

## MEMORANDUM

**TO:** Kenny Stansbury, Controller, UNM Foundation  
Kim Kloeppe, Student Affairs Chief Operating Officer, Division of Student Affairs  
Natalia Koup, University Budget Administrator, Office of Planning, Budget & Analysis  
Justin Walters, Manager of Administrative Operations, IPEAR  
Nicole Dopson, Director, Financial Operations, Provost's Office  
Libby Washburn, Chief of Staff, Office of the President

**DATE:** November 16, 2017

**FROM:** Norma Allen, Director, Office of Planning, Budget & Analysis *no*

**RE:** **Main Campus Departments  
Fiscal Year 2018 Projections and Mid-Year Reviews**

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The Office of Planning, Budget & 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 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, 2018**, 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, 2017 data. For Main Campus, the Budget Planner Projections System will:

- **Open on Wednesday, January 3, 2018 and**
- **Close at 5pm Friday, January 26, 2018**

**Please encourage your departments to review, as soon as possible, the PowerPoint presentation *Getting Ready for FY18 Year-End Projections and Mid-Year Reviews* located on our website.** The presentation points out things that should be completed before December 31, 2017.

An Overview presentation for new users featuring the *University of New Mexico Main Campus Projections System Overview for Fiscal Year 2018* 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.