

Administrative Unit Name: University Advancement

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Friday, November 18**. Please email your materials to [Becka Johnson Poppe](#).

1. In the **“Planned Expenditures”** tab of the Excel workbook, please provide the following information for each functional area of your unit: ¹
 - a) A description of how the functional area **contributes to the University’s missions** (research, service and teaching) and the risks the University would face if this work were no longer funded;² and
 - b) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18**:
 - i) Expenditure estimates should be broken down by:
 - *Fund type*: permanent ABB funds (i.e. GOF and DOF, excluding carryover) and, if applicable, funds derived from self-sustaining efforts, grants and contracts, philanthropy, and other sources.
 - *Expenditure type*: salaries and benefits, goods and services, contractual services, travel, and other.
 - ii) Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the “other” category, if you put expenses into that column.

For guidance, please see the example posted at the [FY18 Budget Development webpage](#).

University Advancement is comprised of Development, Alumni and Constituent Relations/UW Alumni Association, and University Marketing and Communications. Advancement’s mission is to engage meaningful interactions that foster pride, advocacy and private support for the University of Washington.

Advancement’s most visible output is fundraising, especially during campaign mode. The University is undertaking its most historic and most ambitious philanthropic campaign. Our \$5 billion campaign, *Be Boundless—for Washington, for the World*, focuses on the university’s four key priorities: transforming the student experience, expanding the impact of the UW’s research, empowering possibility through innovation and driving the public good.

Beyond fundraising, our integrated advancement model helps drive the institution’s reputation—a core institutional asset. And, we directly support building public awareness and broad-based engagement that aids in voter and legislative support, as well as enrollment growth from targeted markets.

FY16 saw our highest ever fundraising year, with over \$542M cash raised (a public university record) and \$3.1B in commitments towards the \$5B campaign goal. Fundraising now comprises 12% of the university’s budget,

¹ “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please note this in your materials and provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

² Please refer the following document for more information about the [University’s Sustainable Academic Business Plan \(SABP\) goals and top institutional risks](#).

with \$75M being added to the endowment annually. Our 5-year return on investment continues to be an impressive \$7.23 raised for every dollar invested; the cost per dollar raised is at 14 cents. Our peers (UCLA and Michigan) both average a cost of 21 cents per dollar raised. Importantly, our costs reflect total central and unit advancement expenses, irrespective of whether those costs solely or primarily support fundraising activities.

If Advancement were no longer funded, campaign goals—both monetary and programmatic—will not be met. Thousands of current and future students—most of whom come from underrepresented populations—will not receive scholarships to attend the university. Faculty recruitments may languish and the ability to make retention counteroffers may suffer. Brand-building will halt, jeopardizing the UW's position and opportunity to have its reputation match its vision to be the greatest public university in the world as measured by our impact on people's lives. This is especially true in an increasingly competitive higher education environment, where dollars and votes are often distributed based on reputation and perceived impact.

No one component of the Advancement program accounts for the UW's fundraising success. Rather, its strength is derived from the integrated nature of its advancement model (the central-decentral approach), the direct involvement of academic leaders in the cultivation and stewardship of donors, and the commitment of the UW's volunteer base. Without our continued investment, volunteer engagement, for example, would diminish considerably, jeopardizing relationships with leaders in business, technology, politics and other prominent areas. At all levels, the collaboration and sharing of information across the spectrum—from fundraisers to volunteers to academic leadership to the UW's top administrative officials—is critical to helping Advancement staff from interested units more effectively cultivate and steward their donors.

This space intentionally left blank.

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18. Please respond in 300 words or fewer.**
-

66% of our current salary base is funded via Advancement dedicated resources; we estimate the portion that would be funded centrally to be 34% which we are prepared to fund by utilizing our fund balance. We believe in the Advancement funding model and have confidence that the growth in the CEF will continue to support any short-term funding gaps such as the 90-95% funded GOF/DOF merit pool.

3. In spring 2015, Provost Baldasty initiated the **Transforming Administration Program (TAP)**, which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clearer priorities, increased accountability, and elimination of unnecessary bureaucracy and redundancies.

Please answer the following questions:

- What are 3-5 new things that your unit is doing this fiscal year to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service? *Please respond within a 300-word bulleted list and please be specific.*
 - How can your unit collaborate with other units (academic and administrative units outside of your own) to be more effective and reduce costs? *Please respond in 200 words or fewer.*
-

The UW's integrated Advancement model embodies the TAP principles. It is in our DNA to have a shared vision, to realize efficiencies, and to engage collaboratively.

1. Development functions throughout the institution are being closely examined for effectiveness and potential cost reductions. For instance, with each vacancy in the Chief Advancement Officer position, the Senior Associate VP now conducts a program staffing review. The latest positions to undergo such a review were the Law School and Nursing in FY16. In addition, the Volunteer Engagement program has been restructured and narrowed, likely resulting in a 1.0 FTE reduction.
2. UMAC works as part of a cross-functional internal communications team that includes communications leads from UWHR, UW-IT and Finance & Facilities. This team has been tasked with aligning UW central administration units more effectively to coordinate and integrate internal communications activities in an effort to communicate with faculty and staff as "one administration with one voice."

A key project this team is moving forward is the consolidation of six UW newsletters into one faculty and staff e-newsletter, to be released January 2017. The six newsletters that will be rolled into one include: The Resource, the Whole U, IT Connect News, Disaster Digest, UW Recycling, and Combined Fund Drive. The goal of this project is to improve the ability for employees to find and access information and resources from central administration units — as well as to instill passion, foster transparency and create a deepened understanding of UW programs and services. It is directly tied to TAP principles around increasing efficiency, breaking down silos, and reducing information overload by packaging and

integrating communications where possible. The project is also data-driven: the team worked extensively with IT's user research team to script and conduct interviews with faculty and staff on the Bothell, Tacoma and Seattle campuses to ensure that user needs and preferences would be reflected in the final design. The team is also consulting on the Culture of Service and Finance Modernization communications plans, both of which will be prioritized in the streamlined model.

3. Many advancement functions are centralized as a zero-cost service to Academic units (reducing redundancies and allowing units to focus on their strategic priorities), including gift processing, annual giving, student calling, alumni relations, principal giving, planned giving, corporate and foundation relations, regional and international giving, finance, budgeting, human resources and recruiting.
 4. Washington state laws requiring transparency in government activities continue to put enormous pressure on the Office of Public Records and the University as a whole. This is a government-mandated function and a growing backlog has resulted in legal and financial risk to the UW. We support TAP project 1.7 of increasing the effectiveness of compliance related efforts across campus through coordinated committee oversight, prioritization of compliance risk mitigation and responses, and improved communication with Regents and campus leadership. We believe the public records backlog must be addressed at both ends: at the end-user level with enhanced technology and more automation, as well as at the point of the creation of a public record: to this end, we support expansion of the scope of this TAP project to include a campus-wide email retention policy. We are also open to exploring a new reporting line for the office.
 5. University Advancement has invested in a new bulk HTML email tool, Marketo, an enterprise-level marketing automation tool which will allow content to be assembled in a way that is highly targeted without the need to build multiple versions of the e-newsletter. Content within the e-newsletter that is relevant only to benefits-eligible staff, for example, will only be visible to them and not to those recipients who are ineligible. Similarly, a piece of content that applies only to faculty will not display to non-faculty recipients while all other e-newsletter content will be the same for both audiences. This personalization of content is possible because of the sophisticated ways in which Marketo parses data being fed securely into it from centrally managed UW databases. Advancement has engaged with UWIT, represented by Tom Lewis, to enable Marketo, as an enterprise-level marketing automation tool, to be utilized by non-advancement units such as Housing and Dining Services, Benefits Services, Payroll Services, Transportation Services, and other campus users. We also expect it to be deployed in support of enrollment management.
4. Please describe **your unit's emerging or changing personnel needs**—prompted by changes that either your unit or the institution is facing—**and what your unit will do to meet these needs without creating new FTE positions** (e.g. redeploying FTE among other functional areas). *Please respond in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss your unit's succession planning activities.**

UA is currently nearly right-sized to complete the \$5B Be Boundless comprehensive campaign and to and to implement core institutional priorities for marketing and branding. To get to this point, UA has relied on new permanent and temporary funding from the Provost as well as spending against its reserves. To optimize fund

raising results it will be necessary to make targeted investments in certain unit programs (based on peer benchmarking and prospect pools) and central services, and a substantial investment in annual giving-related programs focused on major gift pipeline building and multiple entry 'portals'.

In spring 2016, Provost Baldasty convened the Advancement Funding Work Group and charged it with making recommendations for a more sustainable funding model for UA. To date, the Work Group has prepared guiding principles and engaged in robust benchmarking efforts. Now, the Work Group is preparing to finalize its recommendations to the Provost. University Advancement requests that these recommendations be considered for implementation beginning in FY17-18.

In addition to working to stabilize UA's funding model, it is imperative that UA be authorized to rebuild its reserves beyond historical levels in order to self-fund critical program enhancements that will ensure future fund raising growth. Most notably, this involves more frequent replacement of core IT systems, given the exponential growth of big data and predictive analytics to fund raising success. Slated for replacement during FY19-20, cost projections are \$10M.

- 5. Please identify any significant obstacles or challenges** that your unit faces, other than resource constraints. Please plan to discuss these with the Provost. If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time. *Please respond in 300 words or fewer.*
-

Significant obstacles or challenges include:

Retention: On average, it takes four years to build relationships with donors; turnover in fundraising staff is detrimental to relationships and fundraising strategies. It will be critical to make contact and establish relationships with the over 10,000 entities identified for cultivation and solicitation during the next comprehensive campaign. Simply put, keeping more boots on the ground will be necessary to reach the \$5B campaign goal and to sustain a five-year average of over \$450M.

Brand Building: UW's reputation is an institutional asset. Investment in our reputation will strengthen how our peers and key audiences perceive us, as well as enable us to attract the region's and the world's most promising students, top faculty and staff and inspire the level of private and public support that our reach and impact deserves.

Reputational Risk events such as budget crises, controversies and administrative instability profoundly impact UA's ability to deliver top-level results for the University. Such events must be managed effectively.

Economic Market downturn: Great Recession-like economic events create fear and uncertainty in the minds of prospective donors. While we cannot predict the next recession, we need to be prepared for inevitable changes in economic confidence.

Further explosion of public records requests: addressed under separate cover in Public Records documents.

- 6. Please update the carryover usage plan you submitted as part of last year's budget development process.** To do so, please complete the "**Updated Carryover Usage Plan**" tab of the Excel workbook. Please note:

- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
- Please provide updated numbers under "Updated Plan" (Columns H-K).
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description of the change (Column L).

Please note, although cost allocations for the HR/Payroll Modernization Program won't be available until the new system goes live, units are encouraged to incorporate the original allocations (from the HR/Payroll Cost Allocation plan) into their carryover spending plans. For units that made prepayments, all funds have been held in reserve, and will be applied to your future cost allocations.

If you would like to describe any items from the worksheet in greater detail, please use the space below. For **additional guidance**, please see the example posted at the [FY18 Budget Development webpage](#).

If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please explain why.

University Advancement does not have carryover funds. We are allocated \$16M in state funds for salaries & benefits; budgeted salaries and benefits are \$44.7M for FY17.

Public Records did have \$356,626 in carryover funds for FY17 which will be spent on processing the back log of record requests.

7. For FY18, the Provost will be deploying *permanent* Provost Reinvestment Funds (PRF) primarily, if not exclusively, to cover compensation increases. Thus, **units are asked to limit PRF requests to temporary funding needed to address critical compliance and/or high institutional priority needs.**⁴

If your unit has a PRF request that fits within these strict parameters, please describe it in the "PRF Request" tab of the Excel workbook. Please also indicate what you are willing to commit as a match for PRF support.

Title	Funding	FY	P/T	Years Needed (If Temp)
-------	---------	----	-----	------------------------

We are not requesting any funds, temporary or otherwise, for FY18.

The Office of Public Records' Budget Development request will be submitted under separate cover.

The Advancement Funding Work Group report will be finalized in January. The results of that report will be forthcoming at that time.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

⁴ Please refer to the University's [Sustainable Academic Business Plan](#) for more information about top institutional goals.

FY17 & FY18 Planned Expenditures - Administrative Units

Please use the fields below to provide information for **each functional area** of your unit. "Functional area" is most easily described as a level of granularity that reflects your unit's org chart and is reconcilable to your unit's organization code structure. However, if this results in an unwieldy number of "functional areas" for your unit (i.e. more than 7 or 8), please provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

For guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

BT = Budget Type OC = Object Code

General Notes:						
- FTE numbers are based off of UA Budgeted FTE; not headcount or total FTE						
NAME OF AREA: Advancement						
<p><i>University Advancement is comprised of Development, Alumni and Constituent Relations/UW Alumni Association, and now University Marketing and Communications. Advancement's mission is to engage meaningful interactions that foster pride, advocacy and private support for the University of Washington.</i></p> <p><i>Fulfilling our mission requires us to build genuine, trust-based relationships, both internally and externally. We accomplish this through a central-decentral model in which every person values one another and takes pride in advancing the UW--one of the leading public universities on Earth.</i></p> <p><i>Advancement's most visible "asset" is fundraising, especially during campaign mode. The University is undertaking its most historic and most ambitious philanthropic campaign in our history. Our \$5 billion campaign, Be Boundless—for Washington, for the World, focuses on the university's four key priorities: transforming the student experience, expanding the impact of the UW's research, empowering possibility through innovation and driving the public good.</i></p>						
FISCAL YEAR 2017						
Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	117.30	\$ 14,780,857				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	166.54	\$ 21,665,442	\$ 10,529,437		\$ 325,234	
Total	283.84	\$ 36,446,299	\$ 10,529,437	\$ -	\$ 325,234	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	87.02	\$ 11,403,909				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	198.12	\$ 25,791,433	\$ 10,950,614		\$ 338,243	
Total	285.14	\$ 37,195,341	\$ 10,950,614	\$ -	\$ 338,243	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Alumni & Constituent Relations

The Office of Alumni and Constituent Relations, part of University of Washington's Office of Advancement, is the University unit responsible for broadbased engagement of a number of key University constituencies. These include alumni, donors and retirees as our major audiences. We also reach out to students, parents, athletics ticket buyers and other constituencies for specific purposes

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	11.30	\$ 1,291,315				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	11.30	\$ 1,291,315	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	11.19	\$ 1,330,054				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	11.19	\$ 1,330,054	\$ -	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: University Marketing & Communications

University Marketing & Communications (UM&C) builds awareness of the UW and enhances its reputation through integrated marketing and communications while transforming the vision and values of the UW into engaging, strategic campaigns. The UW's reputation is an institutional asset. Investment in our reputation will strengthen how our peers and key audiences perceive us, as well as enable us to attract the regions and the world's top students, faculty and staff and inspire the level of private and public support our reach and impact deserves. This area, includes Media Relations.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	30.09	\$ 3,570,909	\$ 905,898			
GOF/DOF, excluding carryover (BT 01) - KUOW						
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	34.73	\$ 4,407,419	\$ 4,223,097		\$ 45,500	
Total	64.82	\$ 7,978,328	\$ 5,128,995	\$ -	\$ 45,500	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	28.73	\$ 3,678,036	\$ 608,111			
GOF/DOF, excluding carryover (BT 01) - KUOW						
Self-Sustaining Funds (BT 10, 11)					\$ -	
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	36.09	\$ 4,619,426	\$ 2,147,117		\$ 47,320	
Total	64.82	\$ 8,297,462	\$ 2,755,228	\$ -	\$ 47,320	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Sponsorship

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	1.00	\$ 117,584	\$ 38,931			
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.00	\$ 117,584	\$ 38,931	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	1.00	\$ 122,287	\$ 40,488			
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.00	\$ 122,287	\$ 40,488	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Trademarks & Licensing

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	4.00	\$ 398,352	\$ 150,887			
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	4.00	\$ 398,352	\$ 150,887	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)		\$ -				
Self-Sustaining Funds (BT 10, 11)	4.00	\$ 414,286	\$ 156,922			
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ -	\$ -		\$ -	
Total	4.00	\$ 414,286	\$ 156,922	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: KUOW

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.31	\$ 124,811				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.31	\$ 124,811	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.31	\$ 129,803				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ -	\$ -		\$ -	
Total	0.31	\$ 129,803	\$ -	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Public Records

Public Records is tasked with overseeing compliance with the Public Records Act and the Open Meetings Act enacted in 1972 to assure citizens of Washington of transparency and access to government. The law requires a named public records officer to oversee the institution's compliance with the act and to coordinate responses to requests made under the act. In carrying out its function, the office engages in managing legal, financial, reputational and brand risk.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	10.00	\$ 1,138,835	\$ 278,795			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	10.00	\$ 1,138,835	\$ 278,795	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	10.00	\$ 1,184,388	\$ 109,069			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	10.00	\$ 1,184,388	\$ 109,069	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

Updated Carryover Usage Plan - Administrative Units

Please use this template to provide an update on the carryover usage plan you submitted last year.

INSTRUCTIONS: Please do not change the numbers under "Previous Plan" (Columns C-F). Instead, please provide updated numbers under "Updated Plan" (Columns H-K). If you have new line items, please add rows, as needed. For any updates, please provide a brief description of the change (Column L). See the Word template for notes regarding HR/Payroll cost allocations. For additional guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

	PREVIOUS PLAN (Do Not Update)				Carryover into FY16: \$ 25,263	UPDATED PLAN (Please Complete)				Est. Carryover into FY17: \$ 356,626 *
Unit: University Advancement	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates	
Usage Categories and Descriptions										
Unit's Reserve (10% of permanent ABB budget)				\$ -	FY18	1	\$ 1,601,408	\$ 1,601,408		
	Total Unit's Reserve: \$ -				Total Unit's Reserve: \$ 1,601,408					
Central Commitments				\$ -	<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>		\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	Total Central Commitments: \$ -				Total Central Commitments: \$ -					
"Spending Plan" Permanent Costs & Other Projects					<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>				
A. Perm expenditures funded with temp funds				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
B. Possible multi-year commitments				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
C. Immediate, current year use								\$ -		
1. Computer equipment and software		1	\$ 25,263	\$ 25,263				\$ -		
2. Public Records back log				\$ -				\$ 356,626		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	Total Permanent Costs & Other Projects: \$ 25,263				Total Permanent Costs & Other Projects: \$ 356,626					
	PRIOR PLAN TOTAL: \$ 25,263				UPDATED PLAN TOTAL: \$ 1,958,034 **					

* As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

** Because carryover balances are estimated, and many of these priorities transcend multiple years, we do not expect this total to exactly match your unit's carryover total.