



Office of Budget and Financial Analysis

To: Deans, Vice Presidents, Fiscal Officers and Budget Managers
From: Monica K. Waid, AVP Budget & Financial Analysis
CC:
Date: March 15, 2022
Re: FY2023 Budget Cycle

Many of you have been inquiring regarding the FY2023 budget cycle. FY2023 is the second year of the state's biennium budget which was approved by the Board of Trustees in September 2021. The FY2023 budget was built on the FY2022 budget, however a budget revision is needed to incorporate updated enrollment projections and the implementation of CSU 2.0. The budget revision will provide opportunities for Deans and Vice Presidents to align resources with the implementation of CSU 2.0 strategic priorities.

The Budget Building Spreadsheets will be available for budget input on Monday, March 21, 2022. There will be a two-week open budget period which will run through Friday, April 2, 2022, end of day. We will be asking you to complete a budget spreadsheet to verify personnel compensation and budget transfers (eBTR) for any FY2023 operating budget reallocations and transfers.

The FY2023 budget process will include four additions:

- 1. FY2022 Executive Summary**

Prepare a FY2022 Executive Summary outlining how your FY2022 budget supported department goals and its alignment with CSU 2.0. Include milestones achieved and supporting metrics to demonstrate outcomes facilitated by the application of your FY2022 operating budget. The summary should include how any approved carryover budget, along with gift and grant funds were applied. Incorporate how your existing funding supported the department and institutional mission along with CSU 2.0 priorities. The summary should be limited to two pages and saved as a PDF file.

The FY2022 Executive Summary should be emailed to budgetoffice_btr@csuohio.edu by April 1, 2022.

2. The Budget Building Spreadsheet, located on the budgetbld ([\\vike](#)) (S) shared drive, will include the Employees on Payroll and Position Budget worksheet tabs. The Employees on Payroll tab should be updated to indicate if the position will continue in FY2023. This is also an opportunity to align your base 'PERM' budget with the department and build in CSU 2.0 priorities. This year's Budget Building Spreadsheet will not include a GL budget tab for budget transfers. Instead, use the eBudget Transfer Forms (eBTR's) to allocate your existing budget. Step 3 of the FY2023 Budget Calendar reflects March 21 to April 8, 2022 as the open period for budget building.

Spreadsheets should be saved on the budgetbld ([\\vike](#)) (S) shared drive by end of day, Friday, April 8, 2022.

3. CSU 2.0 Strategic Initiative Based Planning. There are 24 strategic priorities outlined in CSU 2.0 supported by four Working Groups; Academic, Enrollment Management and Student Success, Administrative, and Financial and Infrastructure. Per Step 4 of the FY2023 Budget Calendar, the CSU 2.0 Strategic Initiative Planning Spreadsheet is to be used for any additional funding requests. Additional funding is considered after exhausting base (PERM) budgets, approved carryover budgets and available gifts and grants. Requests must include metrics and milestones to provide key indicators of the initiative's progress. Funding requests impacting multiple years should include a three-year financial plan. The spreadsheet includes drop-down menus to add multiple year financial forecasts. Strategic Initiative requests should include a FY23 Executive Summary limited to two pages and saved as a PDF file.

The FY2023 Executive Summary and CSU 2.0 Strategic Initiative Planning Spreadsheet should be emailed to budgetoffice_btr@csuohio.edu by April 6, 2022.

4. Budget review sessions will be scheduled with each Dean and Vice President the week of April 11, 2022, per Step 5 of the FY2023 Budget Calendar. Deans and VP's will meet with Provost and Senior VP Business Affairs & Finance and CFO.

The budget calendar is attached and available on the Budget website and for Budget Managers/Fiscal Officers on the budgetbld ([\\vike](#)) (S) shared drive.

The Budget Office can help you navigate the budget process. Contact budgetoffice_btr@csuohio.edu for assistance.