



Office of Planning, Budget & Analysis

MEMORANDUM

TO: David W. Harris, EVP for Administration, COO and CFO
Duane Arruti, Interim Chief Information Officer, Information Technologies
Dorothy Anderson, VP for Human Resources
Paul Krebs, VP for Athletics
Elizabeth Metzger, University Controller, Controller Administration
Chris Vallejos, AVP, Institutional Support Services

DATE: November 18, 2016

FROM: Norma Allen, Associate Director, Office of Planning, Budget & Analysis *NA*

**RE: Main Campus EVP for Administration
Fiscal Year 2017 Projections and Mid-Year Reviews**

The Office of Planning, Budget and Analysis (OPBA) will be conducting a Fiscal Year 2017 Mid-Year Review of Current Unrestricted financial projections with Administrative departments in February. We will begin contacting Administrative departments in December and, depending on the situation, we will work with your office, the VP Fiscal Representative, and/or your Fiscal Agent to schedule the Mid-Year Review.

Beginning January 3, 2017, departments will use the Budget Planner system to input their financial projections and run reports in preparation for the mid-year review.

Please forward this information to your Directors and Managers. Any questions or concerns can be communicated directly to the Office of Planning, Budget and Analysis. We will be sending out another memo to VP fiscal representatives that will include detailed instructions and information about FY 17 Projections/Mid-Year Review procedures, system dates, training, and deadlines. We appreciate your support.

cc: Natalia Koup, Financial Analyst, Office of Planning, Budget and Analysis