

# FLORIDA DEPARTMENT OF EDUCATION



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July 11, 2003

## MEMORANDUM

To: State University Presidents

From: Debra Austin, Chancellor *Debra Austin*

Subject: 2004-2005 Legislative Budget Request (LBR)

Subsections 1011.40(1) and 1001.74(12), Florida Statutes, require each university to submit an institutional budget request within the guidelines established by the State Board of Education (SBOE). The SBOE approved guidelines (Attachment I) at their May 20th meeting placing emphases on instruction, strategic imperatives, other financial obligations and community needs.

As advocates for the University System, the Board of Governors will be intimately involved in reviewing and approving the LBR. It is anticipated that a Board of Governors meeting will be held the first part of August to review and approve the 2004-2005 LBR before it is submitted to the SBOE at its August 19 meeting. Based on this schedule, we are under a very compressed time-frame to develop the 2004-2005 LBR.

With assistance from your university, the Division of Colleges and Universities will be responsible for developing the following budget issues for the entire system: enrollment growth, major gift matching, plant operations and maintenance for new and phased-in space, medical school and law school phase-in, and health and salary annualization. We are, therefore, requesting that you submit your university's additional 3-5 top budget priorities, including fiscal needs, for the 2004-2005 LBR by July 25, 2003.

Please submit an Operating Budget (OB)-I and OB-II form (Attachment II and III) for specific university issues to the Division of Colleges and Universities. Issues should be placed in priority

DIVISION OF COLLEGES AND UNIVERSITIES



