MEMORANDUM

TO: Teresa Costantinidis, SVP for Finance & Administration
    Duane Arruti, Chief Information Officer, Information Technologies
    Dorothy Anderson, VP for Human Resources
    Elizabeth Metzger, University Controller, Controller Administration
    Chris Vallejos, AVP, Institutional Support Services

DATE: November 11, 2019

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

RE: Main Campus SVP for Administration
    Fiscal Year 2020 Projections and Mid-Year Reviews

The Office of Planning, Budget and Analysis (OPBA) will be conducting a Fiscal Year 2020 Mid-Year Review of Current Unrestricted financial projections in February. We will begin contacting departments in November or 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 2, 2020, 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 FY2020 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
    Cenissa Martinez, Manager, Division Support Services