

# CHAPTER 5

## Reconciling the Planning Allocation and Budget Submission

### I. RECONCILIATION OF PROGRAM CODE CHANGES (FORM 20)

The Fund 101 program code changes that occur in developing the annual budget must be reported to the Madison Budget Office (166 Bascom Hall) by completing Form 20. **This form must be completed by budget units that divide their Fund 101 budget among more than one program code.** Fund 101 program code changes that you request during the fiscal year should also be submitted to the Madison Budget Office.

The following descriptions of the individual line entries should help explain the nature of the reconciliation information that is required.

**Line A. - 2017-18 Budget Planning Allocation.** This line should reflect the program code distribution that is shown on your latest budget planning allocation. If you are uncertain about your official allocation total, see page 27 of BSUM, visit the MBO web site or call Jennifer Klippel (890-1842).

**Line B. Undistributed Activity Allocations.** This section should reflect the activity distribution for the unassigned activity shown on the planning allocation. Distribution of each undistributed allocation should be kept separate. *The distribution of the unassigned can be distributed prior to filling out the Form 20. Please contact Jennifer Klippel 890-1842 or email her at [jennifer.klippel@wisc.edu](mailto:jennifer.klippel@wisc.edu) with the figures.*

**Line C. - Budget Reclassifications.** This section should be used to report budget reclassifications. The changes to be reported under this section are those which are made to **bring budget coding into conformity with the program code definitions**; these are not *program function* changes. An example would be an amount shown in the current budget as program code 4 (Research) that was used to pay support costs for academic deans and their staff. In the new budget the funds will be spent for the same purpose except that the program coding is corrected to program code 6 (Academic Support). This section should be used only to report changes in program coding because of updated definitions or to correct inaccurate coding; do not include changes in the intended *functional* use of the funds.

**Line D. - Base Reallocations Between Program Codes.** This line should be used to report the net amount **being shifted to a different program code because of program decisions.** An example would be funds budgeted during the current year for research (code 4) being shifted to purchase instructional (code 2) equipment. Because of the effects on fee revenue, any significant shifts from instruction should be discussed with the Budget Office.

**Line E. - Budget Summary/Budget Request Total.** This line should be the sum of the previous sections and should reflect the distribution by program code of your final budget submission. This line must be the same as the totals shown on the budget summary or the Budget Request column from the Allocated vs. Budgeted web report.

Because of circumstances unique to a specific budget unit, it may be necessary to make minor modifications in the reporting format. Any proposed changes in format should first be discussed with Jennifer Klippel (890-1842)

**II. REALLOCATION NARRATIVE**

Each Fund 101 unit is required to provide a brief narrative identifying examples of base reallocations between program codes and within program codes. The narrative should explain the Budget Reallocation between program codes that is shown on Form 20 (Item D). It should also provide details for reallocations within program codes that are not reflected on that form. The information can be submitted as an email to Jennifer Klippel ([Jennifer.klippel@wisc.edu](mailto:Jennifer.klippel@wisc.edu)) or as a hard copy to 166 Bascom Hall.