



Alcorn
State University

TO: Vice Presidents
FROM: Pamela Neal, Director of Budgets and Financial Analysis
CC: Dr. Felecia M. Nave, President
Dr. Cornelius Wooten, Sr. VP for Finance, Administrative Services and Operations/CFO
SUBJECT: FY 2021-2022 Budget Planning Strategies, Documents, and Tools
DATE: January 29, 2021

Budget request preparation and submission for fiscal year 2021-2022 *begins* **February 1, 2021** and *ends* **February 26, 2021**. 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 strongly 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 necessary for observing the President's call for budget requests for fiscal year 2021-2022. 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. Consolidate all departmental planning documents into one comprehensive divisional budget request proposal packet. Forward one packet (both hand-delivered and via email) to the University President and the second packet to the Sr. VP for FASO/CFO. The deadline for packet submission is **March 1, 2021 at 12 noon**.

SUMMARY OF EMAIL ATTACHMENTS AND AVAILABLE TOOLS

BUDGET PLANNING PROCESS OUTLINE	BUDGET PLANNING WORKSHEET	POSITION LISTING REVIEW	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 2021-2022.	Review current budget figures and record requested changes along with explanations and comments. Use this form to complete Banner Form FBABDRA.	Review vacant positions, filled positions, employee titles, budgeted amounts, etc. and denote errors or missing information.	Follow step-by-step instructions to complete Banner Budget Request Form FBABDRA.	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 2021-2022.