General Operating Budget Procedures

I. Timeline
   A. The kickoff meeting for the annual operating budget is held at the January UBR meeting.
   B. Divisions complete their budgets in February and March. Deadlines for individual divisions are established by the Office of Budget & Planning (OBP).
   C. The campus operating budget is due to UW System on April 30th in the first year of the biennium and April 15th in the second year of the biennium.
   D. OBP prepares a budget kickoff document that includes a schedule of budget deadlines and detailed budget instructions.

II. Budget Systems
   A. UWM Legacy System (3270): the annual operating budget is entered into the 3270, a mainframe budget system.
   B. Planning Allocation System: allocations are made in the online planning allocation system.
   C. Budget Development Reports are available online. These reports provide information on various aspects of the budget.
      1. Budget Summaries
      2. Detail on Personnel Budget
      3. Variance Reports
   D. InfoAccess: a UW System maintained database of summary and detail budget data for the current and past years. Also contains monthly payroll data.
   E. OBP offers training on the above budget systems, upon request.

III. Planning Allocations
   A. OBP makes planning allocations to divisions. For GPR funds, the planning allocations represent the base budgets for divisions; divisions must balance their expenditure budgets to the planning allocations. For program revenue funds, divisions build their budgets based on anticipated revenues and OBP then balances the allocations to match the budgets.
   B. Divisions can access their planning allocations in the online planning allocation system.

IV. Budget Entry
   A. Divisions are responsible for their own budget entry. Divisions build their budgets in the 3270. UW System publishes technical instructions for budget entry into the 3270. OBP also offers training on 3270 budget entry, upon request. Click here for a list of 3270 applications.
   B. Divisions must complete their budget entry and balance their budgets by the deadlines set by OBP.
V. Operating Budget Development

A. After the budget is initialized (loaded into the 3270 for the new budget year), divisions should run budget summary and position/salary detail reports to document a starting point for their budgets **prior to entering any changes in the 3270.** The following reporting tools are available:

1. **Budget Development Reports** – run a Budget Summary (with FTE) report and a Budget Position report or
2. **InfoAccess query**

B. Salary Budgeting

1. The unclassified salary budget is initialized from either the prior year’s budget or a recent payroll.
2. The classified salary budget is initialized from a recent payroll. UW System typically uses a January payroll to update the classified budget system.
3. After initialization, divisions update the unclassified and classified salary budgets in the 3270 to include all changes for the next year’s budget.
4. Vacancies should be built into the budget for positions which divisions expect to fill, or recruit for, in the new budget year.
5. See **Personnel and Position Related Procedures** for more information on salary budgeting.

C. Non-salary Budgeting

1. The following major class categories are used in non-salary budget development: Fringe Benefits (non-GPR funds), Supplies & Expenses, Sales Credits, Capital, Debt Service, Special Purpose, and Student Aid.
2. The non-salary budget is initialized from the prior year’s budget (i.e., amounts are rolled forward from the prior year). Divisions enter changes to the non-salary budget in the 3270, BDNS application.

D. Program Revenue Budgets - Fund 128 Auxiliary

1. The kickoff meeting for the annual auxiliary budget process is usually held in October. See **Auxiliary Budget Kickoff Documents** for a schedule of budget deadlines and key assumptions.
2. OBP develops templates for the current budget year. Auxiliary templates are typically made available to units via PantherFile in October. Units use these templates to enter budget information, analyze trends and key indicators, and provide explanations for significant variances.
3. Current year budgets entered into the 3270 should agree with the auxiliary budget templates by auxiliary unit and major class.

E. Non-Auxiliary Fund 128 and Fund 136 Budgets

1. Divisions submit budgets for Non-Auxiliary Fund 128 and Fund 136 fees.
2. See **Non-Auxiliary Budgets & Fees** for detailed instructions and information.
F. Extension Budgets - Funds 104, 132, 189

1. Divisions submit budgets for Fund 132 (non-credit outreach) and Fund 189 (credit outreach) to OBP in December. Fund 132 and 189 budgets entered into the 3270 must agree with the submitted budgets.
2. The School of Continuing Education and OBP coordinate the Extension budget process and provide allocation information to divisions for Fund 104.

G. Other Budgets - Funds 133, 144, 150, 161

1. Fund 133 (non-federal gifts and grants): Divisions should enter budgets into the 3270 for any known or expected gift funds.
2. Fund 144 (federal grants and contracts): Divisions should enter budgets into the 3270 for any known or expected federal grants and contracts.
3. Fund 150 (federal indirect cost reimbursements) The Graduate School and OBP coordinate the process for allocating federal indirect cost reimbursement. Divisions must balance their expenditure budgets to the Fund 150 allocations.
4. Fund 161 (trust fund income): Divisions should enter budgets into the 3270 for any known or expected trust fund income.

H. Other Budgeting Requirements

1. Salary shifts: For GPR funds, divisions are assessed for fringe benefits if their salary budgets exceed the salary allocation. The fringe benefit percentage is at the current rate indicated in the budget kickoff document.
2. Program (activity) shifts: Divisions are required to provide an explanation of program (activity) shifts if they move more than 0.3% out of any program for their Fund 101 budget (see example).
3. Deduct entries: Deduct entries are technical budget entries that offset the salary budget. These entries are typically used to reduce the salary budget for GPR funds to reflect either anticipated revenues from other sources or salary savings (e.g., from turnover or unfilled vacancies). Divisions should be prepared to explain all deduct entries in their budget.
4. Transfers: Divisions must provide a reconciliation of transfers between departments for auxiliary Fund 128 and non-auxiliary Funds 128 and 136 (see example). Transfers between departments must net to zero by fund.