

To: Montgomery College Administrators and Cost Center Account Managers
From: Elizabeth Greaney, Chief Business/Financial Strategy Officer
Subject: **Guidelines on Planning for the Fiscal Year 2024 Operating Budget**
Date: November 2, 2022

This communication provides guidelines to assist units when updating or modifying unit expenditure budgets for the FY24 annual operating fund budget. This budget development cycle will be our first cycle using the Adaptive Planning Application (the AP App) in Workday. We ask for your grace and understanding as we all use this new functionality.

The deadline for units to submit and input their FY24 budgets into the AP App is Friday, November 18, 2022.

A dedicated team has developed a job aide for the AP App which can be found by clicking [Adaptive Job Aid](#). If additional assistance is needed, please click on one of the scheduled Zoom sessions to facilitate inquiries on using the app or questions concerning budgets:

- [Monday November 7th 10 am – 11 am](#)
- [Thursday November 10th 2pm to 3pm.](#)

Please keep in mind that the base budget year is FY23 and the fiscal year under development is FY24. Specific guidelines to assist your work includes the following:

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 FY24 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**-Increases to the unit's budget can occur either by having a corresponding decrease to another organization account or in limited instances where recurring contracted service requirements include a known escalation. All increases to overall budgeted expenses will need to have an accompanying note disclosure as to how the increase was determined and to the why. All increases will be evaluated against projected resources to meet those expenses. The College must meet contractual obligations, however, increases in non-contractual obligations are not guaranteed and will be evaluated against strategic goals as elaborated by Dr. Williams and his cabinet.
4. **Strategic Initiatives**-The budget office will consult and meet with cabinet members to seek strategic direction to inform FY24 budget development.

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. The AP App displays history for fiscal year ended June 2022.
6. **Funds Revenue**-Certain funds have a revenue component. Where applicable, the budget office will work with units to gather and input information separately.

If you have any questions regarding access to the Adaptive Planning Application, please contact IT Service Desk at ITServiceDesk@montgomercollege.edu. If you have any questions regarding the budget process, please contact Linda Hickey at 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.