To: OMNI Deans, Directors, Department Heads, Chairs, and Budget Managers

From: Michael Lake, Director of University Budgets

Through: Kyle Clark, Vice President for Finance & Administration

Date: February 18, 2015

Subject: 2015-16 Operating Budgets
Education and General, Auxiliaries, Florida State University School, Local Funds

Thanks to those of you who attended one of the town hall meetings hosted by the Budget Office during the last week of January. As mentioned at those meetings, most of the mechanics of your 2015-16 budget entry will be similar to recent years. This spring, we will collect your 2015-16 budget requests using the FSU Operating Budgets application in OMNI-Financials. Please be aware that there are several important policy and procedure changes that will impact your 2015-16 operating budgets (outlined below).

The Budget Office will be conducting training sessions in March and April to cover these topics in depth. If you are responsible for developing, entering, or managing an operating budget for an Education and General (E&G), E&G-Carryforward, Auxiliary, Florida State University School (FSUS), and/or Local department, please plan to attend one of the sessions. The course title is FY 15-16 Operating Budget Training (BTOBT). For course dates and times, or instructions on registering, please visit http://www.hr.fsu.edu/train.

I. Budget Entry Window

For all E&G, E&G-Carryforward, Auxiliary, FSUS, and Local departments, the budget entry window for entering 2015-16 operating budget requests is April 15, 2015 to April 30, 2015.

II. E&G-Carryforward

Each E&G-Carryforward department will be required to enter a spending plan for their estimated 2015-16 carryforward funds during the budget entry window in April.

III. Sub-Budgetary Accounts

Budgeting for selected E&G, E&G-Carryforward, Auxiliary, FSUS, and Local expenses will occur at a lower level of detail than we have utilized in the past. Visit http://www.budget.fsu.edu/Operating-Budget for information on the new “sub-budgetary accounts” that will be utilized starting in 2015-16, including tools available to assist you with the development of your 2015-16 operating budgets.

IV. Budget Checking

For 2015-16, spending for all E&G, E&G-Carryforward, Auxiliary, FSUS, and Local departments will be controlled at the budgetary account level (e.g., Salary, OPS, Expense, OCO, etc.) based on 2015-16 operating budgets.

We look forward to seeing you at one of the training sessions in March or April. If you have any questions or concerns in the meantime, please do not hesitate to contact a member of the Budget Office staff.