

MEMORANDUM

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

DATE: November 15, 2017

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

RE: **Main Campus EVP for Administration
Fiscal Year 2018 Projections and Mid-Year Reviews**

The Office of Planning, Budget and Analysis (OPBA) will be conducting a Fiscal Year 2018 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, 2018, 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 FY2018 Projections/Mid-Year Review procedures, system dates, training, and deadlines. We appreciate your support.

cc: Natalia Koup, University Budget Administrator, Office of Planning, Budget and Analysis