**Budget Book Script**

1. Introduction
   1. \*Music\*
   2. “Hello, today we are here to learn about UW Whitewater’s 2018/2019 Budget Book.”
   3. “The Budget Book can be found on the UW-Whitewater website. I suggest you download the budget book and then watch this video to help you better understand.”
2. Budget Process
   1. “Did you know the budget process begins in August? Almost 10 months in advance to the beginning of the fiscal year.”
3. UWW Budget
   1. “The total 2018/2019 budget for UW-Whitewater is $267,068,996
   2. “The budget book for the divisions do not include approximately $30 million of the budget. This amount consists primarily of the following: “
4. UW-Whitewater Redbook Budget Summary
   1. “As you can see here, the total budget is displayed in seven high level account types.”
   2. “Ideally there are actually hundreds of account codes, but they are reduced to seven broader account codes for reporting purposes.”
5. Division Budgets
   1. “The seven account codes are then separated into different divisions based on departments. Then we separate what each division needs for salary and operating expenses.”
   2. “Here is a color-coded percentage breakdown of the total budget based on the divisions.”
6. Operating Budget by Fund
   1. “Not only is the budget housed in different account types, within different divisions, but different fund types make up the budget as well. Twenty three funds to be exact.”
   2. “Of those twenty three fund types, they are grouped into nine different categories.”
   3. “This chart is similar to one we saw a few slides before, where we separate the budget amount by divisions. However, this chart goes one step farther and shows the information by fund type instead.”
   4. “Here are more examples of the budget separated by different divisions and broken out by fund type, instead of an aggregate fund total.”
7. 3 Year Financial Analysis
   1. “A three year financial analysis was prepared for each department at UW-Whitewater for Fiscals years 2017-2019.”
   2. “These reports show many trends, including where large balances or deficits may exist, and where departments are not meeting their budgets.”
   3. “Here is an example of two departments and there divisions three year budget.”
   4. “By looking at three consecutive years, a unit will be able to notice trends and see if there are areas where budget should be reallocated.”
8. End
   1. “You have just learned about the financial breakdown of all divisions, as well as general and non-general fund revenues.”
   2. “Along with the importance of the three year all funds budget analysis, that includes all budgeted resources for fiscal years 2017-2019.”
   3. “The UW-Whitewater Budget Book is primary intended to serve as an internal document, produced annually for use by members of the campus community.”
   4. “Remember that you can download the Budget Book on the UW-Whitewater website.”
   5. “Thanks for watching. Have a great day!”