

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>

	Carryover into								
Unit:	PREVIOUS PLAN			FY16:	UPDATED PLAN			Est. Carryover	
Administrative Unit A	(Do Not Update)			\$ 1,376,020	(Please Complete)			into FY17:	
Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates
Unit's Reserve (10% of permanent ABB budget)									
	FY17	1	\$ 537,650	\$ 537,650	FY18	1	\$ 626,458	\$ 626,458	
	Total Unit's Reserve:			\$ 537,650	Total Unit's Reserve:			\$ 626,458	
Central Commitments									
1. Southeast Space Study (continued from FY15)	FY16	1	\$ 200,000	\$ 200,000	<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>	\$ -	\$ -	Completed in FY16
2. Campus Planning Initiative (continued from FY15)	FY16	1	\$ 324,402	\$ 324,402			\$ -	\$ -	Completed in FY16
3. Enhanced Diversity bridge funding	FY16, FY17	2	\$ 13,000	\$ 26,000	FY17	1	\$ 13,000	\$ 13,000	Continuation from previous plan
4. Financial Compliance Project			\$ -	\$ -	FY18-20	3	\$ 200,000	\$ 600,000	Central funds committed through FY20
	Total Central Commitments:			\$ 550,402	Total Central Commitments:			\$ 613,000	
"Spending Plan" Permanent Costs & Other Projects									
A. Perm expenditures funded with temp funds									
1. Management for Strategic Initiatives (0.5 FTE)			\$ -	\$ -	FY17-19	3	\$ 34,000	\$ 102,000	Ongoing LEAN project management
2. Compliance Analyst (1.0 FTE)			\$ -	\$ -	FY17-19	3	\$ 70,000	\$ 210,000	Ongoing support for compliance issues
B. Possible multi-year commitments									
1. Data warehouse development			\$ -	\$ -	FY17-18	2	\$ 75,000	\$ 150,000	One-time work expanded, now multi-year effort with one developer
C. Immediate, current year use									
1. Data warehouse development	FY16	1	\$ 150,000	\$ 150,000			\$ -	\$ -	Transitioned to multi-year, see above
2. Review of central service compliance	FY16	1	\$ 46,000	\$ 46,000	FY17	1	\$ 23,000	\$ 23,000	Continued for an additional 6 months
3. Climate impact review of Building B	FY16	1	\$ 35,000	\$ 35,000			\$ -	\$ -	Completed in FY16
4. Office reconfiguration (Building B, Floor 6)	FY16	1	\$ 20,000	\$ 20,000	FY17	1	\$ 5,000	\$ 5,000	Project delayed and slight cost overrun
5. Responsible Party training tool development	FY16	1	\$ 3,500	\$ 3,500			\$ -	\$ -	Completed in FY16
6. Public art conservation	FY16	1	\$ 39,530	\$ 39,530			\$ -	\$ -	Completed in FY16
	Total Permanent Costs & Other Projects:			\$ 294,030	Total Permanent Costs & Other Projects:			\$ 490,000	
	PRIOR PLAN TOTAL: \$ 1,382,082				UPDATED PLAN TOTAL: \$ 1,729,458 **				

* 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.