

# Memorandum

To: George A. Pardon  
Director of Accounting  
Business and Finance

Date: January 7, 1998

From: Edward M. McAleer *EMM* *1/2/98*

Phone: 562/985-2817

Subject: Transfer of CERF Retained Earnings to CSU Channel Islands

Upon the recommendation of the CSU Commission on the Extended University (CEU), I am requesting that \$37,500 of Continuing Education Revenue Fund (CERF) retained earnings in that fund's systemwide account, be transferred to the CERF retained earnings account that is being maintained by the Operations Office here in the C.O. (on behalf of CSU Channel Islands). This would represent the second of four annual transfers of retained earnings to CSU Channel Islands. Last May \$50,000 was transferred to the Northridge campus which was serving as the financial manager for CSU Channel Islands.

On January 7, 1998, Mr. Lundstedt of my staff talked with Mr. Ron Clouse of CSU Northridge. He informed Richard that the Northridge campus was phasing out its involvement as financial agent for the Channel Islands campus and that CSU Operations was assuming that role as of January 1, 1998. Mr. Clouse further indicated that the \$50,000 that had been transferred to Northridge last May remained unexpended and would be transferred to the Operations Office here before March 1, 1998.

(Future year transfers will be \$25,000 in 1998-99 and \$12,500 in 1999-2000.)

The \$37,500 transfer should be treated as an expenditure from the Chancellor's Office CERF budget and the cost prorated to the campuses at the same time as other CERF expenditures here are forwarded. This should be separately broken out on the attachment to the AD-NOAT memorandum that provides the campuses with this information.

Questions relating to this transfer should be directed to Richard Lundstedt at 562/985-2820.

Thank you.

EMM/trw

cc: Dr. Charles Lindahl