



TO: Vice Presidents  
FROM: Pamela Neal, Director of Budget  
CC: Dr. Felecia M. Nave, President  
Dr. Cornelius Wooten, Sr. VP for Finance, Administrative Services and Operations/CFO  
SUBJECT: FY 2022-2023 Budget Planning Strategies, Documents, and Tools  
DATE: January 28, 2022

Budget request preparation and submission for fiscal year 2022-2023 ***begins* February 1, 2022** and ***ends* February 25, 2022**. Budget hearings will be conducted in **March** for each division with the University President and the Sr. Vice President for Finance, Administrative Services and Operations/CFO. You will receive a meeting notification indicating the date and time of the hearing for your division. It is recommended that you plan discussions during the month of February with administrators from your division in preparation for these hearings.

Below is a summary of documents and available tools to assist with observing the President's call for budget requests for fiscal year 2022-2023. A second email from this office containing attachments that are specific to your division will soon follow. Please forward these items to department administrators under your divisional purview. The budget planning worksheet is to be completed by department administrators and used to submit Banner Budget Request Form FBABDRA. Completed worksheets should subsequently be submitted to your office for review and discussion.

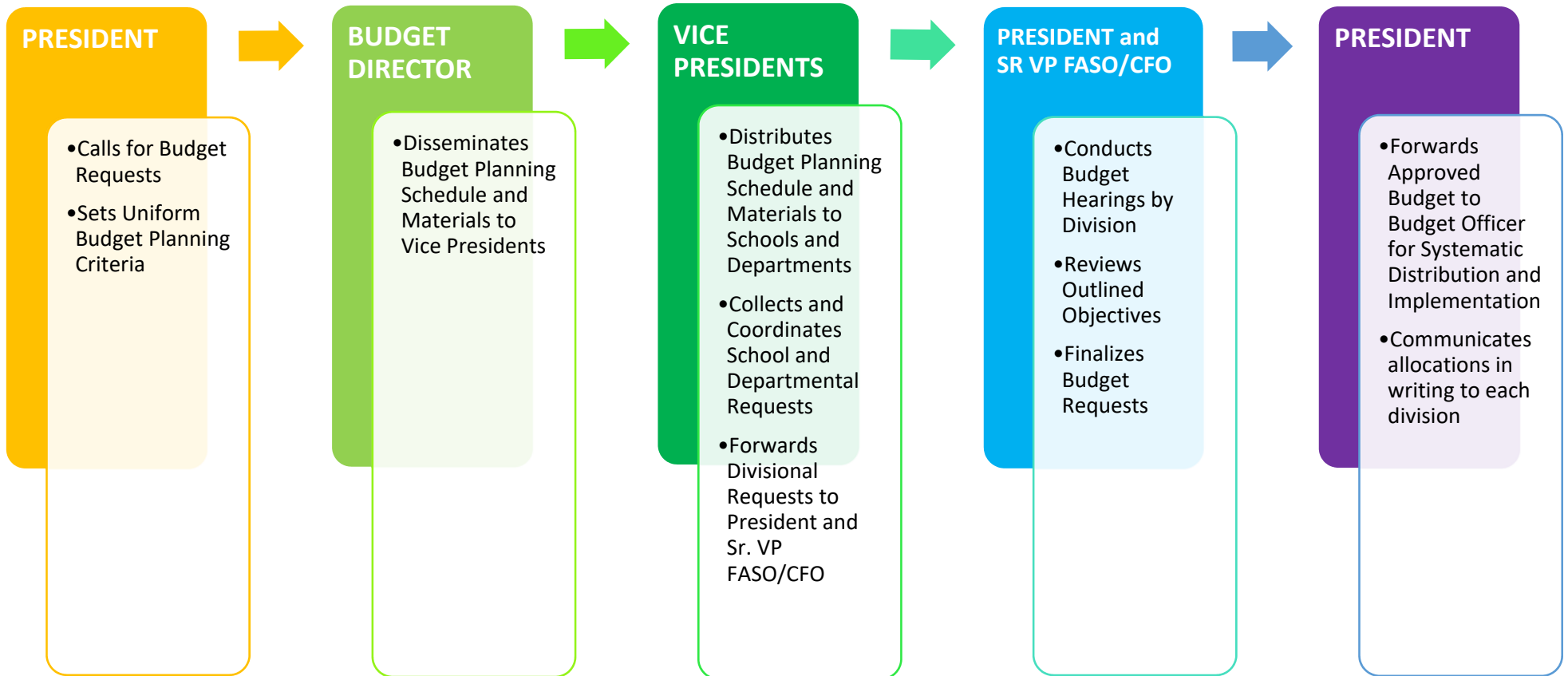
**Units are strongly encouraged to review prior year expenditures in determining FY23 requests. All sources of revenue (Title III, designated accounts, etc.) should also be considered when developing the request.**

Vice Presidents are to provide **one comprehensive divisional budget request summary** (both hand-delivered and via email) to the University President and to the Sr. VP for FASO/CFO. The deadline for document submission is **March 1, 2022**.

## SUMMARY OF EMAIL ATTACHMENTS AND AVAILABLE TOOLS

BUDGET PLANNING PROCESS OUTLINE	BUDGET PLANNING WORKSHEET	INSTRUCTIONS FOR BANNER FORM FBABDRA	VIRTUAL BUDGET WORKSHOP REQUEST LINK <i>(optional)</i>
This document outlines the budget planning process instituted by the University for fiscal year 2022-2023.	Review budget figures and record requested changes along with explanations and comments.  Use this form to complete Banner Form FBABDRA.	Follow step-by-step instructions to complete Banner Budget Request Form FBABDRA. An instructional video is also available.	Schedule a virtual budget session with the University's Budget Officer to discuss issues related to budget procedures instituted by the University for fiscal year 2022-2023.

**ALCORN STATE UNIVERSITY**  
**FISCAL YEAR 2022-2023 BUDGET PLANNING AND DEVELOPMENT FLOWCHART**



# ALCORN STATE UNIVERSITY

BUDGET PLANNING AND DEVELOPMENT: FISCAL YEAR 2022 - 2023

MONTH	TASK
FEBRUARY	<ul style="list-style-type: none"><li>▪ President's Call for Budget Requests</li><li>▪ Departmental Budget Requests are submitted to the divisional vice president for the upcoming fiscal year.</li><li>▪ Banner Budget Request Form FBABDRA is <u>OPEN</u> - <b>February 1<sup>st</sup></b></li><li>▪ Supplemental budget templates are provided, as necessary</li><li>▪ Banner Budget Request Form FBABDRA is <u>CLOSED</u> - <b>February 25<sup>th</sup></b></li></ul>
MARCH	<ul style="list-style-type: none"><li>▪ Divisional Budget Request Proposal Packet is due to the President and the Sr. VP FASO/CFO - <b>March 1<sup>st</sup></b></li><li>▪ Budget Hearings are conducted for all divisions</li></ul>
APRIL	<ul style="list-style-type: none"><li>▪ Current Fiscal Year is <u>CLOSED</u> for purchasing and travel requests using educational and general funds - <b>April 30<sup>th</sup></b></li></ul>
MAY	
JUNE	<ul style="list-style-type: none"><li>▪ Current Fiscal Year <u>ENDS</u> - <b>June 30<sup>th</sup></b></li></ul>
JULY	<ul style="list-style-type: none"><li>▪ New Fiscal Year <u>BEGINS</u> - <b>July 1<sup>st</sup></b></li><li>▪ Banner Finance System is available for use</li></ul>
AUGUST	<ul style="list-style-type: none"><li>▪ Budget Transfer Requests are accepted by the Budget Office for the current fiscal year</li><li>▪ Printed Budget Document is presented for final approval</li></ul>