

**University of Wisconsin-La Crosse
Budget Office
Auxiliary Budget Planning Assumptions
Fiscal Year 2020-21**

The following budget planning assumptions are to be used to complete the FY21 budget. These assumptions will be updated as more information becomes available from UW System Budget Planning, UW-La Crosse campus cost centers, and the State of Wisconsin. Budget requests are due in the Budget Office by March 1, 2020.

1. Reporting Threshold

FY21 Non-Allocable Segregated Fees are anticipated to be held at a 1.5% increase from FY20 levels due to the previously estimated costs of mandated chargebacks and UWS seg fee projections that were previously submitted. The FY21 Allocable Segregated Fees are anticipated to be held constant from FY20. Room and Board rates are anticipated to be held at a 2% increase from FY20 levels due to previously estimated costs of building projects and renovations.

2. Fringe Benefits

For currently filled positions, use a rate that reflects your actual costs. For vacant positions, please use the following percentages (based upon averages within staff types):

- 42.54% Unclassified positions
- 55.79% Classified positions
- 16.17% Graduate Assistants (outside of the academic year)
- 1.58% Student Help
- 7.65% LTE

For Graduate Assistants, health insurance should be built into the budgets based on prior year history. Student Help and Graduate Assistants do not incur fringe benefit costs during the academic year if the individual(s) are taking a full time credit load. For existing Student Help lines, it is recommended to review the actual history from the particular department to determine the appropriate percentage.

3. Enrollments

The enrollment targets for budget planning are provided below and have been adjusted for FY21 based on enrollment data and changes with Transfer targets for FY21.

	FY20	FY21
Fall Term		
Undergrad	9,196	9,161
Grad	465	440
Total	9,661	9,601
Spring Term		
Undergrad	8,445	8,420
Grad	410	387
Total	8,855	8,807
Summer		
Undergrad	1,491	1,474
Grad	420	416
Total	1,910	1,889
J Term		
Number of Credits	2,726	2,571

4. Health Insurance and Retirement

Health Insurance premiums for Gundersen will increase by 3-4% and Mayo will increase 6% effective January 1, 2020. Employer retirement costs will increase to 11.25%.

5. Interest Income

The State investment fund earning rates remained constant at 2.25% as of October 1, 2019. Due to declining balances within the Non-Allocable Segregated Fee units we are anticipating a decline of \$19,047 in interest revenue for the segregated fee units.

6. WTC Contract Revenue

The WTC Contract revenue is developed based upon actual utilization and appointment data of WTC and UWL students. For FY21 the revenue assignment for the contract is outlined below based upon the FY19 utilization and is the amount that has been shared with WTC for their planning purposes.

	Health	Counseling	Psychiatric	Total
Usage %	5.67%	0.44%	4.65%	
2017	141,306	3,781	698	145,785
Usage %	6.11%	0.63%	8.60%	
2018	137,881	6,834	1,220	145,935
Usage %	5.86%	0.58%	1.75%	
2019	131,696	5,062	248	137,006
Variance	(6,185)	(1,772)	(973)	(8,930)

7. Salary Adjustments (Pay Plan)

- a. For FY20, a 2% state pay plan was built into the budgets for all state employees paid out on January 1, 2020. Since the 2% was paid out on January 1st, the budgets only incurred 1% of those expenses.
- b. For FY21, a 2% state pay plan will be built into the budgets for all state employees paid out on January 1, 2021. Since the 2% will be paid out on January 1st, the budgets will only incur 1% of those expenses, so an offset of 1% will be included in all salary budgets.
- c. All Redbook university staff and academic staff with satisfactory evaluations that start prior to July 1, 2020 will be eligible for the FY21 state pay plan.
- d. The Graduate Assistant base will increase 2% for the pay plan for FY21.

8. Student Help

- a. The student help minimum rate is \$7.25 per hour. Student Help for FY21 should remain constant from FY20. Please see the student pay schedule on the [Human Resources website](#).

Classification Level	Pay Rates
Entry	\$7.25 - \$9.00
Intermediate	\$9.00 - \$11.00
Advanced	\$11.00 - \$13.00

9. Graduate Assistants

Graduate Assistantships (GA's) may be offered from 33% (14 hours/week) or up to 50% (20 hours/week). Stipends for Graduate Assistantships are based upon the amounts scheduled for the period during which the assistantship begins and the GA base will receive the 2% Pay Plan for FY21.

Grad Assistant Rates for FY20		
<u>FTE</u>	<u>Academic</u>	<u>One Semester</u>
33%	7,452	3,726
50%	11,291	5,646
100% (FTB)	22,582	11,291

10. Terminal Banked Leave Assessment

Terminal Banked Leave assessment (ALRA) should be built into all budgets for FY21. This equates to 0.20% of the University Staff salary and 0.19% of the Academic Staff salary in a particular account.

Estimated FY21 ALRA Rates	
<u>Staff Type</u>	<u>Rate</u>
Academic Staff	0.19%
University Staff	0.20%

11. Chargebacks

There are a number of internal and UW System chargebacks that are distributed by funding source to assess a fair share of the cost to auxiliary operations. The auxiliary chargebacks for FY21 are as follows:

Unit	Total Expenses (FY19 Totals)	Percentage	System Assessment	Common System	Off. of Safety Loss and Prevention	DOA Legal Services
Residence Life	13,211,99	34.81%	4,897	342,402	10,821	424
Univ. Centers	4,634,795	12.21%	1,718	120,116	3,796	149
Food Service	9,163,075	24.14%	3,397	237,471	7,504	294
Child Care	595,696	1.57%	221	15,438	488	19
REC Center	2,944,507	7.76%	1,092	76,310	2,411	94
Counseling	878,810	2.32%	326	22,775	720	28
Health Center	2,063,533	5.44%	765	53,479	1,690	66
Athletics	1,351,189	3.56%	501	35,017	1,107	43
Stadium	370,389	0.98%	137	9,599	303	12
Parking	813,213	2.14%	301	21,075	666	26
Extended Learning	1,929,370	5.08%	715	50,002	1,580	62
Total	37,956,576	100.00%	14,070	983,684	31,086	1,217

* Common Systems obligations continue to grow with the increase with internal applications along with the 4 year phased in increase from UWS due to the acquisition of a new budget system and upgrades to HRS and SFS (Financial Data). The contribution from Administrative Overhead is also increasing for FY21 to manage the growing cost within Common Systems.

Auxiliary Unit (128 only)	Total Compensation (FY19 Totals)	% of Total	Workers Comp	Liability
Residence Life	2,649,887	26.05%	67,283	17,459
University Center	1,603,352	15.76%	40,711	10,564
Food Services	375,112	3.69%	9,525	2,471
Child Care	510,731	5.02%	12,968	3,365
REC Center	1,114,909	10.96%	28,309	7,346
Counseling Center	766,186	7.53%	19,454	5,048
Health Center	1,619,194	15.92%	41,113	10,668
Athletics	244,208	2.40%	6,201	1,609
Stadium Complex	47,947	0.47%	1,218	316
Parking	310,449	3.05%	7,883	2,045
Extended Learning	930,053	9.14%	23,615	6,128
Total	10,172,028	100.00%	258,278	67,019

Auxiliary Unit	Square Footage of Building	Percentage	Property Premium	Municipal Services
University Centers	156,926	11.39%	31,536	11,922
Credit Union	888	0.06%	178	67
Bookstore	8,008	0.58%	1,609	608
Textbook	7,594	0.55%	1,526	577
Food Service	92,919	6.74%	18,673	7,059
REC Center	138,610	10.06%	27,855	10,530
Athletics	42,568	3.09%	8,555	3,234
Child Care Center	8,585	0.62%	1,725	652
Residence Life	840,317	60.97%	168,872	63,839
Stadium	31,507	2.29%	6,332	2,394
Parking	50,360	3.65%	10,120	3,826
Municipal Seg Fee	-		--	113,428
Total	1,378,282	100.00%	276,981	218,136

Auxiliary Unit	Total Supplies/Capital (FY19 Totals)	Percentage	STAR	Work Center
Residence Life	4,397,081	23.81%	1,858	394
University Centers	1,019,303	5.52%	431	91
Food Service	8,349,257	45.22%	3,528	748
Child Care	82,660	0.45%	35	7
REC Center	1,205,619	6.53%	509	108
Counseling Center	112,624	0.61%	48	10
Health Center	445,971	2.42%	188	40
Athletics	1,105,259	5.99%	467	99
Stadium Complex	215,402	1.17%	91	19
Parking	516,020	2.79%	218	46
Extended Learning	1,015,552	5.50%	429	91
Total	18,464,747	100.00%	7,802	1,653

Auxiliary Unit	Total Revenue (FY19 Totals)	Percentage	Auxiliary Chargeback
Residence Life	14,014,902	34.02%	593,984
University Centers	4,875,557	11.83%	206,637
Food Service	9,310,297	22.60%	394,591
Child Care	544,957	1.32%	23,097
REC Center	2,622,999	6.37%	111,169
Counseling Center	919,278	2.23%	38,961
Health Center	2,138,416	5.19%	90,632
Athletics	1,362,919	3.31%	57,764
Stadium Complex	644,911	1.57%	27,333
Parking	1,114,389	2.71%	47,230
Bookstore	259,969	0.63%	11,018
Textbook	1,767,836	4.29%	74,924
Extended Learning	1,620,987	3.93%	68,701
Total	41,197,416	100.00%	1,746,041

Auxiliary Unit	Total MBE Base (FY19 Totals)	Percentage	Procurement Assessment
Residence Life	589,184	6.12%	1,762
University Centers	272,265	2.83%	814
Food Service	6,929,114	71.99%	20,719
Child Care	13,737	0.14%	41
REC Center	485,508	5.04%	1,452
Counseling Center	10,324	0.11%	31
Health Center	192,893	2.00%	577
Athletics	186,830	1.94%	559
Stadium Complex	17,664	0.18%	53
Parking	334,423	3.47%	1,000
Extended Learning	593,512	6.17%	1,775
Total	9,625,452	100.00%	28,783

*The Procurement Assessment pays for the State Bureau of Procurement's operations, including their personnel on staff, the use of State contracts and technology. The total cost of SBOP is charged back to the state agencies and we are assessed a percentage of that cost based on our total annual spend reported to DOA. MBE Base refers to the AP and Shop@UW transactions for specific class codes determined by DOA/System.

12. WIAC

The WIAC assessment is projected to be \$33,000 (applied to Athletics only).

13. IT Auxiliary Support

	Funding Percentage	Desktop Support	Application Support	Total
University Centers	45% / N/A	36,522	-	36,522
Food Service	N/A / 45%	-	40,765	40,765
Residence Life	N/A / 30%	-	27,177	27,177
Health Center	20% / 10%	16,232	9,059	25,291
Counseling & Testing	15% / 10%	12,174	9,059	21,233
Athletics	10% / N/A	8,116	-	8,116
REC Center	10% / 5%	8,116	4,529	12,645
Total	100.00%	81,160	90,589	171,749

*The IT Auxiliary position amounts above include both salary and fringe and will be budgeted as revenue transfers.

14. IT Network Operating Costs

Auxiliary Unit	Network Total
Residence Life	720,885
University Centers	44,323
Food Service	22,116
Child Care	2,432
REC Center	62,491
Counseling Center	2,375
Health Center	3,890
Stadium Complex	5,055
Parking	11,366
GPR	472,991
Total	1,347,923

*Network Model allocation is a blended model based on square footage and bandwidth utilization per unit.

15. CBORD Annual Charges

Annual charges for CBORD are in place to cover maintenance costs, credit card fees and repair/replacement of equipment. Charges are allocated to entities based on upon the departments' number of CBORD locations.

Unit	Number of Locations	Percentage of CBORD Locations	CBORD
Residence Life	63	12.23%	2,580
University Centers	54	10.49%	2,212
Dining Services	29	5.63%	1,188
Bookstore	2	0.39%	82
REC Center	8	1.55%	328
Stadium	1	0.19%	41
Athletics	10	1.94%	410
Parking	10	1.94%	410
Total			7,251

16. Green Energy Surcharge

UW System assesses a Green Energy Surcharge fee to each campus. The charge distribution will be based on actual utility usage in each facility.

Unit	Percentage of Utilities	FY21 Amount
Student Union	4.67%	686
Bookstore (Union)	0.23%	354
Credit Union (Union)	0.03%	39
Textbook (Union)	0.22%	336
Dining (Union)	0.84%	1,266
Dining (Whitney Center)	3.74%	4,914
Residence Life	15.89%	23,695
Library (Murphys Mug)	0.07%	108
Health Science Center	3.36%	5,013
GPR Utility Account	70.94%	112,714
Total		149,125

17. Educational Assistance

The cost allocation model for the Educational Assistance program was developed by distributing the cost based upon 0.1210% on salary dollars associated with Redbook FTE per unit. On a \$50,000 salary the annual assessment equals \$60.50. The GPR portion is funded through the 102 Lapse return funds from UW System (\$74,000) and the PR portion (\$11,000) is allocated based upon Redbook FTE levels to achieve a total budget for the campus of \$85,000. The program is reviewed annually to determine an appropriate funding target to match the demand.

Unit	Total FTE	Educational Assistance
Residence Life	40.50	1,686
University Centers	26.71	1,133
Food Service	5.85	259
Child Care	5.65	271
REC Center	13.33	664
Counseling Center	12.39	798
Health Center	17.02	1,101
Athletics	3.00	286
Stadium Complex	0.50	13
Parking	4.50	238
Extended Learning	15.35	1,000
Total		7,447

18. Travel Service Fee

In FY18, UWS implemented a System-wide assessment which is allocated to each campus based on total FTE. The assessment will then support the overall UWS Travel Service program (online transactions support, group block transactions, administrative work for cancellations, after-hours service, etc.) and individual travelers will no longer be billed. The total annual cost to UWL is \$44,000 which is allocated to all units based on the percentage of travel expenditures in the prior fiscal year.

Unit	Travel Service Fee
Residence Life	462
University Centers	63
Food Service	0
Child Care	0
REC Center	425
Counseling Center	190
Health Center	15
Athletics	7,129
Stadium Complex	0
Parking	81
Extended Learning	477
Total	8,842

19. Debt Service Schedule

Unit	FY21 Amount
REC Center	554,987
University Centers	1,716,889
Food Service	311,498
Residence Life	3,827,860
Bookstore	84,562
Textbook Rental	82,394
UW Credit Union	8,673
Sports Complex	126,821
Total	6,713,685

20. FPM Chargebacks

- a. Labor Rates – The chargeback rates for FY21 are under development and will be finalized in January. In working with FPM we have calculated an estimate of the chargeback rates due to changes in FTE, fringes and factoring in the 2% pay plan. These adjustments led to an estimated average increase of 1.25% in the chargeback rates for FY21.
- b. Tip Fee – The University has a contract with Harter’s for trash collection. Harter’s has the authority to increase their costs up to 3% each year of the contract, however changes in annual cost are not confirmed until late in the fiscal year. Changes in rates can also occur if units change their tip schedule or the number of tips in a week reduces that spreads the total cost out over less tips and the cost per tip could increase. Due to an increase in tips the tip rate is projected to decrease, but we will be holding the solid waste budget lines constant within the Auxiliary budgets to protect against potential operational fluctuations in FY21.

- c. Campus Stores – The current markup charge on campus stores purchases is 9.50%, based on preliminary review it appears the rate will be decreasing for FY21. Custodial/Maintenance supply budgets for FY21 will be based on historical trend.
- d. Postage – There is not a planned change or increase to the postage model, as a result the postage budgets for FY21 should remain constant with FY20 levels.

21. Utilities

In developing the utility projections for the seg fee funded facilities we will be pulling 3 years of history to determine utility trends and project out an FY21 budget based on 3 year averages. The tables below show the prior year of actuals and FY21 budget.

Dining

Utility	FY18 Actuals	FY19 Actuals	FY21 Budget
Electric	141,096	130,239	138,476
Gas	11,745	10,886	12,039
Heating-Steam	46,067	60,664	61,658
Water	9,866	5,181	7,340
Sewage	13,708	7,277	10,529
Total Utilities	222,482	214,247	230,042

Residence Life

Utility	FY18 Actuals	FY19 Actuals	FY21 Budget
Electric	501,916	426,834	444,500
Gas	8,657	8,818	9,523
Heating-Steam	279,987	299,728	314,700
Water	37,063	36,163	43,650
Sewage	48,339	47,021	51,800
Total Utilities	875,962	818,564	864,173

22. Reserve Levels

The University of Wisconsin-La Crosse has adopted a reporting threshold of 10% for reserve balances based upon a percentage of prior year expenditures. Please see Regent Policy 21-6 regarding Program Revenue Calculation Methodology and Fund Balances Policy and additional reporting that may be needed. Institutions should budget all anticipated expenditures for FY21. All reporting for program revenue operations (including auxiliary operations) will be based on the program revenue balances calculation methodology in Regent Policy 21-6 which states: "Program revenue balances shall be calculated subsequent to year-end reconciliation. Balances will be calculated starting with the prior year's ending cash balance, adding revenues received, and deducting expenditures made during the fiscal year. This produces the budgetary fund balance at the end of a given fiscal year. Balances will not reflect accruals for advance deposits received for future academic terms, accounts payable, or accounts receivable."

Auxiliary Unit (Fund 128 & Debt Service)	FY19 Expenditures	6.30.19 Fund Balance	Reserve Balance Percentage
University Centers	4,634,795	1,596,857	34.45%
Organized Activities	533,053	161,978	30.39%
Child Care	595,696	(7,500)	(1.26%)
REC Center	2,944,507	839,531	28.51%
Counseling Center	878,810	40,734	4.64%
Health Center	2,063,533	484,012	23.46%
Athletics	1,351,189	18,331	1.36%
Stadium Complex	370,389	301,731	81.46%
Environmental Sustainability	39,952	129,762	324.79%
Municipal Services	109,337	4,974	4.55%
Total Seg Fee Units	13,521,261	3,570,410	26.41%
Parking	813,213	273,320	33.61%
Residence Life	13,211,999	2,911,822	22.04%
Food Service	9,163,075	1,368,079	14.93%
Total User Fee Units	23,188,287	4,553,221	19.64%
Grand Total	36,709,548	8,123,631	22.13%

24. Segregated Fee Reserve

Any segregated fee revenue that is collected above the segregated fee budgeted levels is held in the Seg Fee Reserve. The Seg Fee Reserve is held to protect against future enrollment fluctuations and can be used for large PR funded campus projects. The below tables outline the balance in the reserve and how it has been utilized the past few years. Plans to use the reserve are discussed with Student Affairs leadership and the balance level in the reserve is reported on each year.

Cash Balance Summary of Seg Fee Reserve

Type	FY15 Balance	FY16 Balance	FY17 Balance	FY18 Balance	FY19 Balance
Allocable	178,846	65,523	77,137	70,630	70,513
Non-Allocable	219,097	317,091	706,306	1,096,795	785,767
Total	397,943	382,614	783,443	1,167,425	856,280
Seg Fee Budget	11,089,916	11,860,476	14,385,968	14,428,521	14,642,157
Reserve %	3.59%	3.23%	5.45%	8.09%	5.84%

Seg Fee Reserve Funding

Project	FY2015	FY2016	FY2017	FY2019	FY2020	FY2021
Stadium Deficit						
Electrical Switchgear Project	223,479					
Child Care Roof Project	328,800		(64,898)			
REC Addition	143,210		(143,210)			
New Student Center Debt Service	668,259	353,280				
Heat Plant Fuel Reliability Project				511,983		
EAB				9,552	10,343	
Peoplesoft Upgrade				28,257		
Child Care Deficit				23,989		
New Boiler Project					385,482	
Steam Infrastructure						128,494
Fieldhouse Project						250,000
Counseling Center Remodel					225,000	
Total Funding	1,363,748	353,280	(208,108)	573,781	620,825	378,494