




Alcorn
State University

MEMO

January 29, 2021

TO: Vice Presidents, Deans, and Department Heads

FROM: Felecia M. Nave 
President

SUBJECT: STATE BUDGET REQUESTS FISCAL YEAR 2021-2022

State budget request submission for fiscal year 2021-2022 will commence on **February 1, 2021** and conclude **February 26, 2021**. 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 29, 2021. Established procedures are to be strictly adhered to throughout this process.

The following methods will be used for conservative budget planning for FY22:

- 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 FY22 request.

Vice Presidents are to submit an electronic transmittal and hard copy divisional budget proposal 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, 2021 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