Preliminary budget planning discussions, trainings, and preparations will begin **January 16, 2023**. Banner Budget Request Form FBABDRA will **open February 1, 2023** and **close February 25, 2023**. Subsequently, budget hearings will be conducted during the month of **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 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 2023-2024. 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 FY24 requests. All sources of revenue (Title III, designated accounts, etc.) should 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 **12 o’clock noon on March 1, 2023**.

### SUMMARY OF EMAIL ATTACHMENTS AND AVAILABLE TOOLS

**BUDGET PLANNING PROCESS OUTLINE**

This document outlines the budget planning process instituted by the University for the fiscal year.

**BUDGET PLANNING WORKSHEET**

Review budget figures and record requested changes along with explanations and comments.

Use this form to complete Banner Form FBABDRA.

**INSTRUCTIONS FOR BANNER FORM FBABDRA**

Follow step-by-step instructions to complete Banner Budget Request Form FBABDRA. An instructional video is also available.

**BUDGET WORKSHOP REQUEST**

Schedule a work session with the University’s Budget Officer to discuss issues related to budget planning procedures instituted by the University for the fiscal year.