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October 23, 2009

MEMORANDUM

TO: Provost Joseph Sheley  
Vice President Stephen Garcia  
Vice President Larry Gilbert  
Vice President Carole Hayashino  
Vice President Lori Varlotta  
Vice President David Wagner  
Executive Director Phil Garcia  
Executive Assistant to the President Carol Ensley  
Athletic Director Terry Wanless

FROM: Dr. Alexander Gonzalez  
President

SUBJECT: Request for Information – Annual Budget and Expenditure Report  
**Due Date: December 4, 2009**

The Annual Budget and Expenditure Report process is now upon us and it's time to begin the data collection for the 2009/10 report. This annual activity is part of the University Budget Advisory Committee's charge to provide transparency of financial information. This year brings exciting new changes for the 2009/10 report. The Budget Office has recently implemented the Cognos Budget and Planning Module which will allow data to be keyed directly into the software system. Once the data is entered and saved by the divisions, the Budget Office can collect the data and prepare the annual report. The division analysts have been trained on the new budget module system and are ready for this new process.

As in the past, the divisions are asked to provide information on the General Operating Fund and Miscellaneous Student Fees. The Miscellaneous Student Fees template will be an attachment to the module which can be downloaded, completed, and then emailed to the Budget Office as an EXCEL file. Instructions for completion of requested data are included with this memorandum.

Once the requested data has been completed, please contact the Associate Vice President for Budget Planning and Administration, Stacy Hayano, at x83909 or via email [hayanosj@csus.edu](mailto:hayanosj@csus.edu) by **Friday, December 4, 2009**. Please work with Stacy Hayano to resolve any issues or questions that arise. Thank you for your assistance with this important project. It is an essential step in providing transparency of the University's budget and financial information to all our constituencies.

Enclosures

cc: University Budget Advisory Committee  
Budget Planning & Administration Office