entered. A new position should be identified by entering "NEW" in Column C. Any questions on position numbers should be directed to the Budget staff.

Drop-down Boxes

Validation checks and drop down boxes have been included for certain cells. Cells with dropdown boxes of choices will have a small box with a down arrow next to them. Clicking on the arrow opens the boxes. Information may be entered in a particular cell by selecting one of the choices in the drop-down box.

SCHEDULE 2: CLASSIFIED STAFFING REQUEST										
										2007-08
Name	Position Number	Title	TYPE	Hourly Rate	Fund	Prog.	% Time	Other Splits	Approved Budget	Adj Amo
Doe, John	C111	Univ Svcs Prg A	CL	19,574	102	1	100		40,871	
Provision Amount for		LTE	LTE		102	1				
Provision Amount for		Student Help	STD		102	1				
					102	1				
					102	1				
					102	1				
					102	1				
					102	1				
					102	1				
					102	1				
					102	1				

Auxiliary Operations Budget Request Assumptions

Operations partially or fully funded by Fund 128 must prepare auxiliary budget submissions. Following is a list of specific guidelines and notes to use in completing the Fund 128 auxiliary budget submission. Additional details are available at the UW System Budget Office web site: <http://www.uwsa.edu/budplan/annualOpBudget.htm>

Reporting Threshold

- The 2012-13 reporting threshold for rate increases for Apartment rates, Parking, and total Segregated Fees is 3.0%. When submitting the campus's auxiliary budget to UW System, the budget staff is required to provide an explanation for all rate increases that exceed this threshold. If the segregated fee increase exceeds the reporting threshold, all areas will need to complete the Seg Fee Increase Form and submit it to the budget staff.
- Any reserve balance that exceeds 15% of prior year revenue (2011-12 estimated actual), must be explained to the area leader and must be reported by the Controller's Office to UW System at the end of the year.

The following information was provided as guidance from UW System in building the 2011-12 Auxiliary budget. *NOTE: We have not received the 2012-13 operating budget information from the UW System Budget office, but will update this as it becomes available.***

- There will be no payplan for 2011-12 for unclassified or classified staff.
- Health insurance premiums are projected to increase an average of **8%** effective January 1, 2011.
- The Department of Revenue estimates a **1.9%** increase in inflation for 2010-11.
- Fringe benefit rates are projected to be **46.56%** for academic and classified staff, **34.67%** for graduate assistants, **32.5%** for LTE, and **1.84%** for student help. These are systemwide averages and you should use other rates that more closely match your operation's actual experience. If you want to change the fringe benefit rate for your operation from the above numbers, contact the Budget staff.
- Payments for municipal services are estimated to increase **2%**.
- State investment board earnings rates were **.25%** for the period ended June 30, 2010.
- The auxiliary budget submission, both in terms of dollars and positions should be as accurate as possible. Because auxiliaries are continuing funds, spending authority and position count can be increased as needed.
- Auxiliaries that receive SUFAC funding should ensure that the approved SUFAC action agrees with the information contained in the area budget submission.
- Reserve funds should be used to smooth the impact of rate increases so no one set of students pays a disproportionate share.
- 2011-12 debt service (Fund 123) allocations will be distributed when received from System Administration.
- Capital is defined as equipment with a unit price of \$5,000 or more and a useful life of greater than one year

Following is a summary of the Business & Finance Administrative Charges to the various auxiliary operations in 2011-12. For the 2012-13 budget process, the Vice Chancellor for Business and Finance has recommended a 0% increase, so the amounts will remain unchanged, as follows:

**Business and Finance
Administrative Charges
For Fiscal Year 2011-12**

Department	Total Charge
Parking	\$ 8,309
Dean of Students	97
Bookstore	52,193
Golf Course	13,060
Program Support	81
University Union	54,475
Athletics	59,182
Intramurals	11,133
Residence Life	96,324
Health Services	1,023
Student Organizations	967
Fleet Vehicles	271
Student Life	1,117
Security	309
Bursar	289
	\$ 298,830

Instructions for completing the Program Revenue and Auxiliary Budget Requests (Funds 128, 136 & 150)

Operations partially or fully funded by Funds 128, 136 or 150 must prepare auxiliary budget submissions. Workbooks for each of these operations are in the appropriate department/division folder and begin with either “x” or “zz”. Workbooks are named as “xXXXXXXFund###.xls.” The workbook contains three worksheets, as follows:

1. Auxiliaries sheet for Fund 128 - Summary sheet for Funds 136 & 150

	2009-10 APPROVED BUDGET	2009-10 ACTUAL	2010-11 APPROVED BUDGET	2010-11 ACTUAL	2011-12 REDBOOK BUDGET	ESTIMATED ACTUAL 2011-12	BUDGET REQUEST 2012-13	PROJECTED			
								2013-14	2014-15	2015-16	2016-17
UNIVERSITY OF WISCONSIN-GREEN BAY											
2012-13 FUND 128 BUDGET REQUEST											
EXAMPLE DEPARTMENT (99-9999)											
Operating Receipts											
Segregated University Fees	532,294	532,294	532,294	532,294	565,000						
Sales and Charges	65,000	44,083	55,000	41,962	43,000			0	0	0	0
Interest Income	1,252	159	492	51				0	0	0	0
Advanced Deposits											
Other		195		205							
Total Operating Receipts	598,546	576,731	587,786	574,513	608,000	0	0	0	0	0	0
Operating Expenditures											
Academic staff	200,002	192,262	196,002	194,554	198,647		198,647	198,647	198,647	198,647	198,647
Classified staff	81,008	75,843	78,365	79,163	87,931		87,931	87,931	87,931	87,931	87,931
LTE	0	0	0	0	0		0	0	0	0	0
Student	1,500	989	1,500	1,049	1,500		1,500	1,500	1,500	1,500	1,500
Fringe Benefits	213,702	198,852	202,331	222,528	197,077		197,051	197,051	197,051	197,051	197,051
Subtotal--Personnel	496,212	467,946	468,198	497,293	485,155	0	485,129	485,129	485,129	485,129	485,129
Operating S & E	106,000	97,595	113,517	93,172	100,000		0	0	0	0	0
Sales Credits											
Capital											
Special Purpose											
Aid to Individuals											
Debt Service (Fund 123)											
Subtotal-Non-Personnel	106,000	97,595	113,517	93,172	100,000	0	0	0	0	0	0
Total Operating Expenditures	602,212	565,541	581,715	590,465	585,155	0	485,129	485,129	485,129	485,129	485,129
Operating Margin	(3,666)	11,191	6,071	(15,953)	22,845	0	(485,129)	(485,129)	(485,129)	(485,129)	(485,129)
Other Inflows											
Bond Proceeds						0	0	0	0	0	0
Transfers						0	0	0	0	0	0
Total Other Inflows	0	0	0	0	0	0	0	0	0	0	0
Other Cash Outflows											
Transfers		40,262	18,131	4,000				0	0	0	0
Total Other Outflows	0	40,262	18,131	4,000	0	0	0	0	0	0	0
Net Cash Change	(3,666)	(29,071)	(12,060)	(19,953)	22,845	0	(485,129)	(485,129)	(485,129)	(485,129)	(485,129)
Beginning Cash Balance	61,164	61,164	32,093	32,093	12,140	12,140	12,140	(472,989)	(958,118)	(1,443,247)	(1,928,376)
Ending Cash Balance	57,498	32,093	20,033	12,140	34,985	12,140	(472,989)	(958,118)	(1,443,247)	(1,928,376)	(2,413,505)
Beginning Cash Balance	61,164	61,164	32,093	32,093	12,140	12,140	12,140	(472,989)	(958,118)	(1,443,247)	(1,928,376)
Total Inflows	598,546	576,731	587,786	574,513	608,000	0	0	0	0	0	0
Cash Outflows Fund 123	0	0	0	0	0	0	0	0	0	0	0
Cash Outflows Fund 128	602,212	605,803	599,846	594,465	585,155	0	485,129	485,129	485,129	485,129	485,129
Total Cash Outflows	602,212	605,803	599,846	594,465	585,155	0	485,129	485,129	485,129	485,129	485,129

This worksheet includes the following information:

- Revenue and expenses for the preceding three years (entered by Budget staff)
- Beginning cash balance (entered by Budget staff)
- Projection for the next four years is self generating based on the percentages entered in the Assumptions tab.
- The following fields need to be completed by the department:
 - a. Current year estimated actual - Column M
 - b. Advanced Deposits
 - c. Sales Credits (2012-13 and beyond)
 - d. Capital-Movable Equipment (2012-13 and beyond)
 - e. Special Purpose (2012-13 and beyond)
 - f. Aid to Individuals (2012-13 and beyond)
 - g. Debt Service (Fund 123)
 - h. Other Inflows

All entries should be done as whole dollar amounts.

2. Assumptions Sheet

	A	C	D	E	F	G	H	I	J	K
1	2012-13 FUND 128 BUDGET REQUEST									
2	SCHEDULE 1									
3	ASSUMPTIONS									
4	EXAMPLE DEPARTMENT (99-9999)									
5										
6										
7	Click on the item name below to see the assumptions used for the prior year budget.									
8										
9	REVENUE ASSUMPTIONS									
10	% CHANGE IN SALES AND CHARGES			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
11										
12	INTEREST RATE ON CASH BALANCES									
13										
14										
15										
16										
17										
18										
19	EXPENSE ASSUMPTIONS									
20	% CHANGE FOR ACADEMIC SALARIES									
21										
22	% CHANGE FOR CLASSIFIED SALARIES									
23										
24	% CHANGE FOR LTE SALARIES									
25										
26	% CHANGE FOR STUDENT SALARIES									
27										
28	% CHANGE FOR FRINGE BENEFITS			5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
29										
30	% CHANGE FOR SUPPLIES AND EXPENSE				2.00%					
31										
32										

Schedule 1: This worksheet is for entering the assumed percent increases or decreases for the revenue and expense categories, as well as the anticipated interest percent earned on cash balances. Leaving any particular box blank will mean that no increase from the prior year is anticipated. Different percentages, positive or negative, may be assumed each year within individual categories. The information included on this page will automatically be applied to the prior year revenue and expense items on the “Auxiliaries or Summary” page.

Master Fee Schedule and Fee Changes

Instructions for Fee/Charges Proposals (Fee Forms):

During the budget planning process, *all new fees and fee increases* must be identified and submitted to the area leader for approval. A copy of the 2011-12 Master Fee Schedule is included in the '1213Request / Master Fee Schedule' folder for your information.

The campus master fee schedule, as provided on the budgsub (P:) drive, has been separated by area. Authorized individuals will have access to area fee schedules for the purpose of updating **existing** fees with proposed changes.

For the 2012-13 budget process, any changes to existing fees within the 3.0% threshold require Area Leader approval. The Fee Change Request Form must be used for **(1) proposed fee changes that exceed the 3.0% threshold and (2) all proposed new fees** – both of which require Area Leader and Chancellor approval. Once fees have been approved by the Area Leader, all forms should be submitted to the Budget office. The Budget office will compile all the requests and forward to the Chancellor for approval.

The area fee schedule sheets will be available on the budgsub drive by September 6. All approved fees will be effective July 1, 2012.

Please review relevant guidelines for all fees, especially course fees. Keep in mind that UW System Financial Policy Paper G29 covers instances where course fees can and cannot be charged, and states:

“Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained by students; and private lessons provided to non-music majors.

Special course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Institutions must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.

Institutions may not use special course fees as a substitute for obtaining adequate regular budget support for a course. Institutions are prohibited from charging special course fees for costs that should reasonably be covered by the institution's regular instructional budget.”