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**MEMORANDUM**

**DATE:** December 8, 2011

**TO:** Karen S. Haynes, President  
Emily Cutrer, Provost and Vice President, Academic Affairs  
Eloise Stiglitz, Vice President, Student Affairs  
Neal Hoss, Vice President, University Advancement  
Jan Jackson, Vice President, Community Engagement  
Matt Ceppi, Chief of Staff

**FROM:** Linda L. Hawk, Ed.D.   
Vice President, Finance & Administrative Services

**SUBJECT:** Fiscal Year 2011/12 Mid-Year Review

Each year the campus conducts a comprehensive mid-year review during the month of January to identify any problematic financial situations that have occurred or may be expected to occur prior to the end of the fiscal year, June 30<sup>th</sup>. The objective of the mid-year review is to perform a division analysis of expenditures compared to budget and identify material concerns (minimum of \$50,000), either favorable or unfavorable, that may have a material impact on the current budget. The scope of the mid-year review will include a comprehensive budget review for all revenue and expenditure activities for all funds, including Operating, Cost Recovery, Lottery, Capital, Financial Aid, Self-Support, and Trust funds.

We will be following the same methodology used last year by tying divisional analyses to the campus accounting ledgers. Divisions will provide a detailed analysis for each PeopleSoft Department ID that begins with the December accounting ledger balances and incorporates projections through the end of the fiscal year. Please refer to the Budget Office web site <http://www.csusm.edu/budgetoffice/index.html> under Guidelines and Allocations, for a copy of this memo, the guidelines and instructions, and the report forms.

The Budget Office has already provided training to all Divisions. The training included an overview of the process and an introduction to the new required format using the Data Warehouse reports. Additionally, the Budget Office will be available throughout the process to provide one-on-one assistance to campus department budget representatives.

The mid-year review process will begin after the PeopleSoft Financial close on January 10<sup>th</sup>. Final reports from the divisions are due to the Budget Office on **February 8<sup>th</sup>**. There will be a comprehensive report compiled by the Budget Office ready for submission to the President by March 5<sup>th</sup>.

Thank you in advance for your assistance in this important step toward ensuring our financial integrity. Please feel free to contact Liz Rojas, Director, University Budget Office, at extension 4462 if you have any questions or require additional information.

LH:lr

cc: Division Resource Analysts with attachments:

1. Mid-Year Guidelines and Instructions
2. Mid-Year Review Forms