

Budget

Narrative & Table in the Authorization Proposal

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UW SYSTEM
ACADEMIC PROGRAM PLANNING WORKSHOP
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JUNE 19, 2009

Keep In Mind

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- Purpose of the budget narrative is to explain costs & resources to those outside of your institution.
- Focus is on program costs/resources (not whole department).
- Structure & organization of narrative or table may not be similar to how budgeting occurs at your campus.
- Consistent format assists Education Committee when reading executive summaries.

General Reminders

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- Budget narrative should fully explain all figures in the budget table and costs or funding sources mentioned elsewhere in the authorization proposal.
- Be realistic! Underestimated costs or overestimated resources will raise concerns during subsequent reviews.
- Throughout the process, work with your Provost and institutional budget office.

Tuition and Fees

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- Tuition Revenue
 - The tuition charged for the program must follow UW System tuition policies.
 - If you are planning to assess tuition for the program that is different than the standard tuition rates for your institution, contact the academic planner assigned to the program early in the planning process.
 - If non-standard tuition income is estimated, explain the calculation used to arrive at the estimate, and a fall-back plan if enrollments, and therefore tuition revenues, are lower than predicted.

Costs

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- “Current” costs are associated with existing courses that will be incorporated into the proposed program.
- “Additional” costs are new costs as a result of this new program. The “additional” resources may be reallocated from within a department or school/college, or may be from program tuition or other new resources.
- Total costs should balance with total resources.

Costs

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- Personnel
 - Use FTE: determine personnel costs based on the number of FTE needed to provide this academic program.
 - Personnel costs should include fringe benefits.
 - Assume standard pay increases for each budget year.
- Non-Personnel: determine cost based upon the portion of the total departmental or divisional resources needed to offer the program.

Figuring Personnel Costs

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- To calculate current FTE faculty:
 - Determine total number of credits in courses currently taught that will be part of proposed program.
 - E.g. eight 3-credit courses = 24 credits.
 - Divide by normal faculty teaching load, e.g., 12 credits: $24 \div 12 = 2$ FTE.

Resources

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- “Current” resources: Describe funds supporting existing courses or personnel that will be part of the new program.
- “Additional” resources: Explain the sources and amount of reallocated and/or new, outside funds.

Thank you. We welcome your comments, questions or suggestions