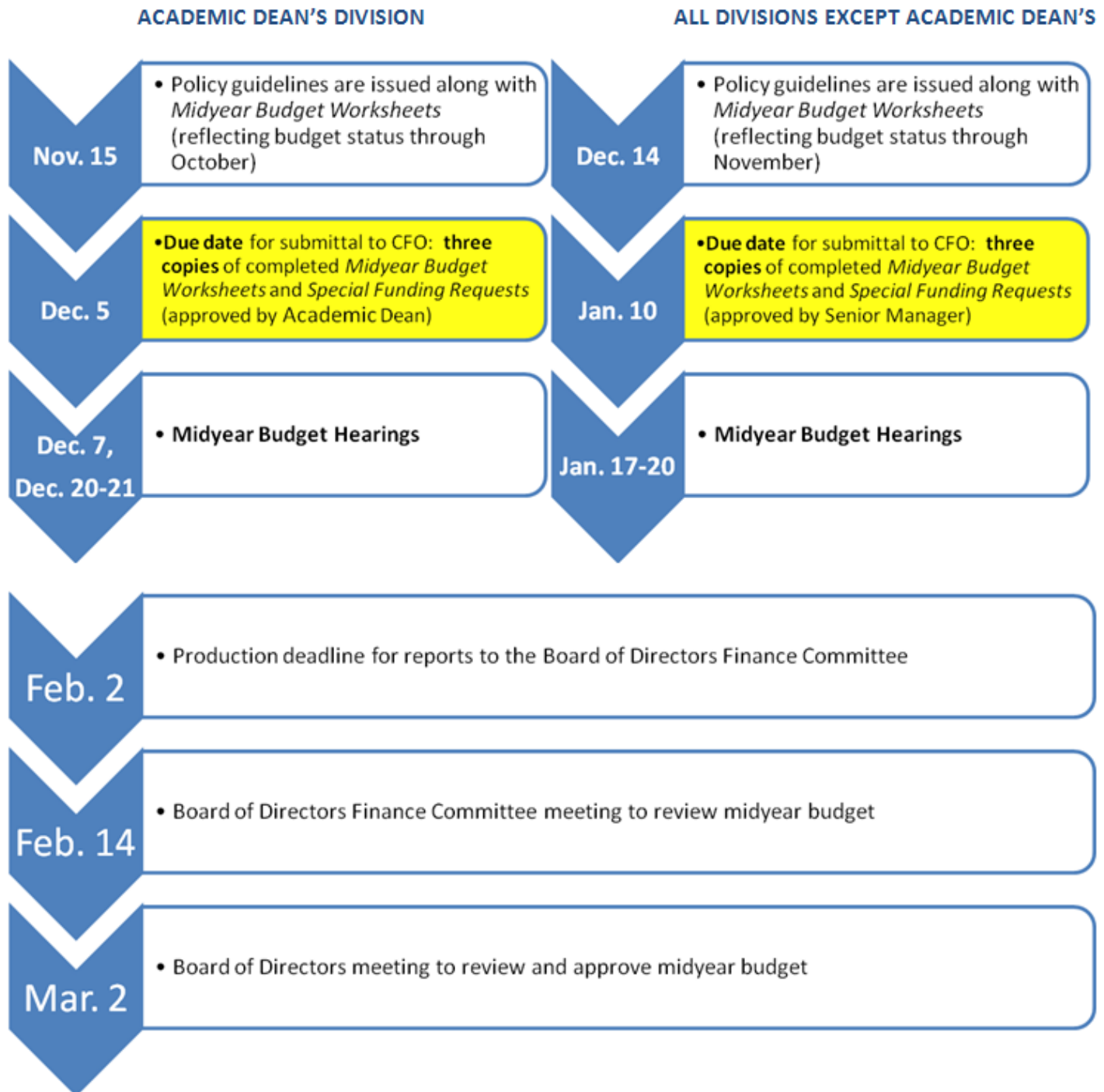


From: Cole, Carol
Sent: Monday, November 07, 2011
Subject: Midyear Budget Review Calendar

Below is the calendar of events for the midyear budget review process. 2011-12 *Midyear Budget Worksheets* will be mailed to Budget Managers/Authorized Signers – please watch for them (copies are not retained). At the request of the Academic Dean, that Division’s hearings will be held in December; all others meet in January. Three copies of completed and approved midyear documents are to be returned to me by the highlighted due date.

Consistent with past practice, the *Midyear Budget Worksheet* is to be used to indicate requested budget changes resulting from normal operations (e.g., cost changes). In contrast, *Special Funding Requests* are to be used for items that are “new and different” and that are not currently budgeted; use the attached form as a guideline for submittal.



This information and related forms can be found here: <http://www.uchastings.edu/budget/budget-process-forms.html>

A review and analysis of budgets and account activity can be performed at any time, and in advance of receiving Budget Worksheets, by using the Fiscal Information Reporting System (WebAdvisor) accessed here: www.webadvisor.uchastings.edu

If you have any questions, please do not hesitate to [contact me](#).

Thanks,
--Carol

 <p>UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW <i>Bringing Life to Law</i></p>	<p>Carol Cole Budget and Planning Analyst UC Hastings College of the Law Office of the Chief Financial Officer 200 McAllister Street San Francisco, CA 94102 Phone: 415.565.4824 Fax: 415.565.4884 Homepage: www.uchastings.edu/budget Email: colec@uchastings.edu</p>
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