FY 2022 Notice

❖ Budgets are due for approval on **Monday, August 17, 2020.** NO EXCEPTIONS!!

❖ 5-Year Strategic Plans are due on **Monday, August 3, 2020.**

❖ LBO requires 10 copies of the budget request and 3 copies of the July payroll; DFA requires 2 copies of the budget request and 1 copy of the July payroll.

❖ Please print your budgets **on both sides of the paper.** Please do not bind your agency’s submitted budget request. A staple at the upper left corner is sufficient.

❖ Please note that there are **NEW COVID-19 State Support Special Funds** for FY 2020 and FY 2021. Please see Letter of Instructions for COVID-19 funding for complete list.

❖ All instructions related to the budget preparation process, along with a link to the Online Budget Request System (OBRS) website, can be found at the Legislative Budget Office web site: [http://www.lbo.ms.gov/](http://www.lbo.ms.gov/), Budget Request System tab.

❖ Please pay close attention to the “Program Decision Units” section of the OBRS program. Separate decision units based on requested changes and do not add together multiple changes into one column.

❖ If your agency entered into any Maintenance of Effort agreements with any federal agency or subdivision thereof, please indicate the scope of the agreement in the Federal Funds’ Narrative Section.

❖ Identify each **Budget and Strategic Plan** with the proper LBO number. Also, please include the LBO number on any cover sheets of larger bound budget packets. Contact your budget analyst if you do not know your LBO number.

❖ Agency Revenue Source Report Instructions and Form example are included in the Budget Instructions/Forms document.