During the last academic year, the Budget Model Support Team (BMST), campus governance groups, and UWM leadership finalized the “New Budget Model” (NBM) and its accompanying process. The model was reviewed with governance and each academic division, as well as a series of campus-based community meetings. These meetings summarized the NBM’s 5-step budget development process and provided general timeframes for the planned implementation of the NBM process for the 2019-2020 fiscal year (FY 2020).1 The NBM will allow UWM to transition from the current Strategic Position Control process, that was based in managing fiscal crisis and reducing deficits, to a long-term strategy intended to best position UWM for fiscal sustainability.

This memo provides a short overview of the budget development timeline specifically for schools and colleges. In addition to the timeline and process outlined below, below are key points with respect to implementation of the NBM this first year:

- Campus leadership and the Budget Model Support Team expect FY 2020 to be a transitional year, and the goal is to avoid sudden, dramatic changes from prior year SPC targets to the extent our overall campus finances permit this. At this time, we are predicting an overall relatively stable base of revenues for FY 2020, relative to fiscal year 2019.

- The timeline outlined below will provide the same amount of time as prior years to academic divisional units to develop budgets.

- As in prior years, divisional leadership is empowered to make budget allocation decisions within their divisions based on their local processes and information. The NBM does not require units to follow a formula or specific methodology. Over time, schools and

1 The presentations and high-level summaries regarding the budget model can be found at www.uwm.edu/budgetmodel under resources.
colleges may adopt procedures within schools that reflect some of the same principles as the NBM. This will not be possible in the first year, however, as simply implementing the basic model will require the majority of available time of UBRs and financial staff.

The following describes the general process and key dates in the FY 2020 budget development cycle, beginning in September of 2018:

**September:** By September 14, 2018, Deans and UBRs will receive a budget narrative template that will provide units the opportunity to highlight key factors they recommend be incorporated into the “adjusted” budget process, such as mission, contribution to campus strategic priorities, historical investments, or other items units wish to expand upon during the in-person sessions detailed below. This 2-page document will need to be returned to the Budget Office by October 10, 2018.

**October:** The Office of Institutional Research and the Office of Budget and Planning will prepare a common set of financial and operational data for November meetings with school and college leadership, along with the budget narrative previously submitted by the schools/colleges. This information will be shared at least two weeks prior to divisional budget meetings. The financial information will include the units’ FY 2020 unadjusted results as well as a preliminary adjusted budget to be discussed at divisional budget meetings in November.

**November:** Divisional budget meetings will be scheduled as close to the first two weeks of November (11/5-11/16) and the last week in November (11/26-30) as possible. The adjusted budget will be discussed at these meetings. Following all of the meetings, Provost Britz will make his final recommendation for adjusted budgets for each school and college that will then be presented to the full Academic Planning & Budget Committee (APBC), for questions and/or input, before being transmitted to the Chancellor for final approval.

**December:** We are leaving December unscheduled to accommodate any delays, and hopefully allow additional time to ready allocations and testing for the new budgeting system (which will also be implemented in FY 2020).

**January:** The goal is to ensure that Schools & Colleges have a clear budget target by the middle of January, so they can complete divisional budget processes by the end of March.

Additional information on the Strategic Initiative funding process will be communicated in late September 2018.

Last, additional specific divisional deadlines for entry into budget systems will be communicated to Unit Business Representatives (UBR), once UW System administration makes that information available. However, traditionally units have been required to have budgets submitted by mid to late March. We will communicate any changes to the schedule described above as the budget cycle progresses.