



**OFFICE OF THE ASSISTANT VICE PRESIDENT
BUDGET PLANNING & ANALYSIS**

DATE: September 1, 2023 BPA #23-01

TO: President & Vice Presidents
Divisional Budget Officers

FROM: Carol L. Lee
Assistant Vice President, Budget Planning & Analysis

Anne-Marie Larrabure
Director, Budget Planning & Analysis

SUBJECT: FY 2023-24 Base Budget Allocations

ATTACHMENTS: BPA #23-01 (A – E)

UPCOMING BUDGET DUE DATES (due to Budget Planning & Analysis)

Detail position reports are due by **September 29, 2023**
Division Budget Journal Import Submissions are due by **September 29, 2023**

Budget Allocations

To support the campus operating units with their recurring costs, we continue to take a phased approach this year to budget allocations. The FY23-24 Undesignated base budget includes the ending base funding from FY22-23, adjustments for transfers related to organizational shifts or reclasses, and the In-Range Progression (IRP) approved for allocation. Allocations for Designated funds include new base allocations for Basic Needs and Graduation Initiative 2025. Fees base allocations are estimated based on enrollment or historical trends. Fee revenues and benefit costs will be reconciled at year end.

Detailed explanations are provided in the following budget attachments. A position listing for IRP will be provided separately to each division.

- Attachment A: Base Budget Allocations
- Attachment B: In-Range Progression
- Attachment C: Designated Base Allocations
- Attachment D: Fees Base Allocations
- Attachment F: Lottery

Budget Deliverables

As this is the transition year to migrate position details from Excel to Questica, we plan to build the personnel budget lines using the detail position report you provide to us. Budget for non-personnel lines will be posted the same way as in the past. We will follow up with more information regarding how to maintain the detail position report in Questica.

- 1) **Detail Position Report:** Finalize the shared Excel spreadsheet by September 29, 2023. Your position budget detail becomes your operating budget for personnel budget lines. Budget Planning & Analysis (BPA) will update Questica and generate budget journals for these personnel lines; therefore, you DO NOT need to include them in your Budget Journal Import Template.
- 2) **Budget Journal Template:** To populate the FY23-24 operating expense budget (O/E non-personnel lines), submit a [Budget Journal Import Template](#) using the [Smartsheet link](#) by September 29, 2023. Student assistants, special consultants, etc., not included in the detail position report in Step 1) or otherwise budgeted as lump sum should be included in your Budget Journal Template. To avoid duplication, personnel costs budgeted at the position level should follow Step 1) and should NOT be included in your Budget Journal Template.
- 3) **Validation:** Please ensure that the total of Step 1) base portion and Step 2) equals your base allocation amount by designation.

If you have any questions, feel free to contact us.