

bursement

Revenue
3 184

• Fund
balance accounts
rec: balances incl
• To view fund
view in the t
Period 998
• Year-end rec:
General Ledg

Overview

- Annual Reporting requirement sent to:
 - Board of Regents
 - Legislative Audit Committee
 - Joint Finance Committee
- Year-end balances reported as a percentage of fiscal year expenditures
- System-wide effort to report consistently across campuses

Affected Funds

Tuition

- Funds 102, 104, 109, 131, 189, 402, 403, & 406

Auxiliary Operations

- Funds 128 & 228

General Operations

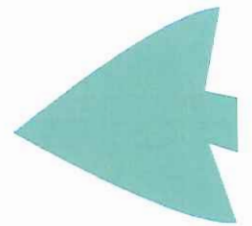
- Fund 136

Federal Indirect Cost Reimbursement (FICR)

- Fund 150

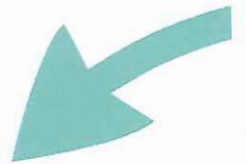
Other Unrestricted Program Revenue

- Funds 123, 132, 156, 157, & 184



What you have to do

- **Know your projected year-end balance (now)**
 - Use your projections as a starting point
 - Actual balances will be provided in August
- **Make detailed plans for these projected balances (now)**
 - Must include, for each project or initiative:
 - Specific project or initiative details
 - Amount held
 - Total amount to be accumulated
 - Total amount expected to be expended
 - Time frame for funds to be spent
- **Document your plans (now and into July)**
 - Documentation must be dated, including required approvals, by July 15, 2016
- **Complete Year-End Balance Report (August)**
 - Categorize your actual year-end balances as Obligated, Planned, Designated, Reserves or Undocumented



Definitions

Fund Balance vs Cash Balance

- For the purposes of the year-end balance reports we will report on fund balance
- Fund balances exclude deferred revenue, accounts receivable and accounts payable. Cash balances include these items.
- To view fund balance in WISDM, change the view in the top left on the account summary

Period 998

- Year-end reconciliation period completed by the General Ledger and UW-System Offices



REPORT OPTIONS:

Project Option: Both Departments and Projects ▾

Time Period: YTD through ▾ 11 (MAY) ▾ [Advanced](#)

Account Tree: ACCOUNT (DEFAULT) ▾

Drilldown Level: Detail Accounts (DEFAULT) ▾

Program: All ▾

Include Period 998:

View: Cash Balance ▾

- Cash Balance
- Cash Balance
- Fund Balance**
- Chart

Account

Obligated

- Firm commitments
- Balances held for a purpose as indicated by documentation such as a contract, purchase order, or encumbrance that would make it difficult for institutions to use the balance for other purposes



Planned

- Balances less committed than obligated balances, but still held for specific purposes as indicated by documentation such as a memorandum signed by an appropriate approving authority - with supplemental documentation included

Designated

- Balances held for purposes related to the original funding source, but without documentation
- Fund 132 and Fund 189 must be used to support extension related activities
- Segregated fees must be used for the purpose for which they were collected, per BOR policy

Reserves

- Balances for which documentation indicates amounts are purposefully held for contingencies such as a decline in enrollment, termination of federal or other external funding, emergencies
- When combined with 'Undocumented' cannot exceed 12% of expenditures

Undocumented

- Balances that are not yet obligated or planned and for which there are no funding source requirements and no documentation
- Discretionary funds available to take advantage of strategic opportunities that may arise
- When combined with 'Reserves' cannot exceed 12% of expenditures