TO: Program Chairs, Supervisors and Budget Authorities

FROM: Fred Schlutt, Vice-provost for Outreach and Director of Extension

DATE: March 25, 2013

SUBJECT: FY14 Operations Budget Call

The process for developing our Operational Budget (State General Funds, Program Receipts, ICR, Formula Funding, etc.) budget for FY14 formally begins with this budget call. Attached is a listing of the FY14 Unit Priorities. Please note that the budgets are due April 12, 2013. Please e-mail your budget requests to Ms. Debbie Gonzalez at djgonzalez@alaska.edu.

Our objectives for this annual process include:

- Integrating Planning & Budgeting
- Improving Resource Allocation, Transparency & Accountability

As you prepare your budgets this year, you need to keep these factors in mind:

1. The attached Budget worksheet has two tabs, one is an example only and the other tab is where you will find the budget for this year along with the area to put your requests for next year.

2. All objectives and activities for which funds are requested over the usual general operational needs of your department need to be linked explicitly to the Unit Priorities as guided by our Strategic Plan (http://www.uaf.edu/ces/about/strategic/) and Joint Plan of Work (www.uaf.edu/ces/about/pow/).

3. Given that our resources are quite limited, any funding requests beyond the level provided in FY13 will be thoroughly scrutinized and unless deemed absolutely necessary are not likely to be funded. Due to NIFA Formula funds and State funding cuts, you can expect to see a 5-10% decrease in your annual budget from last year.

4. All electronic equipment requests, especially computers, are not to be included in your budget request. Submit them as a separate request via email to Debbie Gonzalez. We will submit them to the ELG for consideration when reviewing budget requests.

5. The CES Faculty and Staff Travel Policies have recently been updated. Please take the time to review the attached Travel Policy. There are now four types of travel: Program Service Travel, Professional Development Travel, Program Chair Discretionary Travel, and Extension and Program Representative Travel. The descriptions of each type of travel are detailed in the attached Travel Policy. You will need to list your justification for your travel as well as what type of travel it is on your budget request.
The FY14 Unit Priorities and accompanying recommendations were developed based on a review of the following:

a. CES Strategic Plan
b. The USDA Joint Plan of Work
c. Our current resources levels
d. Current and expected future economic conditions

Included with this letter is an Excel sheet which you should use to develop your budget request. This document includes what was budgeted in FY13. You may attach additional documentation to supplement but please be sure the worksheet includes your full request. These budget sheets will allow the Business Office to compile all requests into worksheets for the ELG budget meeting scheduled for April 19.

Thank you for your time and cooperation.

cc: CES Admin Staff

**Unit Priorities FY14 Budget Cycle**

1. Provide funding for programming opportunities in subject areas specifically identified as strategic priorities in the USDA Joint Plan of Work 2012 – 2016 for CES & SNRAS-AFES, NIFA National Priorities and the Joint Plan of Work e.g., Food Security, Climate Change, etc.
2. Identify funding for matching opportunities for new grant funds through careful analysis of existing unrestricted sources and maximizing Smith-Lever formula.
3. Provide budget opportunities for training and professional development opportunities which will translate into increased levels of integrated and multistate projects in FY14 and beyond.
4. Identify and designate funding for instructional and general administration equipment purchases and replacement on a cyclical basis (three year replacement plan).
5. Invest in areas which allow for the short-term and long-term implementation of programming identified in the Strategic Plan.
6. Set aside some funding to respond to strategic investment opportunities which may arise during the course of the fiscal year, such as the strategic planning theme teams.