

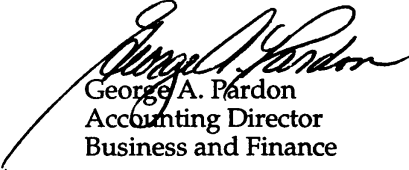
THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore Drive
Long Beach, California 90802-4275
(562) 985-2900

Date: March 13, 1998

Code: AD 98-06

To: Vice Presidents for Administration

**PLEASE RESPOND BY:
April 10, 1998**

From: 
George A. Pardon
Accounting Director
Business and Finance

Subject: 1997/98 Mid-Year Report

This letter is to request your assistance with the development of our systemwide mid-year financial status report. The purpose of the report is to develop projections of year-end expenditure levels and balances for CSU budgeted appropriations allocated to our campus agencies. The information provided by the report is used to identify the significant issues affecting our financial performance and help formulate plans to address these issues prior to our year-end reconciliation. A systemwide summary level evaluation is sent to Mr. Richard P. West, Senior Vice Chancellor for Business and Finance.

The level of detail requested in this year's report is greatly reduced. We will no longer require current year expenditure data at the program/object level. Instead, expenditure and budget balance projections are requested at the appropriation summary level for the three active general fund support appropriations (i.e., 1995/96, 1996/97, and 1997/98). In addition, we are requesting projections of year-end expenditure and budget balance available for capital outlay projects allocated to your campus. Attached are instructions that detail the information requested for your campus. In order to complete our evaluation, I am requesting that your response be sent to Sean Boylan in the Chancellor's Office Accounting Department by April 10, 1998.

I appreciate your timely assistance in this matter. If you or your staff have questions or comments, please contact Mr. Sean Boylan or myself at (562) 985-2900, or via e-mail at sean_boylan@calstate.edu and george_pardon@calstate.edu, respectively.

GAP:SPB:tp AD 98-06

Attachment

Distribution: Presidents (without attachments)
Mr. Richard P. West