

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

Date: May 29, 1998 Code: AD 98-07

To: Vice Presidents for Administration **DUE DATE: July 31, 1998**

From:   
George A. Pardon  
Accounting Director  
Business and Finance

Subject: Year-End Financial Report Instructions

Attached are special instructions for preparation of the year-end reports. Year-end reports are to be submitted on or before July 31, 1998. Copies of these instructions should be provided to personnel in the accounting office and budget office who participate in the year-end closing.

The year-end instructions issued by the State Controller's Office (SCO) may appear to be in conflict with the CSU year-end report instructions. However, use of the SAM99 tape eliminates the need for submitting a substantial number of reports identified in the State Administrative Manual.

The printed reports and the feed to the FIRMS Data Base must be in agreement. The certification of year-end reports will apply to the machine readable feeds and the printed reports.

This year for the first time, campuses must also submit their auxiliary organizations' year-end financial data in the FIRMS format. Campuses are required to append the auxiliary submittal to their data and transmit it along with their own submission.

If you have questions about which reports are required please contact Mr. William P. Musselman at (562) 985-2900. If you have questions about data feeds for the FIRMS please contact Mr. Sedong John at (562) 985-2889. Contact Mr. George A. Pardon via e-mail at [george\\_pardon@calstate.edu](mailto:george_pardon@calstate.edu) immediately if you anticipate that the year-end reports, paper, and data feeds will not be submitted by July 31, 1998.

GAP:WPM:js AD 98-07

Attachments

---

Distribution: Financial Managers  
(w/ Attachments) Accounting Officers  
Budget Officers  
Chancellor's Office  
Mr. Glenn Haas, State Controller's Office