



Office of Planning, Budget & Analysis

MEMORANDUM

TO: Rodney Harder, VP and CFO, UNM Foundation
Kim Kloeppe, Student Affairs Chief Operating Officer, Division of Student Affairs
Natalia Koup, Financial Analyst, Office of Planning, Budget & Analysis
Justin Walters, Manager of Administrative Operations, IPEAR
Nicole Dopson, Financial Officer, Provost's Office
Kevin Stevenson, Strategic Planner, Office of the President

DATE: November 18, 2016

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

**RE: Main Campus Departments
Fiscal Year 2017 Projections and Mid-Year Reviews**

The Office of Planning, Budget & 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 to schedule the Mid-Year Review. Similar to last year, the Provost's and President's Offices will schedule/conduct their own Mid-Year Reviews. Departments will need to be prepared to discuss current year committed and dedicated reserves and the expenditure of those funds.

Beginning **January 3, 2017**, departments will have access to the Budget Planner System to input their financial projections and run reports in preparation for the mid-year review. Projections will be based on December 31, 2016 data. For Main Campus, the Budget Planner Projections System will:

- **Open on Tuesday, January 3, 2017 and**
- **Close at 5pm Friday, January 27, 2017**

Please encourage your departments to review, as soon as possible, the PowerPoint presentation *Getting Ready for FY17 Year-End Projections and Mid-Year Reviews* located on our website. The presentation points out things that should be completed before December 31, 2016.

An Overview presentation for new users featuring the *University of New Mexico Main Campus Projections System Overview for Fiscal Year 2017* will be posted on the OPBA website along with the schedule of working sessions.

Please contact to OPBA at 277-6465 if you have questions or concerns. We appreciate your participation and help with this process.