

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

Date: March 11, 1999

Code: AD 99-05

To: Vice Presidents for Administration

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| PLEASE RESPOND BY: April 2, 1999 |
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From: William P. Musselman
Acting Accounting Director
Business and Finance

Subject: 1998/99 Year-End Expenditure Forecast

This letter is to request your assistance with the preparation of the 1998/99 year-end expenditure forecast. Each year, you are asked to provide a projection of year-end expenditures (including encumbrances) and projected balances for general fund support and capital outlay appropriations allocated to your campus agency. Information gathered from this report is used to identify significant issues affecting our financial performance and formulate plans to address relevant issues prior to the year-end reconciliation. A systemwide summary evaluation will be forwarded to Executive Vice Chancellor Richard West for his review and action.

Attached are projection worksheets that detail the requested information. As indicated, the report requests information on projected expenditures and year-end balances for current general fund support and capital outlay fund allocations. In order to complete our evaluation, please forward your response to our office by **April 2, 1999**.

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

GAP:SPB:js AD 99-05

Attachment

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