***Administrative Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. One goal of the budget development process for administrative units this year is to provide greater understanding of the connection between resource use and the primary, or core function by each part of the administrative structure. To begin, please paste a copy of your organization chart here. Please provide a chart that reflects the diversity of the organization and will serve as a sensible platform to complete the next question.

 Because administrative units have a month and a half to complete this work, unit leadership should use their discretion in providing a level of detail that prompts a rich conversation, but is not overly burdensome.

1. In order to provide a snapshot of current activities, the distribution of resources across various functions and how much these activities contribute to the University’s mission, please provide information about the functional areas, or departments, of your organization.

At a level of granularity that reflects your organization’s chart or if no chart exists, the functional areas of your organization, **please provide the following information for each functional area via the “FY15 Expenditures Worksheet” tab of the “Worksheets and Reference Materials – Administrative” Excel workbook**, available here: <https://opb.washington.edu/sites/default/files/opb/Budget/Worksheets_and_Reference_Materials_Administrative.xlsx> **.**

* 1. A description *not to exceed 200 words* of how each functional area contributes to the University’s research, service and teaching missions and what risks the University would face if this work were no longer funded[[1]](#footnote-1); and,
	2. Planned expenditures, by functional area, showing how your unit intends to spend *permanent ABB funds*, as well as (if applicable to your unit) funds derived from self-sustaining efforts, grants and contracts, and philanthropy, and other funds during FY15.

*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 FY15, etc.*

*Please see the example “Admin Template - Planning & Budgeting Draft” posted at the FY16 Budget Development web page:* [*http://opb.washington.edu/content/fy16-budget-development*](http://opb.washington.edu/content/fy16-budget-development)*.*

1. In less than 200 words, please describe how you envision adapting your unit and its organization to meet changing institutional needs in the coming fiscal year. Please integrate self-sustaining, grant & contract, and philanthropic sources of funding (if applicable to your unit) and describe how these sources are marshalled to subsidize your activities.
2. In one paragraph or less, please assess the functional and financial health of your unit since FY09 (e.g. deficits, workforce capacity, declining grants or gifts).
3. In the event that neither state funds nor additional Provost Reinvestment is available for compensation increases, how might your unit cover salary increases for positions budgeted in GOF and DOF budgets? Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development>.
4. This summer, the UW has been the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. This audit has revealed the importance of monitoring expenditures against budgets on a biennial basis, ensuring that colleges, schools and administrative units have plans to spend fund balance in a reasonable and mission-driven manner and that these plans are acted upon. As such, we are piloting a new administrative carryover policy for the FY16 budget process, though we will employ draft carryover data in executing this pilot.

In completing this work, please do the following, using the **“Carryover Worksheet – Detail” tab of the** “**Worksheets and Reference Materials – Administrative” Excel workbook**, which is provided at the following web page: <https://opb.washington.edu/sites/default/files/opb/Budget/Worksheets_and_Reference_Materials_Administrative.xlsx>.

1. **Units may reserve up to 10 percent of their permanent ABB base (GOF and DOF ONLY).** Units may hold up to 10 percent of their permanent base as an emergency reserve. This reserve will be calculated annually and derived from the previous June/July’s ABB base budget information to units. These figures are provided on the last two tabs of the “**Worksheets and Reference Materials – Administrative” Excel workbook**.
2. **Set-aside “central” commitments from the reserve.** For this purpose, central commitments are defined as those allocated or approved by President, Provost, and/or OPB on behalf of the Provost which have not been fully expended. A list of these commitments is available from OPB in the event your unit should need assistance. The list would come from OPB’s commitments database. If additional commitments are not reflected in OPB’s database please send the information to Amy Floit in OPB.
3. **Explain any remaining temporary carryover balance by providing a list of intended use(s)/purpose(s) (i.e. a spending plan).** These would be differentiated according to intended use along the following lines:
4. Permanent expenditures funded with temporary funds;
5. Possible multi-year commitments; and,
6. Immediate, current year use.
7. Though we believe that few, if any, state funds will be available and that any new Provost Funds may be dispatched for mitigating cuts or providing salary increases, please indicate what **Provost Reinvestment Funds are being requested**. Requests for funds should be identified by a unique title, accompanied by the amount requested, the year funding is requested, whether the request is for permanent or temporary funds, the number of years funding is needed in the case of a temporary request and a brief description, not to exceed 500 words. **Successful requests will make meaningful contributions to institutional strategic plans, drive student support and student service missions, and correlate directly to the long-term financial health of the University or its efforts to mitigate institutional risk**. **[[2]](#footnote-2)**

 **Importantly, requests for new funding will be considered alongside carryover spending plans.** Administrative units with growing temporary fund balances will be asked to explain why new funding is needed to support mission-critical program enhancements.

**Example:**

1. **Title Funding FY P/T Years Needed (If Temp) DOF Requested (Y/N)**

Center for Innovation $500,000 FY16 P N

Brief description, not to exceed 500 words, highlighting the alignment of the request to strategic plans and/or the mitigation of institutional risk.

*Should your unit wish to resubmit for consideration a proposal from FY15 budget development process* ***that did not receive funding****, please contact Sarah Hall (**sahall@uw.edu**) or Becka Johnson Poppe (**jbecka@uw.edu**) in OPB.*

1. Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development> for more information about the University’s Sustainable Academic Business Plan goals and top institutional risks. [↑](#footnote-ref-1)
2. Please refer to the FY16 Budget Development web page at <http://opb.washington.edu/content/fy16-budget-development> for more information about the University’s Sustainable Academic Business Plan goals and top institutional risks. [↑](#footnote-ref-2)