June 5, 2009

MEMORANDUM

TO: OMNI Budget Managers

FROM: Michael Lake
       Director, University Budgets

SUBJECT: 2009-2010 Operating Budget Information
          E&G, Auxiliaries, DRS, Locals

All Budget Managers should have received an email regarding the 2009-10 Operating Budget Training (available online at http://campus.fsu.edu/budgetoffice). As a reminder, those responsible for entering budgets are required to complete the training and score at least 80% on each of the skills assessments before July 7, 2009. If you experience any difficulties accessing the training or need assistance completing it, please contact Katie Martindale at kmartindale@admin.fsu.edu or 645-7164.

Attached to this memorandum (if applicable), Non-E&G Budget Managers will find an estimate of their departments’ 2009-10 salary and benefits, detailed by position. These salary estimates may be used in developing 2009-10 budget requests.

Those responsible for entering budgets should verify that they will have access to the FSU Operating Budget Application by the Budget Entry Windows, which are:


To assist Non-E&G Budget Managers in entering their budgets, the Budget Office is holding optional Budget Entry Workshops at the Training Center on:

- Thurs., July 9, 2009 from 2:00pm–5:00pm
- Fri., July 10, 2009 from 8:30am–11:30am
- Mon., July 13, 2009 from 10:00am–2:00pm

Detailed information on the above can be found in the 2009-10 Operating Budget Training materials (available online at http://campus.fsu.edu/budgetoffice). Additional information is also available on the 2009-10 Operating Budget Information page at http://www.budget.fsu.edu/2009-10-Operating-Budget-Information.

As a reminder, fiscal personnel are invited to take advantage of our classroom training courses: Managing a Budget, Introduction to Auxiliaries (seats available in the June 23rd session), and Auxiliary Rate Calculation.

If you need assistance at any point, please do not hesitate to call the Budget Office at 644-4203.

CC: OMNI Deans, Directors, Department Heads, and Chairs