Date: April 22, 2004

To: Vice Presidents for Administration/Finance

From: Richard K. Leffingwell
Senior Director
Financing and Treasury

Subject: 2004/05 Centrally Paid Costs – Facilities Revenue Fund – Health Facilities (581-282)

We are transmitting the Health Center Facilities Fund centrally paid costs for fiscal year 2004/05 for incorporation into your budget planning process. The attached worksheet summarizes the revised systemwide costs by campus. The systemwide cost recovery for fiscal year 2004/05 is based on each campus percentage share of the total CSU headcount enrollment for the 2002/03 college year.

The centrally paid costs relate to state prorata charges and Chancellor’s Office services. A task force has been formed to look into the current method of allocating state prorata charges for future years. Please ensure that appropriate fiscal personnel at your campus have this information. We will be asking our accounting office to prepare a single Plan for Financial Adjustments (PFA) to transfer the entire funds by October 15, 2004 from each campus general fund to the Chancellor’s Office. Consequently, campuses need to record the journal entries (which will affect the general fund) and must internally reimburse themselves from health center facilities program funds. Please note that this memo is intended for planning purposes only. The Chancellor’s Office Accounting department will issue an AD-NOAT memo with journal entry information to ensure accurate FIRMS data submission and recording.

Please contact Rosa Renaud or Angelique Sutanto in the office of Financing and Treasury at (562) 951-4570 if you or your staff have any questions.

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Attachment

Distribution:

- Presidents (without attachment)
- Business Managers (with attachment)
- Health Center Administrators (with attachment)
- Budget Officers (with attachment)
- Accounting Officers (with attachment)
- Chancellor’s Office Staff (without attachment)
- Ms. Lily Wang (with attachment)
- Mr. Lam Le (with attachment)