Date: June 20, 2003

Code: FT 03-06

To: Vice Presidents for Administration/Finance

From: Richard K. Leffingwell
Senior Director
Financing and Treasury

Subject: 2003/04 Centrally Paid Costs – Facilities Revenue Fund – Health Facilities (581-282) - REVISED

We are transmitting the revised Health Center Facilities Fund centrally paid costs for fiscal year 2003/04, which supersedes the memo issued on April 18, 2003. Since the original memo was issued, we had contacted the Department of Finance and expressed our concerns on the increase in the state prorata charges, which consist of administrative expenditures related to various state agencies such as the Department of Finance, the State Controller’s Office, the State Treasurer’s Office and others, and were able to gain a modest reduction. At the same time, campuses will experience an increase in the Chancellor’s Office charges due to additional staffing in the accounting department. The attached worksheet summarizes the revised systemwide costs by campus. The systemwide cost recovery for fiscal year 2003/04 is based on each campus percentage share of the total CSU headcount enrollment for the 2001/02 college year.

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 at the end of August 2003 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.

RKL:RHR:as

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)