

University of California  
HASTINGS COLLEGE OF THE LAW  
100 McAllister Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94102  
OFFICE OF THE CHIEF FINANCIAL OFFICER

TO: Budget Managers  
FROM: David Seward  
DATE: November 15, 2011  
SUBJECT: 2011-12 Midyear Budget Review

Midyear budget review meetings will be held beginning December 7 and conclude January 20. Your completed *Midyear Budget Worksheets* are due to Carol Cole by December 5 if within the Academic Dean's Division, or January 10 for all others. The [2011-12 Midyear Budget Review calendar](#), copied on the reverse, and related information and forms can be found online on the Budget page <http://www.uchastings.edu/budget> under the "[Budget Process and Forms](#)" heading except for the *Worksheets* available only in hard copy (attached).

Although the State of California's fiscal outlook remains bleak, the objective of the midyear budget hearings will be to maintain stable operating budget allocations funding only those enhancements directly related to implementation of the Strategic Plan. The first step in Strategic Plan implementation is an assessment of resource allocation. For core operating costs, the objective will be to keep operating budgets flat. It is anticipated that a more detailed review of resource allocations will be made as part of the 2012-13 budget development process beginning this spring.

To assist you with your planning and preparation the following tools are provided:

- **2011-12 Midyear Budget Worksheets (attached; copies not retained):** Project your account activity through June 2012 and indicate any other proposed changes. Request budget changes resulting from normal operations (e.g., cost savings or increases) in the space provided with a brief justification for the change (a negative number indicates budgetary savings that can be captured; a positive number indicates a request for additional funds). **Please calculate and note the net total of the "Budget Change Requested" column.**
- **Special Funding Request Form (online):** Use [this form](#) to request 2011-12 funding to initiate new projects/activities, to expand the scope of existing activities, or to request funding for purchases/services that are not currently budgeted. Final decisions on Special Funding Requests will be made by the Dean upon completion of the midyear review process, including approval by the Board of Directors at their March 2012 meeting. **Please describe how the Special Funding Request furthers goals identified in the Strategic Plan.**
- **Fiscal Information Reporting System (WebAdvisor online):** Please be aware of the status of actual expenses reported, recognizing some may not be current as of the reporting period. Please review encumbrances (amounts in the "enc" column) to confirm validity of open and outstanding purchase orders. Balances from prior year POs that were not closed may be reflected and affect the accuracy of budget balances. Contact [Purchasing](#) to modify or close POs.

**Three copies of the Budget Worksheets, approved by your division manager, are due to Carol Cole.** Please contact Carol (ext. 4824 or [colec@uchastings.edu](mailto:colec@uchastings.edu)) or me if you have any questions or need additional information. Thank you.

cc: Chancellor and Dean Frank Wu

# 2011-12 Midyear Budget Review Calendar

## ACADEMIC DEAN'S DIVISION

## ALL DIVISIONS EXCEPT ACADEMIC DEAN'S

