

**COMMISSION ON STATE MANDATES**

980 NINTH STREET, SUITE 300  
SACRAMENTO, CA 95814  
PHONE: (916) 323-3562  
FAX: (916) 445-0278  
E-mail: [csminfo@csm.ca.gov](mailto:csminfo@csm.ca.gov)



December 8, 2011

Mr. Keith Petersen  
SixTen and Associates  
P.O. Box 340430  
Sacramento, CA 95834-0430

*And Interested Parties and Affected State Agencies (See Mailing List)*

**Re: Draft Staff Analysis, Schedule for Comments, and Hearing Date**  
*California Community Colleges Budget and Accounting Manual, 03-TC-05*  
Title 5, California Code of Regulations, Section 59010  
California Community Colleges Budget and Accounting Manual, 2000 Edition  
Santa Monica Community College District, Claimant

Dear Mr. Petersen:

The draft staff analysis for the above-named matter is enclosed for your review and comment.

**Written Comments**

Any party or interested person may file written comments on the draft staff analysis by **Thursday, January 5, 2012**. You are advised that comments filed with the Commission are required to be simultaneously served on the other interested parties on the mailing list, and to be accompanied by a proof of service. However, this requirement may also be satisfied by electronically filing your documents. Please see <http://www.csm.ca.gov/dropbox.shtml> on the Commission's website for instructions on electronic filing. (Cal. Code Regs., tit. 2, § 1181.2.) If you would like to request an extension of time to file comments, please refer to section 1183.01(c)(1) of the Commission's regulations.

**Hearing**

This matter is set for hearing on **Friday, January 27, 2012**, at 9:30 a.m., in the State Capitol, Room 447, Sacramento, California. The final staff analysis will be issued on or about January 13, 2012. Please let us know in advance if you or a representative of your agency will testify at the hearing, and if other witnesses will appear. If you would like to request postponement of the hearing, please refer to section 1183.01(c)(2) of the Commission's regulations.

Please contact Heather Halsey at (916) 323-3562 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Nancy Patton".

Nancy Patton  
Acting Executive Director