June 4, 2010

MEMORANDUM

TO: OMNI Budget Managers

FROM: Michael Lake
   Director, University Budgets

SUBJECT: 2010-11 Operating Budget Information
          E&G, Auxiliaries, DRS, Locals

   All Budget Managers should have received an email regarding the 2010-11 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 by July 2, 2010. (Anyone who completed the training last year is welcome to repeat it, but is not required to do so.) 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’ 2010-11 salary and benefits, detailed by position. These salary estimates may be used in developing 2010-11 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:

   - Non-E&G: Thurs., July 8, 2010 to Thurs., July 15, 2010
   - E&G: Thurs., July 22, 2010 to Thurs., July 29, 2010

   Detailed information on the above can be found in the 2010-11 Operating Budget Training materials (again, available online at http://campus.fsu.edu/budgetoffice). Additional information is also available on the 2010-11 Operating Budget Information page at http://www.budget.fsu.edu/2010-11-Operating-Budget-Information.

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


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