

Northern Kentucky University
Office Enrollment and Financial Planning
Administrative Center 832
Office: ext. 5345 Fax: ext. 6129
e-mail schaffera@nku.edu

MEMORANDUM

December 5, 2003

TO: Department Heads

FROM: Angela F. Schaffer

SUBJECT: FY 2004-2005 Annual Budget Process
 Central Revenue and Accessible Revenue Line Projections

Attached are lists of all central revenue and accessible revenue lines for which you have the responsibility to project FY 2004-2005 revenues. In addition to providing projected FY 2003-2004 year-end revenues and proposed FY 2004-2005 revenues, please provide a written explanation of the methodology and rationale for any proposed increase or decrease to these revenue lines. The completed revenue projections are to be sent through the respective area vice president.

Please return revenue projections to the Office of Enrollment and Financial Planning by January 20, 2004. Please note that the documents require the approval and signature of your respective area vice president. The area vice president will establish internal review and process deadlines to ensure timely response. If you have any questions regarding this request, please contact office staff at ext. 5345.

ATTACHMENTS

pc: President Votruba (memo only)
 Vice Presidents