



**Alcorn**  
State University

## MEMO

January 26, 2022

**TO:** Vice Presidents, Deans, and Department Heads

**FROM:** Dr. Felecia M. Nave   
President

**SUBJECT: STATE BUDGET REQUESTS FISCAL YEAR 2022-2023**

State budget request submissions for fiscal year 2022-2023 will commence on **February 1, 2022** and conclude **February 25, 2022**. Budget hearings for each division will be conducted during the month of **March**. Instructions and forms to be used during budget development and submission will be provided by the University's Budget Officer no later than January 31, 2022. Established procedures are to be strictly adhered to throughout this process.

The following methods will be used for conservative budget planning for FY23:

- Reallocate funds internally prior to submitting a request for additional funds.
- Only include **new proposed** positions that are identified as mission critical in your proposal.
- Anticipated retirements should be noted.
- Document and include built-in increases resulting from contractual agreements only. Increases in general should not be included.

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

Vice Presidents are to include a divisional budget document that summarizes all units within the Division. An electronic transmittal and hard copy divisional budget proposal is to be submitted to both the President and the Senior Vice President for Finance, Administrative Services and Operations/CFO explaining ALL budget requests, including those budgets that will remain stagnant. Additionally, a submission which justifies budget expectations and how these expectations tie to the university's mission and objectives, the school's mission and objectives, and the department's mission and objectives is required. The deadline for submitting divisional budget request proposal documentation is **March 1, 2022 at 12 noon**.

Thank you for your participation and support in fulfilling the University's mission by actively participating in this important process.

xc: Faculty and Staff