

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

NAME OF AREA:						
<i>Please describe (in 200 words or fewer) how this 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.</i>						
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)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
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)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
<i>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, <u>please explain the "other" category</u>, if you put expenses into that column.</i>						

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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)						
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Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -

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)
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Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -

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.

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FISCAL YEAR 2018

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Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -

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.

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Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
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Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
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Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.00	\$ -	\$ -	\$ -	\$ -	\$ -

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.

Please copy and paste more templates below if needed

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>

Unit:	PREVIOUS PLAN (Do Not Update)				Carryover into FY16: \$ -	UPDATED PLAN (Please Complete)				Est. Carryover 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)				\$ -		FY18	1	\$ -	\$ -	
	Total Unit's Reserve:			\$ -	Total Unit's Reserve:			\$ -		
Central Commitments				\$ -	e.g. FY17- FY19	e.g. 3		\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	Total Central Commitments:			\$ -	Total Central Commitments:			\$ -		
"Spending Plan" Permanent Costs & Other Projects					e.g. FY17- FY19	e.g. 3				
A. Perm expenditures funded with temp funds				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
B. Possible multi-year commitments				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
C. Immediate, current year use				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	Total Permanent Costs & Other Projects:			\$ -	Total Permanent Costs & Other Projects:			\$ -		
	PRIOR PLAN TOTAL:			\$ -	UPDATED PLAN TOTAL:			\$ -	**	

* 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.

Estimated GOF & DOF Carryovers Into FY2017

This information is provided for reference only.

Academic Unit	Estimated Carryover FYE2016 GOF	Estimated Carryover FYE2016 DOF	Total Estimated Carryover into FY2017
Arts & Sciences	25,725,878	47,390,112	73,115,990
Built Environments	523,307	101,806	625,113
Dentistry	2,810,938	711,521	3,522,459
Education	1,375,167	4,018,504	5,393,671
Engineering	13,519,154	38,525,679	52,044,833
Environment	10,954,759	18,892,079	29,846,838
Evans School	(142,809)	(30,725)	(173,534)
Foster Business School	3,478,544	1,663,910	5,142,454
Information School	(560,803)	507,309	(53,494)
Law	(400,120)	36,932	(363,188)
Medicine	893,169	51,241,777	52,134,946
Nursing	913,649	1,272,638	2,186,287
Pharmacy	1,467,713	6,572,686	8,040,399
Public Health	(46,070)	7,321,161	7,275,091
Social Work	(728,876)	(736,276)	(1,465,152)
	59,783,600	177,489,113	237,272,713

Administrative Units	Estimated Carryover FYE2016 GOF	Estimated Carryover FYE2016 DOF	Total Estimated Carryover into FY2017
Research & Innovation:			
CoMotion		1,095,457	1,095,457
Health Sciences Administration	1,225,865	2,572,101	3,797,966
Libraries	(3,584,460)	8,042,956	4,458,496
Research	24,881	3,310,375	3,335,256
Institutional Infrastructure:			
Advancement	343,204	13,422	356,626
Attorney General	0	0	0 *
External Affairs	247,495	537,830	785,325
Finance & Facilities	681,498	14,882,384	15,563,882
Human Resources	823,404	1,401,274	2,224,678
Information Technology	(8,998)	0	(8,998) **
Medical Affairs	0	0	0
Medical Centers	0	0	0
Planning & Management	2,095,360	984,244	3,079,604
President	0	0	0 *
Provost	2,034,701	4,461,476	6,496,177
Instructional & Student Support:			
Educational Outreach		(37,768)	(37,768)
Graduate School	1,692,717	(350,111)	1,342,606
Minority Affairs & Diversity	1,018,664	319,952	1,338,616
Student Life	404,411	60,298	464,709
Undergraduate Academic Affairs	870,407	34,942	905,349
	10,227,744	25,618,318	45,197,981
UW Seattle	70,011,344	203,107,431	282,470,694
UW Bothell	6,724,818	15,292,071	22,016,889
UW Tacoma	16,666,850	11,959,804	28,626,654
UW Grand Total	93,403,012	230,359,306	333,114,237

NOTES:

Negative figures are a loss

Carryovers are calculated without fixed cost budgets

Adjustments for positive revenue in budgets are part of the calculation

Central budgets are excluded prior to FY2016

Dean/VP Search budgets are excluded (UWB Chancellor Search remains in UWB)

Provisos have been removed

* President and AG's offices do not receive carryovers.

** UWIT carryover is actually in self-sustaining budgets. Carryover amount provided by UWIT.

FY17 Reserve Figures

This information is provided for reference only.

UNIT NAME	FY17 Total ABB Budget*	10% Reserve
Research & Innovation:		
CoMotion	655,344	65,534
Health Sciences Administration	15,825,969	1,582,597
Libraries	37,562,690	3,756,269
Research	14,163,670	1,416,367
Institutional Infrastructure:		
Advancement	16,014,082	1,601,408
Attorney General	3,619,169	361,917
External Affairs	2,422,028	242,203
Finance & Facilities	104,872,746	10,487,275
Human Resources	11,242,093	1,124,209
Information Technology	52,556,015	5,255,602
Planning & Management	25,904,987	2,590,499
President	3,319,796	331,980
Provost	28,932,604	2,893,260
UW Medicine CB	968,890	96,889
Institutional & Student Support:		
Educational Outreach	2,384,275	238,428
Graduate School	9,167,687	916,769
Minority Affairs & Diversity	7,862,071	786,207
Student Life	13,665,754	1,366,575
Undergraduate Academic Affairs	7,480,025	748,003

*As calculated in July 2016

Provost Reinvestment Fund Request(s)

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	<i>(e.g. 0.5 FTE staff to accommodate new federal requirements for fiscal reporting and more frequent state reporting intervals)</i>				
Requested PRF (per year):	\$	-			
Number of years needed:		<i>(e.g. 2 years)</i>			
Starting In:		<i>(e.g. FY18)</i>			
Unit Match/Contribution:	<i>Please describe what your unit is willing to commit as a match on an annual basis.</i>				
Full Explanation of Request:	<i>Please describe (in 200 words or fewer) what this request would achieve, highlighting the alignment of the request to critical compliance issues or institutional priorities.</i>				
Connection To Other Units:	<i>Please describe (in 200 words or fewer) whether the activities/services supported by this request are: --duplicative of activities/services handled by another unit? --achievable by collaborating or leveraging the activities of another unit?</i>				
FTEs and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>(e.g. Compliance Analyst)</i>	<i>(e.g. 0.5)</i>	<i>(e.g. \$40,000)</i>	<i>(e.g. \$20,000)</i>	<i>(e.g. \$20,000)</i>	<i>(e.g. full-time salary of \$60,500, plus 32.4% benefits rate)</i>
Other Expenditures	n/a	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>(e.g. goods & services)</i>		<i>(e.g. \$10,000)</i>	<i>(e.g. 50%, \$5,000)</i>	<i>(e.g. \$5,000)</i>	

Please copy and paste more templates below, if needed.



UNIVERSITY of WASHINGTON

OFFICE OF PLANNING & BUDGETING

SPREADSHEET TITLE(s)	FY18 Administrative Budget Worksheets & References
Created by	Amy Floit and Lisa McDonald
Contact	afloit@uw.edu
Contact	lisamcd@uw.edu
Date created	Wednesday, September 28, 2016
Distributed to	The templates are to be sent to units with the budget material package in October 2016. The data provided by units will be posted on OPB's website.
Purpose	(1) To provide the value of estimated unit carryover funds in GOF and DOF (ICR and LFA) (2) To collect the following from units: (a) Planned expenditures (b) Carryover spending plans, and (d) PRF Requests
Timeframe of data	Actual data are from Fiscal Year 2016; responses should contemplate FY17 and FY18.
Source(s)	BO\Carryover\CarryoverDB.accdb
Tables	sec_FI Fiscal Year, sec_FI Budget Index, sec_FI Budget Type Class Groupings, sec_FI Org Dept, sec_FI_Budget_Expenditures and Revenue, sec_FI_Fas_Months_Available
Query	MT Fiscal Year carryover estimate BgtExpRev; UWB-UWT GOF Carryover; UWB-UWT Excess Tuition Carryover; UWB-UWT DOF Carryover
Limitations / exclusions of data	Excluded budgets with fixed cost codes of 2-6 for UW-Seattle Excluded proviso budgets UWS - Excluded all revenue account codes The President's office and the AG's office do not receive carryovers. To calculate the estimated fiscal year carryover, the AIDB tables were used: FI_Budget_Expenditures_Revenue was used in order to get data by account code UWB and UWT are calculated separately from Seattle units because the methodology is different (see below).
Notes or additional information	The estimation of carryovers at the end of the first fiscal year of a biennium is slightly different than that done at the end of the biennium. Provisos and fixed cost budgets (at UWS) have been excluded for this estimate. DOF includes both LFA and ICR budgets. There should never be any revenue in Seattle unit GOF/DOF budgets. If any revenue is found at the time that the carryovers are calculated, it will impact the value of unit carryovers. When the FYE2016 estimated carryover calculation was completed, Seattle units had no revenue adjustments. UWB and UWT carryovers require a slightly different calculation. All GOF budgets close to the UW-Seattle fund balance so adjustments need to be made for the campuses. Unspent GOF and excess tuition (Tuition above what was projected and budgeted) will be returned to UWB and UWT and a revenue transfer in the same amounts done to record the incremental increase. On the DOF side, although DOF budgets close to the campus' fund balance budget, they have similar revenue budgets to Seattle's central unit and need to be included in the balance. If revenue collected varies from that which was budgeted, there will be an impact to the fund balance for UWB and UWT. All negative figures are deficits.