

TO: Campus
FROM: Zachary Murray, Budget Director
DATE: October 3, 2023
RE: **Invitation to Submit Budget Requests for Fiscal Year 2025**

The President's Cabinet, along with the Office of Planning & Budget, invite campus personnel to submit On-going budget requests for Fiscal Year 2025 and One-time requests for FY 2024 **by November 17, 2023.**

Reviewing and Submitting Requests:

All requests should be prepared and submitted through the respective department or division in October 2023. All requests should be reviewed and prioritized by the departments, division heads, and vice president **prior** to submitting to the Office of Planning and Budget by November 17, 2023. Please work with department heads and vice president to ensure requests can be reviewed before submission.

Requests will be compiled by each division through their Vice President or Cabinet representative using the request sheet provided to each Cabinet member and submitted to the Office of Planning and Budget prior to the November deadline. Once submitted, the Planning and Budget Office will review and analyze the prioritized list of requests.

Tie to SUU's Five Opportunities:

All budget requests should have a direct tie to one of the institution's five opportunities outlined in the draft [University Strategic Plan](#). (1-Increase Access & Affordability, 2-Enrich the Academic Experience, 3-Cultivate a Culture of Caring, 4-Enhance Student Success, and 5-Expand Alumni & Community Engagement)

Carryforward Funds Plan for Use:

As a reminder, annual carryforward funds should be utilized for small dollar requests rather than submitting those for University consideration. Due to increasing carryforward balances each division has been asked to submit a plan for utilizing carryforward funds before the carryforward funds will be rolled. Carryforward plans and balances will be considered when reviewing new funding requests.

April Campus Forum:

In March and April, as state/legislative funding and tuition revenue amounts are determined, the President will finalize all budget allocations based on input from the President's Leadership Council, Cabinet, and public updates. The President will host a spring forum in late April where the final budget allocations for ongoing fiscal year 2025 and one-time fiscal year 2024 funding will be announced.

Any questions about budget requests and necessary details may be directed to your respective Vice President.

Budget Request Timeline

Fiscal Year 2024-25 Ongoing and Fiscal Year 2023-24 One-Time (1X) Timeline

DATE	DESCRIPTION
October 2023	Budget Memo Sent to Campus
November 17, 2023	Budget Request Sheets Due to the Office of Planning and Budget
November 2023 – January 2024	Budget Office Review of the Requests
March 2024	Legislative Session Ends
April 2024	Open Campus Forum to Discuss Fiscal Year 2025 Ongoing Budget Decisions Made by President’s Cabinet
May & June 2024	Approved Fiscal Year 24 One-Time Funding Allocated

**Faculty Lines can be approved “contingent upon funding” prior to the close of the legislative session*

Fiscal Year 2025-26 Ongoing and Fiscal Year 2024-25 One-Time (1X) Timeline

DATE	DESCRIPTION
March 2024	Budget Memo Sent to Campus
June 1, 2024	Budget Request Sheets Due to Vice Presidents
July 1, 2024	Prioritized Lists from Vice Presidents Due to the Office of Planning and Budget
July 2024	Budget Office Review of the Requests
August 2024	Submission of B4 by Budget Office to USHE
April 2025	Open Campus Forum to Discuss Fiscal Year 2026 Ongoing and FY25 One-Time Budget Decisions Made by President’s Cabinet

**Faculty Lines can be approved “contingent upon funding” prior to the close of the legislative session*