

Bard

February 13, 2026

Dear Colleague,

This message is intended for all current Budget Managers. If you do not have any budget management responsibility, please send an email to the Business Office to update the distribution list.

Next Fiscal Year 2026-2027 Budget Planning : Budget Proposals Due **March 20, 2026.**

To prepare for the coming fiscal year, we require your online budget proposal **no later than Friday, March 20, 2026. There will be no extensions.** Budget Managers should use this process as an opportunity to review essential departmental budget needs and identify areas of potential savings. We want to maintain a high level of quality programs and services with a keen sense of fiscal responsibility.

Submit your budget proposal using the Budget Development tool in My Finance Query via <https://bardssb.bard.edu/>. Please refer to the included instructions for more information.

Academic Programs: Please submit a copy of your budget and justification to the Dean of the College, doc@bard.edu.

New Information System or Technology: New information systems must be vetted and approved before being introduced to campus if they will store any Bard College data including: personal identifiable information, academic records, college finances, intellectual property, or legal information. Please contact the Bard Information Stewardship Council isc@bard.edu. General questions about these requirements be addressed to David Brangaitis dbrangaitis@bard.edu.

Equipment Purchases: Please submit a detailed justification to the Business Office.

Substantial Increase: Please submit a detailed justification to the Business Office for any account increasing 5%+. Budgets submitted without an explanation will not be approved. Due to limited resources, every effort should be made to submit a budget which does not exceed the current 2025-2026 budget.

Following submission, please notify Denise Algieri (dalgieri@bard.edu). Submissions will be summarized and reviewed with the appropriate heads of Offices and Divisions before receiving approval from the College's Chief Financial Officer. Once initially approved, budgets will be consistently reviewed and could be subject to change at the discretion of the College.

The Business Office looks forward to receiving your 2026-2027 Budget Proposals by **March 20th, 2026** and we appreciate, in advance, your compliance in meeting this deadline. If you have any questions, please do not hesitate to contact budget@bard.edu.

With Best Regards,

Jen Brown
Controller