

From: [Arts & Sciences Department Administrators](#) on behalf of [Victoria Polaco](#)
To: ASDEPT-L@LIST.UNM.EDU
Subject: [ASDEPT-L] A&S FY24 Budget Development
Date: Wednesday, March 15, 2023 8:39:39 PM

Hello all,

The FY24 Budget Development process started this week! Please be sure to share this email with staff in your unit who will be working on Budget Planner as it includes standard A&S budget practices and guidance.

The A&S Department Deadline is **Tuesday, April 11th at 5pm**. Please note this deadline is sooner than the published deadlines below from the Budget Office. Due to the size and complexity of our budget, this will provide our office with about a week to tie out and balance everything before we submit our final budget to Academic Affairs. The Regents are scheduled to meet April 10th to review and approve budget guidelines. We will not have any budget guidelines until then so we can assume a flat budget for budgeting purposes. Due to the quick turnaround we will assist units with making any changes that might arise after the official guidelines are published.

Salary Planner: Salaries are our primary I&G expense and present the greatest challenge to balancing the budget. The Dean's office staff will complete salary planner for most units (if you worked on salary planner last year, you may do so again). We will be reaching out to units soon for information about possible retirements/resignations, sabbaticals, or any other changes that may need to be included in Salary Planner. No increases will be budgeted until after the Regents meet and we have official guidelines.

Research Funding (startup, F&A, faculty travel funds):

- For Startup funding and other research allocations we will enter the budget for both the Debit/Credit side of the transaction as well as the associated notes using account code 1661.
- F&A distribution estimates will not be pre-budgeted, 6 part entries will be utilized throughout the year based on actuals.
- Faculty Travel Funds will not be pre-budgeted. Funds will be sent at the start of the fall semester when we have an accurate count of all active faculty.
- If your unit needs some F&A distributions pre-budgeted, please reach out to Eva Boross to discuss

Budgeted use of Reserves account code 1901 should be avoided entirely unless absolutely necessary to start the fiscal year (i.e. cover a salary distribution). 1901 budget entries will require a comment explaining the use of reserves as well as the anticipated ending balance. *(ie: 1901 is necessary for _____. budgeted reserves of \$-- is within projected ending reserve of \$--)*. **If a 1901 is budgeted with no comment, it will be removed during the budget review process.** In the case of a 1901, the index historical activity will be reviewed to help determine the necessity of your entry.

Transfers and allocations must tie out. Each transfer/allocation entry must have a note on both the debit and credit side. Please indicate the index, account code, short description and dollar amount *(ie: fr 123456-1660 to 526987-1660 Lobo Lucy's retention; \$10,000)*. **Any transfer/allocation that**

cannot be tied out via the proper notes/comments will be deleted during the budget review process. For all allocations within or between A&S departments, please utilize 1666. Account code 1660 should only be utilized when allocating money to a different School/College. The Dean's office will balance your 1668 main allocation as well as 1661 research allocations. Please do not make your own adjustments to these account codes.

Comments are important! Please add comments whenever possible. This is very helpful when the final budget is being reviewed by the Dean's office, Provost office, and the Budget office.

Open Office Hours: The A&S Fiscal Team will hold open office hours to allow A&S staff to come in with any questions, or for help with budgets. No appointment is needed for these open hours, just come in with your work or questions and we will help.

- Wednesday 3/22: 10am-3pm
- Friday 3/31: 10am-3pm

If these dates or times do not work for you please feel free to set up an appointment with one of us below.

Monica Vlad – mvlad@unm.edu 277-1324

Eva Boross – evasanchez@unm.edu 277-0188

Victoria Polaco – vpolaco@unm.edu 277-7377

Thank you,

Victoria Polaco
Financial Officer
College of Arts & Sciences Dean's Office

From: Main and Branch campus end-users <MAIN_BUDGET-L@LIST.UNM.EDU> **On Behalf Of**
Budget Office

Sent: Monday, March 13, 2023 8:16 AM

To: MAIN_BUDGET-L@LIST.UNM.EDU

Subject: [MAIN_BUDGET-L] Fiscal Year 2024 Budget Planner Deadlines etc.

Good Morning and Happy Budget Season.

Main and Branch Budget Planner Users:

The FY 2024 Department Budget Planner Process Begins. Budget Planner opens today, March 13, 2023.

The FY 2024 Budget Development Calendar is on the OPBA website [Budget Calendar](#)

Please note dates and deadlines for Budget Planner.

Dates

April 10, 2023 – UNM Board of Regents meeting

April 11, 2023– UNM Budget guidelines issued and MSU guidelines issued

April 11, 2023 – Main Campus Allocations to VP units released

Deadlines

5 pm, April 17, 2023 – Last Day for Colleges/Schools to lock Org Level 4 in Salary Planner

5 pm, April 17, 2023 – Last Day for Colleges/Schools to lock Org Level 4 in Budget Planner

5 pm, April 19, 2023– Last Day for VP areas to lock Org Level 2 Student Affairs in Budget Planner

5 pm, April 19, 2023 – Last Day for VP areas to lock Org Level 3 in Budget Planner

Noon, April 21, 2023 – All Budgets completed in Budget Planner – OPBA locks Budget Development

NEW and IMPORTANT

This year we are launching “**NEW Salary and Budget Planner Reports**”. The current Salary and Budget Planner Reports are no longer available. For the best experience with NEW reports please use Firefox and/or Chrome browsers. New Reports are available in PDF and EXCEL format and can be found as they had been in the past thru LoboWeb under Salary and Budget Planner Menu’s.

Thank you,

The Office of Planning Budget and Analysis (OPBA)

budget@unm.edu

[Budget Office](#)