



STATE OF WISCONSIN  
Department of Employee Trust Funds  
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SECRETARY

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**CORRESPONDENCE MEMORANDUM**

**DATE:** June 3, 2008  
**TO:** Employee Trust Funds Board  
**FROM:** Jon Kranz, Director  
Office of Internal Audit and Budget  
**SUBJECT:** FY 2009-11 Department Biennial Budget

**This memo is for informational purposes only. No Board action is required.**

This memo provides information regarding the fiscal year (FY) 2009-11 biennial budget. This budget will provide administrative resources for the two-year period that begins on July 1, 2009 and ends on June 30, 2011.

The Department is currently developing the agency request that is due to the Department of Administration on September 15, 2008. The anticipated schedule covering all aspects of the budget process from agency submittal through the final enacted budget is as follows:

Stage	Anticipated Schedule
Agency Budget Request Due	September 15, 2008
Governor Issues Budget Recommendations	Late January 2009/Early February 2009
Review and Action by the Joint Committee on Finance (JCF)	March 2009/April 2009
Action by Full Legislature	May 2009/June 2009
Final Enacted Budget	June 2009

While it is too early to know the precise details of the agency request, we expect to include the following components in the document that we submit for consideration later this Fall.

- **Statutory changes to enhance the Board and Department's ability to fulfill its fiduciary duties.**
- **Staff and funding resources to meet the anticipated increased demand for Department services.** Similar to the FY 2007-09 biennial budget request, the Department is currently assessing the resources required for each work unit for the next biennial budget

Reviewed and approved by Robert J. Conlin, Deputy Secretary.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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period based on stated Department service standards, current backlogs, and the anticipated increase in workload associated with impending retirement of the “baby boom” generation.

- **A capital budget request associated with obtaining a new facility to house Department operations.** The Department is currently at the maximum capacity at the Badger Road and Ann Street facilities. Department staffing levels are expected to grow for at least the next ten years to accommodate the anticipated workload growth. This request will address the agency’s long-term facility needs with the desired goal of occupying a new facility within the next three to four years.

An update will be provided at the September 2008 Board meeting. Please contact me at (608) 267-0908 should you desire any additional information.