



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Controller's Office/Trust Accounts Annual Review and Year-End Preparation	
Department: Financial Management (Controller's Office)	Reference No.:
Division: Administration & Finance	Issue Date: NA
References: NA	Revision Date: January 2005
Web Links: NA	Expiration Date: NA

- **Annual Review and Year-End Preparation**

The Annual Review Process of all Trust Accounts is considered, for the most part, as the year-end preparation. The Controller's Office conducts this annual review in March and April, so that all necessary account maintenance and initial year-end financial reviews are made prior to the actual year closing.

Forms titled "Review of An Existing Agency Trust Agreement" and "Trust Actual and Projected Financial Statement and Budget" must be attached to the "Annual Review of Trust Agreement" memo, which is completed every year.

FORMS: See Attachments

- Annual Review of Trust Agreement memo
- Review of An Existing Agency Trust Agreement
- Trust Actual and Projected Financial Statement and Budget



CALIFORNIA STATE UNIVERSITY, LONG BEACH



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CONTROLLER'S OFFICE

RESPONSE REQUESTED BY
MAY 10, 2004

DATE: April 9, 2004

TO: Virginia Martin, Financial Aid Business Officer, Bursar's Office

COPY: Nancy Eckhous, Bursar
SSO File

FROM: Aubrey Freeman, General Accounting Manager

SUBJECT: 2004 ANNUAL REVIEW OF TRUST

FUND # - MT010

Fund Title: PERKINS/NDSL COLL COSTS

To insure that the financial records are current and that the criteria and terms under which the trust fund was created are still valid, we are asking your assistance in this review process. Please review the requested information on pages two and three of this memorandum, compare it to the information you submitted for the 2003 Annual Review, make the necessary changes, sign and return to Celia Afan by May 10, 2004. If you have any questions regarding this subject, please call Celia Afan, Self Support Operations Supervisor at 5-1625. Thank you for your assistance.

Please Complete Pages 2 and 3, Sign and Return to Celia Afan at the Foundation Bldg., Suite 280



CALIFORNIA STATE UNIVERSITY, LONG BEACH

California State University, Long Beach
University Controller's Office

2004 REVIEW OF AN EXISTING AGENCY TRUST AGREEMENT

CMS FUND VALUE: MT010

FUND DESCRIPTION: PERKINSANDSL Late Coll Costs

(The fund description used here is the description found in PeopleSoft. If a change is necessary, please complete a Charfield Request Form and submit to the Office of Financial Reporting)

PURPOSE OF THE TRUST:

Revenue collected from delinquent borrowers will be used to enhance collection efforts through purchases of supplies and equipment and other training expenses.

Change as follows:

SOURCE OF FUNDS: In-house collection costs paid by Perkins loan borrowers

Change as follows:

EXPECTED DURATION:

- Indefinite Approximately until ___ / ___ / ___

SUMMARY OF TRUST RESTRICTIONS, REPORTING REQUIREMENTS AND OTHER AGREEMENTS:

None

Change as follows:

DISPOSITION OF REMAINING FUNDS AT TERMINATION OF TRUST:

Funds will be deposited to Perkins Fund

Change as follows:

AUTHORITY TO APPROVE EXPENDITURES (PLEASE UPDATE)

Name	Title	Signature	Date
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___

CERTIFICATION

I certify that the above information is accurate to the best of my knowledge.

_____	_____	_____	___/___/___
Name	Title	Signature	Date



CALIFORNIA STATE UNIVERSITY, LONG BEACH

2004 ANNUAL TRUST REVIEW

Fund Description: PERKINS/NDSL Coll Costs

CMS Fund Value: MT 010

Actual Data as of March 31, 2004

Actual and Projected Fin Stmt

	Fiscal Year 2002/2003		Fiscal Year 2003/2004	Projection	Budget FY2004/2005
	7/02 - 06/03	07/02 - 03/03	07/03 - 03/04	04/04 - 06/04	07/04-06/05
Beginning Balance	\$28,831.70	\$28,831.70	\$562.26	\$1,460.66	
<u>Add</u>					
Fee Revenue	(\$23,405.03)	\$784.97	\$989.00		
<u>Deduct</u>					
Actual Operating Expenses					
Personnel Services	\$0.00	\$0.00	\$0.00		
OE&E	(\$4,864.41)	(\$78.50)	(\$90.60)		
Pre-Encumbrance & Encumbrance	\$0.00	\$0.00	\$0.00		
Ending Balance	\$562.26	\$29,538.17	\$1,460.66	\$1,460.66	

Please answer the following questions:

Is the increase in the projected ending balance greater than \$5,000 and 10% of the prior year's ending balance? If yes, please explain.

Are the FY 2003/2004 YTD projected expenses (including pre-encumbrances and encumbrances) less than 90% of the FY 2002/2003 ending balance? If yes, please explain.

Are the FY 2003/2004 YTD projected expenses (including pre-encumbrances and encumbrances) less than 90% of the FY 2002/2003 Actual Operating Expenses, Pre-encumbrances and Encumbrances? If yes, please explain.

Are the FY 2003/2004 YTD projected expenses (including pre-encumbrances and encumbrances) greater than 110% of the FY 2002/2003 Actual Operating Expenses, Pre-encumbrances and Encumbrances? If yes, please explain.

Authorization to Submit Form

Person Responsible for the Fee/Trust

Name _____ Title _____ Signature _____ Date _____

College Administrative Services Manager/Division Fiscal Officer

Name _____ Title _____ Signature _____ Date _____