



MEMORANDUM

TO: Academic Vice Presidents and the University Librarian

FROM: Pamela S. Whitten *PW*
Senior Vice President for Academic Affairs & Provost

Ryan A. Nesbit *RN*
Vice President for Finance & Administration

CC: Jere W. Morehead, President
Kathy Pharr, Chief of Staff and Associate Vice President for Institutional Affairs
Christina J. Miller, Associate Provost for Academic Fiscal Affairs
James N. Shore, Sr. Associate Vice President for Finance & Administration and Budget Director

DATE: January 19, 2017

SUBJECT: FY 2018 Budget Planning Information

In preparing for Fiscal Year 2018, we would like you to submit a planning document on the topics below for our late winter/early spring budget meetings.

Budget Planning Worksheet. In order for the University to be positioned to provide merit-based salary increases, if approved during the upcoming legislative session, please prepare a "Budget Planning Worksheet" (attached in email) for FY 2018 that reflects a redirection of funds to be used as a part of any merit-based increase pool for your unit. For planning purposes, the level of redirection will be calculated as 0.5% of

- all filled line-item positions within your unit as of December 31, 2016,
- annualized salary expense for lump-sum positions based on December 31, 2016 year-to-date salary expense, and
- "Summer 2016" academic salary expense.

Your plan should align with your unit's strategic goals as they support UGA's strategic plan and include any redirections you may take for other purposes within your unit. The Budget Division will email to you a worksheet with your unit's 0.5% redirection amounts by January 23, 2017.

Budget Planning Narrative. In this section, we would like you to prepare a short narrative detailing why your unit selected the items for the aforementioned redirections as they relate to your unit's goals.

Other. Please report on any other items you would like to include for discussion in the budget meeting.

Please submit **electronically** (using Word and Excel) your unit's budget meeting documents to Chris Miller at chrisjm@uga.edu by February 9. You will be notified shortly of the date and time of your budget meeting.

Thank you for the leadership you continue to provide in the budget planning process and for the contributions of your faculty and staff throughout the year.

Attachment