University of Wisconsin-La Crosse Budget Office Auxiliary Budget Planning Assumptions Fiscal Year 2024-25

The following budget planning assumptions are to be used to complete the FY25 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 January 5, 2024.

1. <u>Reporting Threshold</u>

FY25 Segregated Fees are anticipated to be held at a 2-3% increase from FY24 levels based on the current guidance from UWS and maintaining a low cost of attendance for our students. Room and Board rates are anticipated to be held at a 3-4% increase from FY24 levels based on previously estimated costs of building projects and renovations.

2. Fringe Benefits

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

FY25 Vacant Position Fringe Rates			
Staff Type	Rate		
Unclassified Staff	39.31%		
University Staff	56.56%		
Graduate Assistants (Outside Academic Year)	10.92%		
Student Help	0.13%		
LTE	7.65%		

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 of the department to determine the appropriate percentage.

3. Enrollments

The enrollment (FTE) targets for budget planning are provided below.

	FY24 Budget	FY25 Budget
Fall Term		
Undergrad	8,824	8,824
Grad	664	640
Total	9,488	9,464
Spring Term		
Undergrad	8,118	8,118
Grad	611	591
Total	8,729	8,709
Summer		
Undergrad	1,825	1,825
Grad	137	137
Total	1,962	1,962
J Term		
Number of Credits	3,301	3,301

4. <u>Health Insurance and Retirement</u>

Health Insurance premiums for Gundersen (Quartz) will increase by 11.8% and Mayo (Dean Health) will increase by 11.8% effective January 1, 2024.

5. Interest Income

The assumption for interest on the State Investment Fund is 5.0% for next year.

6. WTC Contract Revenue

The WTC Contract revenue is developed based upon actual utilization and appointment data of WTC and UWL students. The contract for FY25 is currently under review. For planning purposes, we will assume the revenue will be the same as FY24.

Student Health Center (Health)	Counseling & Testing (Psychiatric)	Total
\$107,744	\$1,189	\$108,934

7. Salary Adjustments (Pay Plan)

- a. The approved 2023-25 Biennial Budget includes a 4% pay plan implemented on July 1, 2023, and an additional 2% pay plan implemented on July 1, 2024. This has not yet been approved by the Joint Committee on Employment Relations (JCOER), so there is potential for this to change.
- b. Half of the FY24 pay plan (4% on July 1, 2023) was built in the seg budgets for FY24. The remaining 2% will be built in the FY25 budgets.
- c. FY25 pay plan (2% on July 1, 2024) will be built into the FY25 budgets.
- d. If approved, the FY24 pay plan, effective for Faculty and staff on July 1, 2023, would be applied to the Graduate Assistant base effective 7/1/2024 (see below GA Rates Table).

8. Student Help

a. The student help pay rates will be as follows for FY25. More information on the student wage policy is available on the <u>Human Resources website</u>.

Classification Level	FY25 Pay Rates
Entry	\$9.00 - \$11.00
Intermediate	\$11.00 - \$13.00
Advanced	\$13.00 - \$16.00

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. The GA base for FY25 will increase 4% based on the FY24 pay plan (if approved).

Estimated GA Rates for FY2025				
FTE	<u>Academic</u>	One Semester		
33%	\$10,296	\$5,148		
50%	\$15.600	\$7,800		
100% (FTB)	\$31,200	\$15,600		

10. Terminal Banked Leave Assessment

Terminal Banked Leave assessment (ALRA) should be built into all budgets for 2024-25. This equates to 0.96% of the University Staff salary and 0.49% of the Academic Staff salary in a particular account.

Estimated FY25 ALRA Rates			
Staff Type Rate			
Academic Staff	0.49%		
University Staff	0.96%		

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 FY25 are as follows:

Auxiliary Unit	Total Expenses	Percentage	System Assessment	Common System	Off. of Safety Loss and Prevention	DOA Legal Services
Residence Life	11,222,667	31.39%	8,053	354,239	7,086	221
University Center	4,054,336	11.34%	2,909	127,974	2,560	80
Food Services	9,392,837	26.27%	6,740	296,481	5,931	185
Child Care	581,597	1.63%	417	18,358	367	11
REC Center	2,552,245	7.14%	1,831	80,561	1,612	50
Counseling Center	952,558	2.66%	684	30,067	601	19
Health Center	1,769,642	4.95%	1,270	55,858	1,117	35
Athletics	2,175,905	6.09%	1,561	68,682	1,374	43
Stadium Complex	392,836	1.10%	282	12,400	248	8
Parking	791,317	2.21%	568	24,978	500	16
Extended Learning	1,870,565	5.23%	1,342	59,044	1,181	37
Total	35,756,506	100.00%	25,657	1,128,642	22,577	705

Auxiliary Unit (123/128 only)							System Assessment	Common System	
Residence Life	11,222,667	31.39%	8,053	354,239					
University Center	4,054,336	11.34%	2,909	127,974					
Food Services	9,392,837	26.27%	6,740	296,481					
Child Care	581,597	1.63%	417	18,358					
REC Center	2,552,245	7.14%	1,831	80,561					
Counseling Center	952,558	2.66%	684	30,067					
Health Center	1,769,642	4.95%	1,270	55,858					
Athletics	2,175,905	6.09%	1,561	68,682					
Stadium Complex	392,836	1.10%	282	12,400					

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Parking	791,317	2.21%	568	24,978
Extended Learning	1,870,565	5.23%	1,342	59,044
Total	35,756,506	100.00%	25,657	1,128,642

Auxiliary Unit	Total Compensation	% of Total	Workers Comp	Liability
Residence Life	2,558,833	27.50%	79,895	25,159
University Center	1,458,891	15.68%	45,555	14,345
Food Services	370,843	3.99%	11,592	3,650
Child Care	516,663	5.55%	16,124	5,078
REC Center	1,235,923	13.28%	38,582	12,150
Counseling Center	762,994	8.20%	23,823	7,502
Health Center	494,110	5.31%	15,427	4,858
Athletics	505,101	5.43%	15,776	4,968
Stadium Complex	13,349	0.14%	407	128
Parking	328,777	3.53%	10,256	3,230
Extended Learning	1,060,146	11.39%	33,091	10,420
Total	9,305,629	100.00%	290,528	91,488

Auxiliary Unit	Sq Footage	Percentage	Property Premium	Municipal Services
University Centers	156,926	10.33%	60,928	9,556
Credit Union	888	0.06%	345	54
Bookstore	8,008	0.53%	3,109	488
Textbook	7,594	0.50%	2,948	462
Food Service	92,919	6.12%	36,077	5,658
REC Center	138,610	9.13%	53,817	8,441
Athletics	42,568	2.80%	16,527	2,592
Parking	50,360	3.32%	19,553	3,067
Child Care Center	8,585	0.57%	3,333	523
Residence Life	840,317	55.34%	326,261	51,172
Stadium	31,507	2.08%	12,233	1,919
Fieldhouse	140,119	9.23%	54,402	8,533
Municipal Seg Fee				100,170
Total	1,518,401	100.00%	589,533	192,635

Auxiliary Unit	S&E + Capital	Percentage	STAR	Work Center
Residence Life	5,019,352	24.95%	9,367	267
University Center	930,196	4.62%	1,736	49

Food Services	8,714,376	43.31%	16,263	463
Child Care	64,310	0.32%	120	3
REC Center	740,015	3.68%	1,381	39
Counseling Center	189,564	0.94%	354	10
Health Center	1,275,531	6.34%	2,380	68
Athletics	1,668,262	8.29%	3,113	89
Stadium Complex	249,943	1.24%	466	13
Parking	459,534	2.28%	858	24
Extended Learning	810,419	4.03%	1,512	43
Total	20,121,502	100.00%	37,550	1,068

Auxiliary Unit	Total Revenue	Percentage	Auxiliary Chargeback
		-	
Residence Life	14,450,903.64	33.99%	654,811
University Center	4,240,873.21	9.98%	192,166
Food Services	9,539,190.96	22.44%	432,247
Child Care	701,198.83	1.65%	31,773
REC Center	2,570,135.75	6.05%	116,459
Counseling Center	1,244,312.26	2.93%	56,384
Health Center	2,114,717.72	4.97%	95,823
Athletics	2,230,241.50	5.25%	101,059
Stadium Complex	553,651.97	1.30%	25,087
Parking	1,178,809.97	2.77%	53,415
Bookstore	272,955.55	0.64%	12,368
Textbook	1,652,078.70	3.89%	74,861
Extended Learning	1,766,017.80	4.15%	80,024
Total	42,515,087.86	100.00%	1,926,477

Auxiliary Units	MBE Base*	Percentage	Procurement Assessment
Residence Life	3,459,596	22.46%	2,688
University Center	757,650	4.92%	589
Food Services	8,369,080	54.32%	6,504
Child Care	45,423	0.29%	35
REC Center	615,449	3.99%	478
Counseling Center	138,850	0.90%	108
Athletics	751,991	4.88%	584
Stadium Complex	236,593	1.54%	184
Parking	395,390	2.57%	307

Extended Learning	636,006	4.13%	494
Total	15,406,027	100.00%	11,972

*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. <u>WIAC</u>

The WIAC assessment is projected to stay at \$45,730 in FY25 (applied to Athletics only).

13. ITS, Dean of Students and Wellness Position Support

	Desktop Support	Application Support	Enterprise Support	Dean of Students	Wellness Coordinator
University Centers	18,178	6,965	15,562	22,807	-
Food Service	1,818	19,501	-	22,807	8,115
Residence Life	23,632	12,536	66,140	22,807	16,229
Health Center	-	-	-	-	16,229
Counseling & Testing	8,180	-	14,590	-	-
Athletics	22,723	6,268	-	-	-
REC Center	12,725	20,894	-	-	13,524
Childcare	3,636	-	973	-	-
Parking	-	3,482	-	-	-
GPR (Fund 102)	-	37,502	-	22,807	-
Total	90,892	107,148	97,265	91,228	54,097

*The position amounts above are estimates. They include both salary and fringe and will be budgeted as revenue transfers.

14. IT Network Operating Costs

The Network chargeback rates for FY25 are under development and will be finalized in December. The below estimates are based on the FY24 cost distribution with a 4% increase.

Auxiliary Unit	Network Total
Residence Life	770,573
University Centers	53,238
Food Service	25,723
Child Care	5,941
REC Center	78,502
Counseling Center	2,831
Stadium Complex	7,013
Parking	12,493
Fieldhouse	19,408
GPR	604,432
Total	1,580,154

*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	FY25 CBORD Charges
Residence Life	59	8.91%	6,811
University Centers	65	9.82%	7,504
Dining Services	25	3.78%	2,886
Bookstore	3	0.45%	346
REC Center	10	1.51%	1,154
Stadium	1	0.15%	115
Fieldhouse	38	5.74%	4,387
Athletics	6	0.91%	693
Parking	9	1.36%	1,039
Total			24,935

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	FY25 Amount
Student Union	0.15%	217
Bookstore (Union)	0.08%	112
Credit Union (Union)	0.01%	12
Textbook (Union)	0.07%	106
Dining (Union)	0.27%	400
Dining (Whitney Center)	3.64%	5,360
Residence Life	15.41%	22,672
Library (Murphys Mug)	0.05%	74
Health Science Center	4.43%	6,515
GPR Utility Account	75.89%	111,662
Total		147,131

17. Educational Assistance

The cost allocation model for the Educational Assistance program was developed by distributing the cost based upon 0.1126% on salary dollars associated with Redbook FTE per unit. On a \$50,000 salary the annual assessment equals \$56.30. 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	Educational Assistance
Residence Life	1,910
University Centers	1,158
Food Service	305
Child Care	313

REC Center	743
Counseling Center	875
Fieldhouse	83
Health Center	338
Athletics	379
Parking	228
Extended Learning	1,095
Total	7,427

18. Travel Service and ShopUW+

In FY22, UW System updated the travel service model so that fees are charged at point of sale to the end user and are based on type of service requested – agent vs. on-line, etc. This model eliminated the need for a travel assessment for units besides Athletics. Athletics continues to use Shorts Travel using a cost distribution model. That estimated FY25 assessment (\$9,660) will be built into the Athletics budget. The ShopUW+ assessment will be distributed to all departments based on prior year purchase order spend.

20. Debt Service Schedule

Unit	FY25 Amount
REC Center	283,045
University Centers	2,112,395
Food Service	379,354
Residence Life	2,783,811
Bookstore	104,802
Textbook Rental	102,114
UW Credit Union	10,749
Fieldhouse	1,129189
Stadium	119,513
Child Care	117.52
Total	7,471,061

21. Facilities Management Chargebacks

- a. Labor Rates The chargeback labor rates for FY25 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, factoring in the remaining portion of the FY24 4% pay plan and the FY25 2% pay plan. These adjustments lead to an estimated average increase of 4% in chargeback rates for FY25.
- 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. Initial projections are for the tip rate to increase 3%, but we will continue to monitor as we receive more information from FPM on the tip schedule and charges this year.
- c. **Campus Stores** The current mark-up charge on campus stores purchases is 9.12%. Custodial/Maintenance supply budgets for FY25 will be based on historical trend and will be finalized in January.

d. Postage - There is not a planned change or increase to the postage model. At this time postage budgets for FY25 should remain constant with FY24 level (5.93%) and the mark-up will be finalized in January.

22. Utilities

In developing the utility projections, a 5% increase was applied to the FY23 actuals to develop the FY25 budget. The tables below show the prior years of actuals and FY25 budget.

Dining						
Utility	FY19	FY20	FY21	FY22	FY23	FY25
	Actuals	Actuals	Actuals	Actuals	Actuals	Budget
Electric	130,239	110,364	106,828	127,050	144,980	152,229
Gas	10,886	7,859	6,258	10,628	9,067	9,520
Heating-Steam	60,664	50,096	45,029	79,149	91,868	96,461
Water	5,181	4,804	3,100	5,815	6,374	6,693
Sewage	7,277	4,030	2,587	5,133	9,187	9,646
Total Utilities	222,482	214,247	163,797	227,775	261,476	274,549

Residence Life

Utility	FY19	FY20	FY21	FY22	FY23	FY25
_	Actuals	Actuals	Actuals	Actuals	Actuals	Budget
Electric	426,834	368,300	360,332	420,991	485,576	509,855
Gas	8,818	7,134	7,537	13,507	12,736	13,373
Heating-Steam	299,728	291,642	258,380	436,439	479,739	503,726
Water	36,163	39,571	36,321	49,142	47,639	50,021
Sewage	47,021	45,874	32,160	43,112	61,791	64,881
Total Utilities	818,564	752,521	694,729	963,191	1,087,481	1,141,886

23. <u>Reserve Levels</u>

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.

Auxiliary Unit (Fund 128 & Debt Service)	FY23 Expenditures	FY23 Beginning Fund Balance	FY23 Ending Fund Balance	Reserve Balance Percentage
Organized Activities	305,017	288,470	249,828	81.91%
Environmental Sustainability	85,249	142,030	116,347	136.48%
REC	2,552,245	458,364	434,762	17.03%
Campus Child Center	581,597	37,644	157,246	27.04%
Counseling & Testing	952,558	193,804	485,558	50.97%
Athletics	2,175,905	119,509	173,846	7.99%
Student Union	4,054,336	1,319,754	1,506,291	37.15%
Student Health Center	1,769,642	601,152	946,228	53.47%
Stadium	392,835	189,624	329,423	83.86%
Fieldhouse	0	0	402,065	-
Municipal Services	98,184	3,584	18,099	18.43%
Total Seg Fee Units	12,967,569	3,353,935	4,819,693	37.17%
Residence Life	11,222,667	4,394,474	4,159,878	37.07%
Dining	9,392,837	1,274,450	1,380,393	14.70%

Parking	791,317	86,238	86,443	10.92%
Total User Fee Units	21,406,821	5,755,162	5,626,714	26.28%
Grand Total	34,374,390	9,109,096	10,446,407	30.39%

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

	FY20	FY21	FY22	FY23
	Fund	Fund	Fund	Fund
Туре	Balance	Balance	Balance	Balance
Allocable	55,792	60,541	60,813	57,638
Non-Allocable	200,700	547,695	544,443	684,360
Total	256,492	608,237	605,256	741,998
Seg Fee Budget	14,814,480	14,738,452	14,865,696	14,982,635
Reserve %	1.73%	4.13%	4.07%	4.95%

Seg Fee Reserve Funding

Project	FY2021	FY2022	FY2023	FY2024
Child Care Deficit	-74,815			
Unit Savings/HEERF Funding	-91,286	-188,862	-328,615	
Project Refund (Chiller/Switchgear)	-37,659			
eSports Equipment		115,000		
Child Care Mulch		7,862		
Chiller Project		94,810		
WIAC Assessment Increase			4,730	
Child Care Play Surface			107,201	
Climbing Wall				500,000
Total Funding	-203,760	28,810	-216,684	500,000