As with the last few years, all GPR Carryover will roll to the respective division head; the carryover process no longer utilizes an estimated versus actual methodology and “lesser of” calculation. Carryover amounts rolling to the division are based on actual end of year balances less approved exceptions. The tithe reverting to central funds has been increased from 20% to 50% for 2014-15. Departments and projects receiving exceptions to the roll-up will not be subject to the 50% tithe; there will be no other exceptions to the tithe requirement.

The Budget Office no longer sends out spreadsheets with year-end balances and instead asks departments to review their own GPR accounts to the project level in order to determine if an exception request is appropriate. If a request is being made for budget dollars to remain within the department or project, the Carryover Exception form should be filled out. The form can be found on the Budget, Planning & Analysis website at http://www.uww.edu/documents/adminaffairs/budget/carryover exception form.pdf. For all requests, detailed and verifiable descriptions are required as these requests are incorporated into the campus Program Revenue Balance Report which is submitted annually per 2013 Wisconsin Act 20. Separate forms should be filled out for each department or project code. Requests should be submitted to Faye Skelton (skeltonf@uww.edu) in the Budget Office by July 15, 2015. Exception requests should be submitted via email.

The Budget Office will review all exception request forms. Requests will be approved based on consultation with the division head. If a request cannot be honored, you will be notified.

The following four categories are justification for an exception to the roll-up. A form must be filled out and submitted for each org/project code:

1. Requests to retain funds to be used for large dollar purchases that require multiple year savings;
2. Dollars for travel that commences in June but cannot be reimbursed before the fiscal year closes;
3. Professional Development dollars that have been committed, but not spent. All other PDP funds are returned to the institution;
4. Grants and Projects: This includes prior year Strategic Initiatives and Inclusive Excellence Awards (for most recent year only).

All unused Student Help dollars will roll to the institution and be held centrally without exception.

Distribution of funds that have rolled to the division will be determined by the division head. Please maintain an accounting of what carryover distributed to your area has been used to fund; the budget office may request this information.

If you have questions regarding the new process, please contact Faye Skelton at skeltonf@uww.edu or via telephone at 1182. Thank you – We look forward to working with you!