



# Understanding the Budget

September 2024



## Session Goal

Provide an overview of budgeting and planning as well as monitoring of annual budgets and financial activity throughout the fiscal year.

(Feel free to ask questions throughout the presentation. The last 30 minutes is also saved for questions and conversation.)



## Agenda

1. State biennial budget
2. Universities of WI annual budget
3. The funding string
4. Annual budget development timeline
5. Campus level monitoring
6. Division/unit level monitoring
7. Additional available resources



# 1. State Biennial Budget



## State of Wisconsin

- The state of WI operates within a biennial (2-year) budget cycle
  - Example: July 1, 2023 – June 30, 2025
    - This is the 2023-25 biennium we are currently in
  - Contains the following fiscal years:
    - July 1, 2023 – June 30, 2024 (FY24)
    - July 1, 2024 – June 30, 2025 (FY25)



# UW Biennial Budget Timeline

2025 – 2027 Example

<i>Spring</i>	2024	Department of Administration provides biennial budget instructions to state agencies
<i>August</i>	2024	UW System Board of Regents takes final action on biennial budget request document
<i>September</i>	2024	UW System Board of Regents biennial budget request document is submitted to Department of Administration
<i>December</i>	2024	UW System Board of Regents recommends biennial pay plan increases
<i>September to February</i>	2024-2025	Development of Governor's budget
<b>February</b>	2025	Governor presents budget to the Legislature
<b>February to June</b>	2025	Joint Finance Committee (JFC) and Legislature revise budget proposal
<b>July 1</b>	2025	Biennial budget is enacted with possible Governor vetoes

*Italics refers to even-numbered years*

**Bold refers to odd-numbered years**



# Biennial Budget Highlights

- Pay plan timing and percentage increases
- GPR Budget:
  - Cost-to-continue
  - New initiatives
  - Reductions
- Other state supported funds



## 2. Universities of WI Annual Budget





## Universities of Wisconsin

- Our campus and the Universities of WI operate on a fiscal year within the state of WI's biennial budget
  - Example: **July 1, 2024** – **June 30, 2025**
  - This is the **24-25** fiscal year (or FY25)
- Transactions post to the current month (period) of the fiscal year
  - July is period 1, August is period 2, ... June is period 12
  - Each period closes 3 business days after the month ends



# Universities of Wisconsin FY25 Budget

Universities of Wisconsin  
2024 - 2025 Annual Budget by Management Category and University  
Revenues

	GPR/Tuition	Auxiliary Operations	General Program Operations	Federal Indirect Cost Reimbursement	Gifts, Grants, and Contracts	Federal Financial Aid	Other Funds	Total Revenue
Madison	\$1,285,460,824	\$559,284,427	\$467,362,085	\$241,374,372	\$1,734,631,660	\$206,168,573	\$121,106,835	\$4,615,388,776
Milwaukee	\$299,051,842	\$99,280,410	\$27,778,572	\$8,200,000	\$71,092,099	\$128,580,000	\$4,607,141	\$638,590,064
Eau Claire	\$100,104,758	\$54,309,620	\$10,772,169	\$389,400	\$7,932,063	\$46,948,929	\$531,200	\$220,988,139
Green Bay	\$67,761,315	\$23,292,115	\$5,040,737	\$556,768	\$9,738,053	\$36,902,622	\$1,443,340	\$144,734,950
La Crosse	\$106,589,935	\$50,595,058	\$2,956,298	\$402,942	\$7,386,982	\$49,237,914	\$1,148,220	\$218,317,349
Oshkosh	\$92,682,083	\$44,665,600	\$8,760,485	\$501,500	\$10,780,379	\$49,557,247	-	\$206,947,294
Parkside	\$49,158,483	\$12,274,341	\$1,676,904	\$95,000	\$1,875,646	\$23,132,780	\$424,000	\$88,637,154
Platteville	\$74,896,884	\$34,711,229	\$7,674,917	\$171,427	\$4,707,061	\$26,911,791	\$112,300	\$149,185,609
River Falls	\$49,338,500	\$32,309,608	\$2,257,944	\$150,000	\$3,340,082	\$24,434,177	\$60,155	\$111,890,466
Stevens Point	\$87,888,273	\$49,344,233	\$16,078,829	\$450,000	\$12,346,189	\$40,218,550	\$4,391,907	\$210,717,981
Stout	\$73,682,674	\$42,964,900	\$16,111,316	\$483,210	\$10,188,226	\$32,792,101	\$296,556	\$176,518,983
Superior	\$36,214,503	\$7,913,131	\$1,390,000	\$600,000	\$6,854,000	\$14,844,385	\$137,774	\$67,953,793
Whitewater	\$114,165,212	\$55,193,750	\$12,435,032	\$390,900	\$6,945,754	\$55,716,275	\$49,200	\$244,896,123
Systemwide	\$76,044,091	\$852,000	\$48,935,884	\$5,330,748	\$5,690,971	-	\$8,225,304	\$145,078,998
GPR/Tuition Fringe Benefits	\$657,303,532	-	-	-	-	-	-	\$657,303,532
<b>Total</b>	<b>\$3,170,342,910</b>	<b>\$1,066,990,422</b>	<b>\$629,231,172</b>	<b>\$259,096,267</b>	<b>\$1,893,509,165</b>	<b>\$735,445,344</b>	<b>\$142,533,932</b>	<b>\$7,897,149,212</b>
<b>Percent of Total</b>	<b>40.15%</b>	<b>13.51%</b>	<b>7.97%</b>	<b>3.28%</b>	<b>23.98%</b>	<b>9.31%</b>	<b>1.80%</b>	<b>100.00%</b>



# Universities of Wisconsin FY25 Budget

Universities of Wisconsin  
2024 - 2025 Annual Budget by Management Category and University  
Expenditures

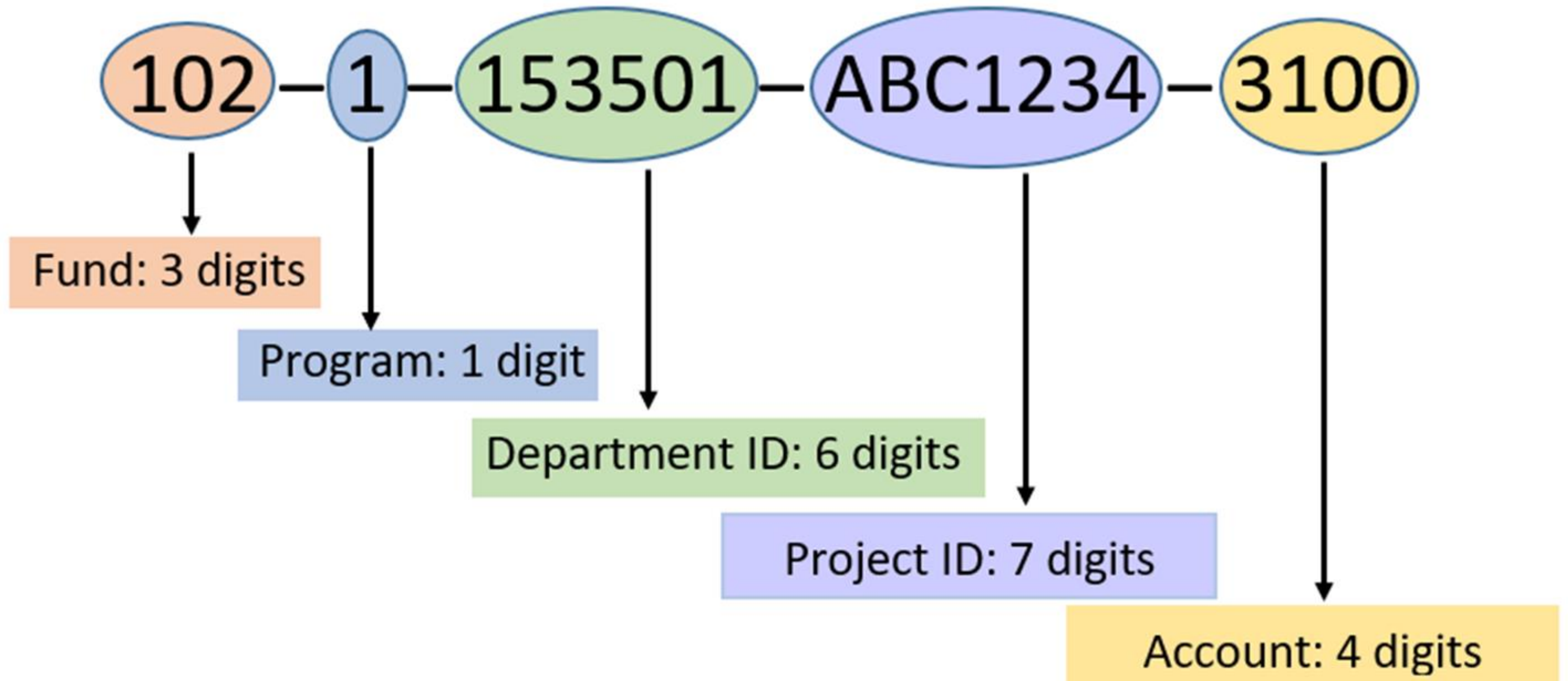
	GPR/Tuition Base Expenditures	Auxiliary Operations	General Program Operations	Federal Indirect Cost Reimbursement	Gifts, Grants, and Contracts	Federal Financial Aid	Other Funds	Total Base Expenditures
Madison	\$1,278,720,424	\$572,430,780	\$479,213,110	\$257,273,095	\$1,736,481,967	\$208,383,458	\$120,876,956	\$4,653,379,791
Milwaukee	\$293,324,207	\$102,164,389	\$27,532,501	\$8,103,284	\$71,029,899	\$128,580,000	\$4,598,812	\$635,333,092
Eau Claire	\$98,250,729	\$55,294,698	\$11,690,755	\$512,515	\$8,325,523	\$46,948,929	\$474,080	\$221,497,229
Green Bay	\$65,021,045	\$24,324,913	\$5,724,341	\$541,565	\$9,671,410	\$36,902,622	\$2,523,461	\$144,709,357
La Crosse	\$103,621,115	\$48,396,775	\$2,854,861	\$402,942	\$7,873,776	\$49,237,914	\$1,194,886	\$213,582,269
Oshkosh	\$97,342,545	\$40,578,137	\$7,352,166	\$578,556	\$10,842,095	\$49,807,247	\$10,000	\$206,510,746
Parkside	\$48,917,614	\$12,286,008	\$2,121,541	\$95,000	\$1,875,646	\$23,132,780	\$384,378	\$88,812,967
Platteville	\$74,719,725	\$33,704,822	\$7,406,621	\$138,981	\$4,706,038	\$26,911,791	\$50,881	\$147,638,859
River Falls	\$54,337,086	\$30,175,812	\$1,830,920	\$204,846	\$3,340,082	\$24,434,177	\$67,434	\$114,390,357
Stevens Point	\$86,970,354	\$51,231,713	\$15,892,449	\$283,381	\$12,379,426	\$40,213,955	\$4,278,458	\$211,249,736
Stout	\$72,743,268	\$42,524,809	\$16,414,873	\$490,732	\$10,188,226	\$32,792,101	\$341,226	\$175,495,235
Superior	\$35,609,038	\$8,850,145	\$1,390,000	\$420,937	\$7,240,389	\$14,844,385	\$108,342	\$68,463,236
Whitewater	\$114,674,386	\$58,162,584	\$11,870,631	\$587,793	\$6,859,269	\$55,876,304	\$69,939	\$248,100,906
Systemwide	\$85,219,957	\$942,487	\$51,541,574	\$7,589,575	\$6,693,190	-	\$8,301,194	\$160,287,977
GPR/Tuition Fringe Benefits	\$657,303,532	-	-	-	-	-	-	\$657,303,532
<b>Total</b>	<b>\$3,166,775,026</b>	<b>\$1,081,068,073</b>	<b>\$642,836,343</b>	<b>\$277,223,202</b>	<b>\$1,897,506,937</b>	<b>\$738,065,664</b>	<b>\$143,280,047</b>	<b>\$7,946,755,292</b>
<b>Percent of Total</b>	<b>39.85%</b>	<b>13.60%</b>	<b>8.09%</b>	<b>3.49%</b>	<b>23.88%</b>	<b>9.29%</b>	<b>1.80%</b>	<b>100.00%</b>



## 3. The Funding String



# Current Funding String Example





## FUNDING SOURCES

The Universities of WI operating budget includes revenues and expenses from different fund sources. To provide more concise analysis, the individual funds are consolidated into eight fund groups:

**GPR**

**FICR**

**TUIT**

**GGC**

**AUX**

**FFA**

**GPO**

**OTHER**



**GPR**

**TUIT**

**AUX**

**GPO**

**FICR**

**GGC**

**FFA**

**Other**

## **GENERAL PURPOSE (GPR) / TUITION (TUIT)**

Funds 102, 103, 104, 110,  
112, 118, 131, 189, 402, 403,  
406

- o state resources
- o tuition
- o Extended Campus credit fees

## **AUXILIARY OPERATIONS (AUX)**

Funds 123, 128, 228

- self-supporting programs whose primary purpose is to provide services to students, staff, and occasionally the public
  - o includes residence halls, food service, unions, student organizations, and parking
- debt service payments for non-academic buildings



**GPR**

**TUIT**

**AUX**

**GPO**

**FICR**

**GGC**

**FFA**

**Other**

## **GENERAL PROGRAM OPERATIONS (GPO)**

Fund 136

- self-supporting operations
  - includes camps and clinics, outreach centers, and developmental education

## **FEDERAL INDIRECT COST REIMBURSEMENT (FICR)**

Fund 150

- reimbursements received from the federal government for various costs incurred in administering federal grant programs





**GPR**

**TUIT**

**AUX**

**GPO**

**FICR**

**GGC**

**FFA**

**Other**

## **GIFTS, GRANTS AND CONTRACTS (GGC)**

Funds 133, 144, 233

- private or organizational gifts
- federal and nonfederal research grants
- contracts that are provided for specific purposes

## **FEDERAL FINANCIAL AID (FFA)**

Funds 145, 146, 147, 148, 149

- federal student aid that is passed through to UW students



**GPR**

**TUIT**

**AUX**

**GPO**

**FICR**

**GGC**

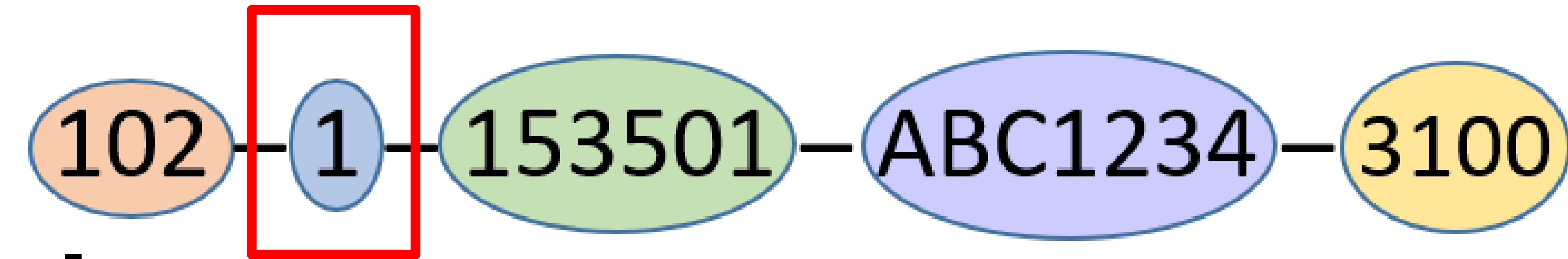
**FFA**

**Other**

## **OTHER**

Funds 132, 156, 157, 161, 162, 169, 170, 184

- Extended Campus non-credit fees
- other state-appropriated funds for specific purposes
- trust funds



# Program Codes

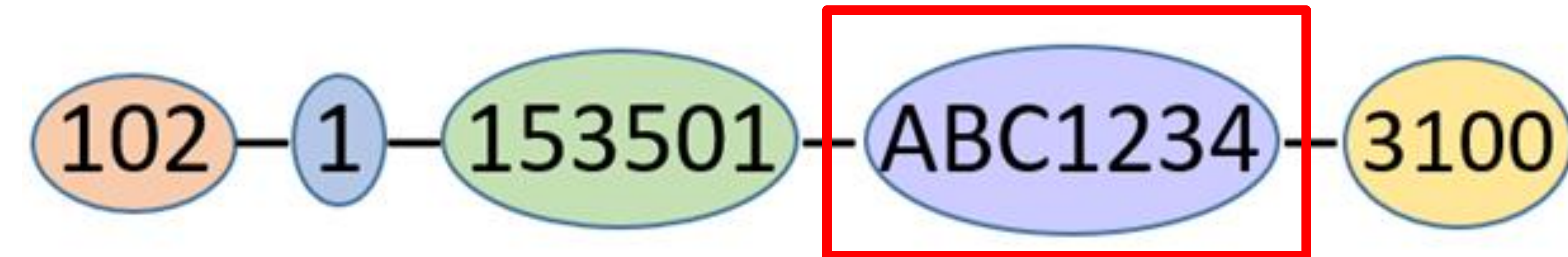
- National Association of College and University Business Officers (NACUBO) created functional classifications to ensure standard reporting and budgeting
  - Groups costs according to purpose for which they were incurred
  - Consistent and accurate internal and external reporting to expense classification
    - Benchmark against peers (i.e., IPEDS)
    - Stakeholders are better informed of mission-related activities
- Program 0 – Student Services
- Program 1 – Institutional Support
- Program 2 – Instruction
- Program 4 – Research
- Program 5 – Public Service
- Program 6 – Academic Support
- Program 7 – Physical Plant
- Program 8 – Auxiliary Enterprises
- Program 9 – Financial Aid



# Department IDs

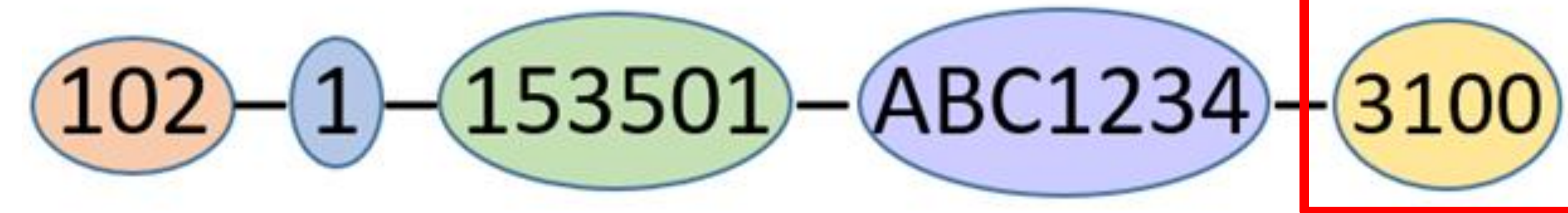
- 6-digit structure
  - First two digits identify each division
- List of active department IDs
  - Found on Financial Operations website, under Account Management Resources – Accounting Structure tab
  - <https://www3.uwsp.edu/FO/Pages/Account-Management-Resources.aspx>

01	Executive
02	University Wide
05	Advancement
07	Marketing & Enrollment
10	Student Affairs
15	Business Affairs
20	Wausau
25	Marshfield
30	University College
40	Academic Affairs
50	Information Technology
60	COLS
70	CPS
80	COFAC
90	CNR



## Project IDs

- Alpha Numeric ID assigned by Project Lite
- Intended to be used to fund short-term projects/initiatives
- Extramural Gifts and Grants
  - Funds 102, 133, 144, 150, and 233



# Account Codes

- Budget
  - PlanUW provides higher-level alpha codes
    - Ex – SUPPLIES, SERVICES, ACASTFSAL, FRINGES
- Actuals
  - Numeric codes
  - Revenue, expense, asset, or liability
  - Expenses assigned to account codes in ShopUW+ and Transaction Management
  - Account codes are reviewed and assigned by Financial Operations staff



# 4. Annual Budget Development Timeline



# Annual Budget Development Timeline

Estimated Timeline	Auxiliary & Segregated Fee Activity	Campus Budget Activity	UW Administration Activity
August - September	Student Affairs, Business Affairs and SGA/NUFAS discuss non-allocable segregated fee funding priorities		
October	Preliminary Budget Templates provided to Auxiliary and Segregated Fee Units to begin Budget Development		UW Administration provides segregated fee and auxiliary cost factors and annual fee increase guidelines
November	Non-allocable segregated fee unit Directors present to NUFAS  NUFAS, SUFAC and SGA votes on non-allocable segregated fee recommendations	Budget Office prepares Budget Templates	
December		Budget Office holds annual budget meeting with each division	Preliminary segregated fee and auxiliary rates due to system
January		All Budget Templates provided to campus	Final auxiliary templates due to system
Mid - February		Non-auxiliary 128, 136 and other program revenue budgets due to the Budget Office	
Mid - February		Budget Templates updated with GPR budget allocations	
March 15th / April 1st		All finalized budgets due to the Budget Office	
March / April			Board of Regents meeting to approve tuition and segregated fee and auxiliary rates
April 1st / April 15th			University Budget due to UW Administration
June / July			Board of Regents meeting to approve the annual budget
August / September			Annual budget loaded into WISER





## 5. Campus Level Monitoring



## Quarterly Reports

- Compares the budgeted plan for the year to actual financial activity to-date
- Reported by:
  - Division
  - Fund
- Ensure expenses align with available:
  - Budget – GPR
  - Revenue and cash balances - PR



## Quarterly Reports

Account	Budget	Expenses July through March	% Spent at End of March	Encumbrances	Projected Ending Balance w/ Encumbrances	Projected % Spent w/ Encumbrances
<b>EXPENSES</b>						
Expenses						
-Salary Permanent						
--Unclassified Salary	3,443,217.00	2,440,191.81	70.9%	955,996.88	47,028.31	98.6%
--Classified Salary	6,323,280.00	4,253,267.39	67.3%	1,740,719.83	329,292.78	94.8%
-LTE/Student						
--LTE Salary	76,500.00	67,152.33	87.8%	0.00	9,347.67	87.8%
--Student Salary	<u>262,328.00</u>	<u>166,078.28</u>	<u>63.3%</u>	<u>0.00</u>	<u>96,249.72</u>	<u>63.3%</u>
<b>Total Salary Expenses</b>	<b>10,105,325.00</b>	<b>6,926,689.81</b>	<b>68.5%</b>	<b>2,696,716.71</b>	<b>481,918.48</b>	<b>95.2%</b>
-Supplies & Expense						
--Supplies & Expense	2,736,667.92	3,084,370.45	112.7%	498,886.75	-846,589.28	130.9%
-Capital Expense Budget						
--Capital Exp(Trf to Assets)	80,673.00	61,783.91	76.6%	26,015.00	-7,125.91	108.8%
-SpecPurpose/DebtService						
--SpecPurpose/DebtService	0.00	0.00	#DIV/0!	0.00	0.00	
-Financial Aid						
--Financial Aid	<u>143,043.00</u>	<u>142,243.00</u>	<u>99.4%</u>	<u>0.00</u>	<u>800.00</u>	<u>99.4%</u>
<b>Total Expenses Before Sales Credits</b>	<b>13,065,708.92</b>	<b>10,215,087.17</b>	<b>78.2%</b>	<b>3,221,618.46</b>	<b>-370,996.71</b>	<b>102.8%</b>
Total Sales Credits						
-Sales Credit						
--Sales Credits	-5,708,836.00	-4,997,783.64	87.5%	0.00	-711,052.36	87.5%
<b>TOTAL</b>	<b>7,356,872.92</b>	<b>5,217,303.53</b>	<b>70.9%</b>	<b>3,221,618.46</b>	<b>-1,082,049.07</b>	<b>114.7%</b>



## Current Year Forecasts

- Actuals + Projection = Forecast
- Fall and spring forecasts
- Currently developed across campus on an Excel template
  - Based on WISER tree structure; at the unit level
- Campus level report by fund group goes to:
  - UW Administration
  - Board of Regents



# Current Year Forecasts

Account	Budget	Actual Expenses Thru March	Encumbrances	Projections for April Thru June	Projected Balance	Comments
<b>EXPENSES</b>						
Expenses						
-Salary Permanent						
--Unclassified Salary						
---Faculty/Academic Salary	520,352.00	367,597.96	142,966.41	0.00	9,787.63	
--Classified Salary						
---Permanent Classified	117,689.00	79,339.01	33,388.98	0.00	4,961.01	
---Class Differential	0.00	3,511.08	0.00	500.00	-4,011.08	overtime for contracting
-LTE/Student						
--LTE Salary						
---LTE Salaries	19,000.00	0.00	0.00	0.00	19,000.00	
--Student Salary						
---Student Wages Regular	18,212.00	13,167.04	0.00	2,500.00	2,544.96	project out student payroll for rest of FY
---Student Wages Work Study	0.00	1,304.47	0.00	0.00	-1,304.47	
-Supplies & Expense						
--Supplies & Expense						
---Travel Expenses	8,600.00	986.13	0.00	225.00	7,388.87	
---Training	0.00	0.00	0.00	175.00	-175.00	
---Telephones	0.00	3,104.82	0.00	1,380.00	-4,484.82	4 more telephone bills
---Maintenance & Repair	1,200.00	887.99	0.00	80.00	232.01	April expense
---General Services	6,676.15	1,382.09	189.76	500.00	4,604.30	primarily EO Johnson and CBCs
---Consumable Supplies	2,600.00	2,540.46	13.30	15,500.00	-15,453.76	office chairs + computers + misc supplies
---Miscellaneous Expenses	20,000.00	14,700.96	0.00	8,414.00	-3,114.96	\$6,914 April expense + postage/memberships
Total Sales Credits						
-Sales Credit						
--Sales Credits						
---[9050] Sales Credits-Internal	0.00	-50,000.00	0.00	0.00	50,000.00	
---[SALESCRED] Sales Credits PlanUW	-50,000.00	0.00	0.00	0.00	-50,000.00	
<b>TOTAL</b>	<b>664,329.15</b>	<b>438,522.01</b>	<b>176,558.45</b>	<b>29,274.00</b>	<b>19,974.69</b>	



## Budget to Forecasts to Actuals

- Summary of the original plan to adjusted plans to actual financials
- Provided at a unit-level to each division
- Currently developed across campus on an Excel template
  - Based on WISER tree structure; at the unit level
- Campus level report by fund group goes to:
  - UW Administration
  - Board of Regents
- Unit level report for internal purposes



# Budget to Forecast to Actuals

Business Affairs	GPR Funds 102, 103, 104, 402, 403, 406												
	Original Budget	Final Budget	Fall Forecast	Spring Forecast	Actual	Actual - Original Budget	% Diff	Actual - Final Budget	% Diff	Actual - Fall Forecast	% Diff	Actual - Spring Forecast	% Diff
<b>Salary and Fringe:</b>													
Salary Permanent	9,185,763.00	9,769,497.00	9,157,906.76	9,476,177.38	9,530,650.90	344,887.90	4%	(238,846.10)	-2%	372,744.14	4%	54,473.52	1%
LTE/Student	322,612.00	348,828.00	321,976.96	339,563.90	369,303.54	46,691.54	14%	20,475.54	6%	47,326.58	15%	29,739.64	9%
Fringe Benefits	-	-	-	-	-	-		-		-		-	
Total Salary and Fringe	9,508,375.00	10,118,325.00	9,479,883.72	9,815,741.28	9,899,954.44	391,579.44	4%	(218,370.56)	-2%	420,070.72	4%	84,213.16	1%
<b>Other Expenses:</b>													
Supplies & Expense	2,605,457.00	2,755,448.11	3,167,332.18	4,567,392.38	4,243,026.23	1,637,569.23	63%	1,487,578.12	54%	1,075,694.05	34%	(324,366.15)	-7%
Capital Expense Budget	-	80,673.00	87,798.91	87,798.91	61,783.91	61,783.91		(18,889.09)	-23%	(26,015.00)	-30%	(26,015.00)	-30%
SpecPurpose/DebtService	-	-	-	-	-	-		-		-		-	
Financial Aid	143,043.00	143,043.00	143,043.00	142,243.00	143,043.00	-	0%	-	0%	-	0%	800.00	1%
Total Other Expenses:	2,748,500.00	2,979,164.11	3,398,174.09	4,797,434.29	4,447,853.14	1,699,353.14	62%	1,468,689.03	49%	1,049,679.05	31%	(349,581.15)	-7%
Sales Credit	(5,708,836.00)	(5,708,836.00)	(5,942,366.41)	(7,163,310.13)	(7,007,456.36)	(1,298,620.36)	23%	(1,298,620.36)	23%	(1,065,089.95)	18%	155,853.77	-2%
<b>Total</b>	<b>6,548,039.00</b>	<b>7,388,653.11</b>	<b>6,935,691.40</b>	<b>7,449,865.44</b>	<b>7,340,351.22</b>	<b>792,312.22</b>	<b>12%</b>	<b>(48,301.89)</b>	<b>-1%</b>	<b>404,659.82</b>	<b>6%</b>	<b>(109,514.22)</b>	<b>-1%</b>
<b>Operating Net</b>	<b>(6,548,039.00)</b>	<b>(7,388,653.11)</b>	<b>(6,935,691.40)</b>	<b>(7,449,865.44)</b>	<b>(7,340,351.22)</b>	<b>(792,312.22)</b>	<b>12%</b>	<b>48,301.89</b>	<b>-1%</b>	<b>(404,659.82)</b>	<b>6%</b>	<b>109,514.22</b>	<b>-1%</b>
<b>Ending Balance</b>	<b>(6,548,039.00)</b>	<b>(7,388,653.11)</b>	<b>(6,935,691.40)</b>	<b>(7,449,865.44)</b>	<b>(7,340,351.22)</b>	<b>(792,312.22)</b>	<b>12%</b>	<b>48,301.89</b>	<b>-1%</b>	<b>(404,659.82)</b>	<b>6%</b>	<b>109,514.22</b>	<b>-1%</b>



# GPR Salary Budget Monitoring

- Salary budget allocation has been historically overspent
- Will be monitored on a quarterly basis at a divisional level
- Salary budget cannot be spent on non-salary purposes
- If salary budget is overspent:
  - Move salary expenses to program revenue or
  - Pay a fringe benefit penalty of 15.35% on the overage amount
- If salary budget is underspent:
  - Unused salary budget will be transferred out of divisional budget





## 6. Division/Unit Level Monitoring



## Fiscal Responsibilities

- For every department and project ID, there is a Budget Manager that is responsible for the associated financial activity
- Budget Manager (Dean, Director, Chair, etc.) is responsible for the overall operations of their unit
  - Review/approve financial transactions
  - Regularly monitor and review department/project ID to ensure financial transactions are recorded accurately and in a timely manner
  - Submit accurate and timely information to Financial Operations departments to ensure the recording of financial transactions occurs in the appropriate fiscal year



# Approval of Financial Transactions

- What does my Budget Manager approval mean?
  - Confirms compliance with policies
  - Confirms availability of funds
  - Confirms appropriateness of accounting information and source of funds
  - Ensures basic transaction information is appropriate, reasonable, and complete
  - Verifies through inquiry or has direct knowledge that goods were received or services were rendered
  - Confirms they have the appropriate approval authority to approve the financial transaction



## Summarized or Detailed?

### WISER Account Tree

- Several levels to organize the structure
  - Campus
    - Division
      - Unit
        - Dept ID
- Internal reporting at unit or division level
- External reporting at campus level

enter dept id or partial dept id/descr. or manager name Search

- ▼  **ALL - All**
  - ▶  **MARKETING\_ENROLLMENT - Marketing & Enrollment Mgmt**
  - ▶  **CHANCELLOR - Chancellor**
  - ▶  **UNIVERSITY\_WIDE - University Wide**
  - ▶  **UNIVERSITY\_ADVANCE - University Advancement**
  - ▶  **STUDENT\_AFFAIRS - Student Affairs**
  - ▼  **BUSINESS\_AFFAIRS - Business Affairs**
    - ▶  **SUSTAINABILITY - Sustainability**
    - ▶  **BUS\_AFFAIRS\_OFFICE - Business Affairs Office**
    - ▶  **HUMAN\_RESOURCES - Human Resources**
    - ▶  **RISK\_MANAGEMENT - Risk Management**
    - ▶  **FACILITY\_SERVICES - Facility Services**
    - ▶  **FINANCIAL\_OPERATIONS - Financial Operations**
    - ▶  **PARKING\_SERVICES - Parking Services**
  - ▼  **UNIVERSITY\_POLICE - University Police**
    - ▶  **153810 - Police & Parking Copier**
    - ▶  **154000 - Protective Services**
    - ▶  **154004 - Protective Services**
    - ▶  **154200 - Emergency Management**



## Departmental Roll-Up

- Summary of revenue and expense budget and actuals for a particular unit/fund
  - Brief instructions:
    - Click on Main Menu
    - Click on 'Find Departments'
    - Will bring you to account tree
      - Click into division or unit node you want to look at
      - Choose fund(s) you want
      - Click 'Run Query' button
    - Will bring up Departmental Roll-Up
  - (Demo for presentation attendees)



## Account Codes - WISER

Account	Budget	Period 13	Actuals	Encumbrances	Balance
General Services					
[2613] Services - Cloud Software	\$0.00	\$0.00	\$10,033.56	\$9,776.14	\$-19,809.70
[2623] Services - Miscellaneous	\$0.00	\$0.00	\$28,252.64	\$0.00	\$-28,252.64
[2650] Services - Internal	\$0.00	\$0.00	\$1,865.46	\$0.00	\$-1,865.46
[2670] Printing & Duplicating-State	\$0.00	\$0.00	\$3,427.37	\$0.00	\$-3,427.37
<b>[SERVICES] Services PlanUW</b>	<b>\$76,200.00</b>	\$0.00	\$0.00	\$0.00	\$76,200.00
Consumable Supplies					
[3100] Supplies	\$0.00	\$0.00	\$219.46	\$0.00	\$-219.46
[3120] Supplies-Maint/Operational	\$0.00	\$0.00	\$137.83	\$0.00	\$-137.83
[3140] Fuel for Vehicles	\$0.00	\$0.00	\$290.00	\$0.00	\$-290.00
[3151] Software Maintenance Payments	\$0.00	\$0.00	\$26,327.31	\$0.00	\$-26,327.31
[3194] Comp & Peripherals not Capital	\$0.00	\$0.00	\$2,870.85	\$0.00	\$-2,870.85
[3195] Equip & Furnit not Capitalized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>[SFTW_PYTS] Software Purch &amp; Maint PlanUW</b>	<b>\$16,841.52</b>	\$0.00	\$0.00	\$0.00	\$16,841.52
<b>[SUPPLIES] Supplies PlanUW</b>	<b>\$75,900.00</b>	\$0.00	\$0.00	\$0.00	\$75,900.00



# Account Codes – WISER Roll-Up

Financials Summary **Single Year** Multi Year

Least Detail  Include Period 998

Account	Budget	Period 13	Actuals	Encumbrances	Balance
General Services	\$76,200.00	\$0.00	\$43,579.03	\$9,776.14	\$22,844.83
Consumable Supplies	\$92,741.52	\$0.00	\$29,845.45	\$0.00	\$62,896.07

- To more easily compare budget to actuals information, use the slider bar at the top of the WISER screen to adjust the level of detail shown



## Budget Control Report

- Revenue and expense budget by department ID for a particular unit/fund
  - Brief instructions:
    - Click on Main Menu
    - Click on 'Budget Control Report'
    - Will bring you to entry screen
      - Choose fund(s)
      - Choose division/unit or search by budget manager name
      - Click 'Search' button
      - Check 'Show Period 998' box after June 30th
    - Will bring up Budget Control Report
  - (Demo for presentation attendees)





# 7. Additional Available Resources



# Financial Planning & Budget Office Staff

- Troy Durkee

[tdurkee@uwsp.edu](mailto:tdurkee@uwsp.edu)

715-346-2642

- Erin Hintz

[ehintz@uwsp.edu](mailto:ehintz@uwsp.edu)

715-346-2644

- Brian Watkins

[bwatkins@uwsp.edu](mailto:bwatkins@uwsp.edu)

715—346-2662



# Core Service Teams

- Divisional support teams from the following areas:
  - Financial Planning & Budget
  - Accounting, Payment Services & Student Financial Services
  - Purchasing
- See team member information and roles/responsibilities here:  
<https://www3.uwsp.edu/FO/Pages/Core-Service-Teams.aspx>



## Core Service Teams

### Team 1 - Divisions: Executive, University-Wide, Business Affairs

Budget Planner: Erin Hintz, [Email Erin](#)

Accountant: Jordan Brzezinski, [Email Jordan](#)

Payment Services Specialist: Lynette Kvatek, [Email Lynette](#)

Purchasing Agent: Andrew Braatz, [Email Andrew](#)

Student Financial Services: Jamie Bednarek, [Email Jamie](#)

### Team 2 - Divisions: Student Affairs, Wausau, Marshfield, University College, CNR

Budget Planner: Brian Watkins, [Email Brian](#)

Accountants: Jordan Brzezinski (University College, CNR), [Email Jordan](#);

Payton Schulist (Student Affairs, Wausau, Marshfield), [Email Payton](#)

Payment Services Specialist: Alyssa Martin, [Email Alyssa](#)

Purchasing Agent: Andrew Braatz, [Email Andrew](#)

Student Financial Services: Teri Michalski, [Email Teri](#)

### Team 3 - Divisions: Advancement, Marketing/Enrollment, Academic Affairs, IT, COLS, CPS, COFAC

Budget Planner: Troy Durkee, [Email Troy](#)

Accountant: Payton Schulist, [Email Payton](#)

Payment Services Specialist: Mike Dresang, [Email Mike](#)

Purchasing Agent: Amanda Rouse, [Email Amanda](#)

Student Financial Services: Allison Batterman, [Email Allison](#)



## Trainings

- Request trainings for:
  - WISER
  - Travel
  - Purchasing card
- Self-trainings such as:
  - Budget and finance training series
  - Cash handling
  - Power lunches
  - ShopUW+
  - Travel
  - Others
- Found at: <https://www3.uwsp.edu/FO/Pages/Training-Opportunities.aspx>



Questions?