Budget Development

I. Budget Development

A. The Office of Budget & Planning works with the Provost’s Office, campus administration, and divisions to develop the budget for all funds.

B. The Office of Budget & Planning allocates funding and positions for all funds.
   1. Funding is allocated by major class and program/activity.
   2. All units develop budgets within their funds and position allocations.
   3. For GPR funds, budgets may not be established above the total available allocation. For Program Revenue funds, units have flexibility to budget funds and positions contingent upon estimated available cash balances and projected revenues.
   4. For GPR funds, if budgeted salaries exceed the allocation for salaries, then fringe benefits will be assessed.

C. The Office of Budget & Planning coordinates budget preparation and analysis.

D. Expenditure categories will be budgeted by the following major classes:
   1. Salaries
      a. Budgeted positions are full-time equivalent (FTE) appointments built into the budget.
      b. Provisional amounts are lump sum dollar values built into the budget with no corresponding FTE positions.
      c. Deduct entries are negative dollar values built into the budget with no corresponding FTE positions. Divisions need to manage salary savings, grant buyouts, expense reductions or other revenue sources to fund deduct entries during the budget year.
   d. Unclassified
      1) Budgeted Positions
         a) Faculty
         b) Academic Staff
         c) Limited Title Appointment (Administrative)
         d) Graduate Assistants
      2) Provisional Amounts – Additional (Ad Hoc) Staff
e. Classified
   1) Budgeted Classified Staff Positions
   2) Provisional Amounts
      a) Limited Term Employees (LTE)
      b) Student Help

2. Supplies & Expense - All payments for supplies and services including, for example, equipment purchases under $5,000, office supplies, telephone service, copying costs, travel, training, printing and postage.

3. Sales Credits – Money earned by certain campus service departments from charges made for services provided to other campus offices and divisions (see UW System Administrative Policy 320 [formerly F24]).

4. Capital – “Capital Equipment” is defined as any single asset which has an acquisition cost of $5,000 or more and useful life of more than one year, whether purchased outright, acquired through a capital lease or through donation (see UW System Administrative Policy 334 [formerly F33]).

5. Fringe Benefits - Money paid as the employer’s contribution toward a number of employee benefit programs such as retirement, health insurance, unemployment compensation programs, social security and other elective insurance coverage.

6. Special Purposes - A class of major expenditure used for budgeted amounts relating to debt service and payments for municipal services.

7. Student Aid - All payments of grants and loans to students to assist in covering the costs of their education.

II. **Budget Administration** - Accounting Services maintains the official budget and expense records for all funds (see **Accounting Procedures Policy 2.2.1**).