

**To:** Montgomery College Administrators and Fund Account Managers

**From:** Elizabeth Greaney, Chief Business and Financial Strategy Officer  
Office of Business Services

**Subject:** **Guidelines on Planning for the Fiscal Year 2023 Operating Fund Budget**

**Date:** November 11, 2021

This communication provides guidelines to assist units when updating or modifying unit budgets for the FY23 annual operating fund budget and should be read in conjunction with the memorandum to the college community issued on November 11, 2021.

The deadline for units to submit and input their FY23 budgets into the Banner Self-Serve Budget Module is Friday, November 19, 2021.

The self-serve budget development instructions can be found by clicking [SSB Workbook](#) and entering the following parameters for the query:

Budget ID: FY2023  
Budget Phase: 23OPER

Four guiding principles should be used as a framework to guide your unit budget development. Our operating budget will be centered around these institutional priorities to ensure desired outcomes can be attained and resource allocation is maximized.

- Student success and affordability
- People stewardship
- Operational stewardship
- Resiliency

Additionally, we offer the following specific guidelines to assist your work. Please keep in mind that the base budget year is FY22 and the fiscal year under development is FY23.

1. **Maintenance level**-If there are no changes to the base year, no action is necessary.
2. **Reductions**-If there are reductions to the base year, please enter the reduction in the appropriate budget line item for FY23 and provide an explanation for the reduction. Please be specific and include if this reduction will be one-time or recurring in future years.
3. **Increases**-If there are proposed increases, please provide an explanation for the increase with as much specificity as possible. For example, the increase could be due to mandatory escalation clauses or contractual increases. Please also note if the increase will be one-time

(e.g. equipment purchases) or recurring (e.g. new contracted service requirement). All increases in budgeted expenses will be evaluated against projected resources to meet those expenses and are not guaranteed.

4. **Pandemic related increases**-If there are expenses that have been supported through the Higher Education Relief and Recovery Funds (HEERF) that are operational and likely to re-occur in FY23 and possibly beyond, please identify these with detailed descriptions. All increases in budgeted expenses will be evaluated against projected resources to meet those expenses and are not guaranteed.
5. **Re-allocations**-Please evaluate spending patterns and reallocate funds within your accounts in order to better align budget plans with actual spending by reviewing past experiences.

If you have any questions regarding the budget process, please contact Linda Hickey at [budget@montgomerycollege.edu](mailto:budget@montgomerycollege.edu).

Thank you for your cooperation and contribution to our budget development process as together we create an operational plan for the next fiscal year.