



Oregon  
University  
System

**Office of the Chancellor**  
P.O. Box 488  
Corvallis, OR 97339-0488  
FAX (541) 737-0850  
PHONE (541) 737-3636  
<http://www.ous.edu>

Date: February 24, 2003

To: Directors of Business Affairs -  
EOU Rick Poesse                      SOU Craig Morris  
OIT Jeannie Steckley                UO Sherri McDowell  
OSU Beth Barker                        Heidi Sann  
PSU Dee Wendler                      WOU Darin Silbernagel

Budget Officers -  
EOU Lee Lindsey                      SOU Mike Mallery  
OIT Jeannie Steckley                UO Frances Dyke  
OSU Duane Faulhaber                WOU Darin Silbernagel  
PSU Cathy Dyck                        CO Ken Mayfield

From: Paul Bartlett, Director of Accounting and Reporting

Subject: Request for Review of Management Reports

Thank you for all your assistance in reviewing the format and practicality of the management reports to be presented to the Board at the April Board Meeting. Attached are the FY2003 2<sup>nd</sup> quarter management reports with all suggested format changes:

- Quarterly Financial Performance Report
- Quarterly Year-to-Date Financial Performance Report
- Quarterly Cash Report

May I request that the following be completed by Friday, March 21:

1. Please verify the numbers on the report to your accounting records as of December 31, 2002.
  - 1.1 Please make any revisions/corrections to the reports, especially to columns 3 and 4 in the Quarterly Financial Performance Report.
2. Please review the reports and provide explanations for "unusual" variances in columns 2 and 5 of the Quarterly Financial Performance Report and in column 3 of the Year-to-Date Financial Performance Report. By "unusual" variances, please respond as one thinks is appropriate.

Directors of Business Affairs  
Budget Officers  
Request for Review of Management Reports  
February 24, 2003  
Page 2 of 2

I am also attaching the worksheet showing the sources of data for help in verifying the numbers on the managerial reports.

Please provide me with the information by Friday, March 21. This will allow us the time needed to prepare a summary report for presentation to the Board at the April 17 Board Meeting.

Thank you for all your help and advice pertaining to this project. Should you have any suggestions or concerns, please let me know at paul\_bartlett@ous.edu or 7-4361.

Attachments:           Quarterly Financial Performance Report (draft)  
                              Quarterly Year-to-Date Financial Performance Report (draft)  
                              Quarterly Cash Report (draft)  
                              Description of Sources

c (w/attachment:):   Mike Green  
                              Marv Wigle  
                              Tom Anderes