FY23 BUDGETING FY SPECIFIC INFORMATION

- **Timeline:**
  - Annual Budget Trainings: April 18 – 21
  - MSU Budget Entry: April 18 – May 25 *NO EXCEPTIONS ON THE MAY 25 DEADLINE*

- **Task Goal Dates (these are NOT deadlines but suggestions for appropriate budget planning):**
  - Complete concept budget prep meeting with stakeholders: May 1st
  - Review and update Labor Plan files: May 13th
  - Complete follow-up meeting with stakeholders to address allocations: May 18th
  - Review and update Budget by Index files: May 20th

- **Labor Plan file calculations include:**
  - Working hours for FY23 are 2088
  - FY23 pay plan is effective November 5th
  - For single, filled positions:
    - Annualization of FY22 market, merit, equity, and promotion
    - FY23 pay plan, promotion, and longevity changes
  - For pooled & vacant positions:
    - FY23 pay plan
  - Multi-Wage Increase and Position Budget Request funded positions do not have individual comments in the Labor Plan files

- **MSU Current Unrestricted Allocations includes:**
  - FY22 Current Base Budget
  - Annualization of FY22 market, merit, equity and promotion
  - FY23 pay plan, promotion and longevity changes
  - Multi-Wage Increases and approved Position Budget Requests
  - Program Fee changes
  - Institutional fixed cost changes
  - 10% Holdbacks will NOT be included in your FY23 allocations and instead will be processed via an adjustment after the initial load. Positions need to be budgeted with the expectation that the reductions will be processed after the upload.

- **Non-Current Unrestricted Indexes:**
  Review and update all non-current unrestricted indexes (i.e. restricted, designated, auxiliary) to accurately portray unit’s financial plan. All current unrestricted budget requests will be reviewed with a summary of all available funding sources for the requesting unit. The budget for your non-current unrestricted indexes and the corresponding fund balances will be the mechanism to communicate this information.

- **UBO Review Process:**
  Similar to previous fiscal years, our office will be focusing on alignment between actuals and budget. Reserves and pooled positions will be thoroughly reviewed.