Financial Managers’ Meeting

25 August 2009
FY09 Year-End Recap

- Tremendous job reducing CFWD
- High Volume of JV’s at Fiscal Year-End
- Too MANY NSF Overrides
- Departmental staff availability
- What can we do to better meet your needs?

FY09 Revenue

- Total - $413.7M
- Unrestricted 66%
- Restricted 29%
- Designated 1%
- Auxiliary 4%

FY09 Unrestricted Revenues

- Total - $231.6M
- General Funds 65%
- University Receipts 32%
- UA Intra-Agency Transfers 2%
- Misc. Revenues 1%
<table>
<thead>
<tr>
<th></th>
<th>FY09 CFWD</th>
<th>April Projection</th>
<th>FY08 CFWD</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>$3,969,015</td>
<td>$5,160,250</td>
<td>$16,655,865</td>
</tr>
<tr>
<td>F7</td>
<td>$3,938,920</td>
<td>$3,007,188</td>
<td>$3,090,017</td>
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<tr>
<td>FE</td>
<td>$650,005</td>
<td>$573,923</td>
<td>$33,847</td>
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<tr>
<td>FL</td>
<td>$4,413,435</td>
<td>$4,124,621</td>
<td>$3,983,268</td>
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<tr>
<td>TOTAL</td>
<td>$12,971,376</td>
<td>$12,865,982</td>
<td>$23,762,999</td>
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</tbody>
</table>
FY10 Budget

- UAF is entering FY10 in a very tight fiscal position centrally
  - Less than the required 2% reserve
  - Fully distributed the FY08 central carry forward

- 1% Pull Back (non-base) to get reserves back to mandated 2%

- Decision to empower schools and colleges
  - New Tuition Model
  - Carry Forward Principles
  - Tuition & ICR revenue generating capacity

- Cost saving measures
  - Extended Christmas Soft Closure - $700K potential savings
  - Managing Extended Vacancies - $980K potential savings
## FY10 General Fund

### By Appropriation

<table>
<thead>
<tr>
<th></th>
<th>Fairbanks Campus</th>
<th>CRCD</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY09 Operating Budget</strong></td>
<td>$123,568.0</td>
<td>$22,592.9</td>
<td>$146,160.9</td>
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<tr>
<td>Fixed Cost Increases</td>
<td>$3,434.0</td>
<td>$1,062.6</td>
<td>$4,496.6</td>
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<tr>
<td>Virology Building Operating Costs</td>
<td>$150.0</td>
<td>$0.0</td>
<td>$150.0</td>
</tr>
<tr>
<td>Energy and Cooperative Extension Service (one time funding)</td>
<td>$500.0</td>
<td>$450.0</td>
<td>$950.0</td>
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<tr>
<td>Health Related Academic Programs</td>
<td>$87.4</td>
<td>$88.0</td>
<td>$175.4</td>
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<tr>
<td>Reversal of one-time FY09 stipends</td>
<td>$0.0</td>
<td>($62.4)</td>
<td>($62.4)</td>
</tr>
<tr>
<td>Transfers</td>
<td>($725.0)</td>
<td>$725.0</td>
<td>$0.0</td>
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<tr>
<td><strong>Total Adjustments</strong></td>
<td>$3,446.4</td>
<td>$2,263.2</td>
<td>$5,709.6</td>
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<tr>
<td><strong>FY10 Operating Budget</strong></td>
<td>$127,014.4</td>
<td>$24,856.1</td>
<td>$151,870.5</td>
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</tbody>
</table>

Alaska's First University | America's Arctic Research University
## FY10 Total Funding

<table>
<thead>
<tr>
<th>Unit</th>
<th>General Fund</th>
<th>Non-General Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairbanks Campus</td>
<td>$105,705.4</td>
<td>$129,460.5</td>
<td>$235,165.9</td>
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<tr>
<td>Organized Research</td>
<td>$21,309.0</td>
<td>$113,981.3</td>
<td>$135,290.3</td>
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<tr>
<td>Bristol Bay Campus</td>
<td>$1,391.8</td>
<td>$2,107.6</td>
<td>$3,499.4</td>
</tr>
<tr>
<td>Chukchi Campus</td>
<td>$998.9</td>
<td>$1,036.4</td>
<td>$2,035.3</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>$4,349.9</td>
<td>$6,122.8</td>
<td>$10,472.7</td>
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<tr>
<td>Interior-Aleuton Campus</td>
<td>$1,827.7</td>
<td>$3,005.5</td>
<td>$4,833.2</td>
</tr>
<tr>
<td>Kuskokwim Campus</td>
<td>$3,228.2</td>
<td>$3,304.0</td>
<td>$6,532.2</td>
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<tr>
<td>Northwest Campus</td>
<td>$1,783.7</td>
<td>$1,140.5</td>
<td>$2,924.2</td>
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<tr>
<td>Rural College</td>
<td>$4,977.6</td>
<td>$8,261.4</td>
<td>$13,239.0</td>
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<tr>
<td>Tanana Valley Campus</td>
<td>$6,298.3</td>
<td>$6,412.9</td>
<td>$12,711.2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$151,870.5</strong></td>
<td><strong>$274,832.9</strong></td>
<td><strong>$426,703.4</strong></td>
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</tbody>
</table>
AGENDA

• PBB Distribution
  • Chancellor’s memo dated July 15, 2009
  • Dana has contacted departments for Org Maintenance forms and Budget Revisions

• 1% Pull Back
  • Will be processed same time as FY09 CFWD distribution

• TAB Awards
  • FY09 approved unexpended will be distributed this week

• Budget in $100’s
  • For all budget items round up or down (not incl. restricted funds)

• ARRA Tracking (New Codes)
CONT-

- NSF Overrides
  - We had over seven thousand NSF Overrides in FY09, we need to reduce

- Compliance Review
  - FY09 results (get it right the first time)
  - FY10 review will be starting soon

- Faculty Market
  - Start review, but not distributed until fall assignments are setup

- Recharge Review Status
  - FY11 rate proposals due April 1st
CONT-

- Non-Cash Awards Reporting
  - 3rd Qtr 6/16/09 through 9/15/09 due Tuesday 9/22/09
  - 4th Qtr 9/16/09 through 12/15/09 due Thursday 12/17/09
  - 4th Qtr (final) 12/16/09 through 12/31/09 due Tuesday 1/5/10

- Changes to Financial Services Website – http://www.uaf.edu/finsvcs/
  - Labor reports access instructions
    http://www.uaf.edu/finsvcs/budget-cost-records/labor-instructions/
  - Account codes listing

- Banner/QMenu/QAdhoc/Vista Plus/Secure Shell
  - Access requests/password resets - contact Lynn Wrightsman
  - Use current access request form on website

- Financial Services staff will move to Google Apps by September 1st
FY10 Management Reports
  • Due dates – tentative based upon actual monthend close
    • September report due October 16th
    • October report due November 13th
    • November report due December 11th
    • December report due January 15th
    • January report due February 19th
    • February report due March 19th
    • March report due April 16th
    • April report due May 14th
  • Fund balances for Aux/Recharge/Enterprise/Leasing
  • Training – new and continuing

Department meetings to discuss FY09 and FY10 with VCAS & Provost
• Deposits/Petty Cash/Wire Transfers
  • Follow SW cash handling procedures
  • Misuse of petty cash
  • Pre-approval of cash advances for restricted funds
  • Unclaimed incoming wire transfers

• Representational Allowance Forms
  • ProCard – need rep allowance complete with QP# and date the charge hit Banner
  • Send Betty copy of rep allowance and invoice or order when paid on ProCard
  • Do NOT send Betty copy of rep allowance when invoice is being paid through AP
CONT-

• ProCards
  • Google address update – Pathway Net is NOT a University system, doesn’t know anything has changed. Submit change forms to Procurement to update cardholder, reconciler and approving official addresses
  • Compromised card – call bank. If receive message to call the bank, call the 800 number on the back of card. Notify Helen Conner that your card has been compromised.

• Procurement Issues
  • Requisitions – Procurement does not know Req exists until it has gone through encumbrance. If OGCA approval is required, Procurement hasn’t seen it.
Requisitions Cont.

- FOIDOCH codes for Requisitions
  - C – approved by dept, awaiting OGCA approval
  - A – approved by everyone, in Procurement queue
- Backup – do not submit Req until you have all backup ready
  - Fastest transmission to Procurement is by fax (7720) or email
- W-9 – Procurement cannot start the PO without completed W-9. If you have contacted vendor, please provide that contact info to Procurement
- ICF – helpful if form is completed and submitted with Req. Req cannot be processed without it.
  - Question not on form that need an answer to from vendor, “Do you have any employees?”
• Procurement Issues Cont.
  • Vendor Contact – once the Req is submitted to Procurement there should be no conversations between the dept/PR and the vendor. If questions arise, please contact Procurement Officer.
  • Foreign Vendors – questions that need to be answered on the Req:
    • Is this a commodity only? (no tax implications except for software)
    • Is all work being done offshore? (no tax implications)
    • Is any part of the work (coming to the US for meeting or anything where the work would/could be discussed) being done in the US?
      • If YES, then a Tax Status Determination form must be prepared
CONT-

• Procurement Issues Cont.
  • Unauthorized purchases – any commitment of University funds (no matter what the source of the funds), any agreement to bind the University not authorized by a person with specific delegated procurement authority is unauthorized

• OGCA
  • ARRA update
  • Effort reporting info
  • Everify

• International Student Registration Form Assistance
  • Matt will be at IARC room 417, 1:30 - 4:30 p.m. September 2nd
• Financial Managers’ Meeting Schedule (last Tuesday of the month), 9:00 – 10:00 a.m.
  • September 29, 2009 (Butro, Board of Regent’s Conf Rm)
  • October 27, 2009
  • November 24, 2009
  • January 26, 2010
  • February 23, 2010
  • March 30, 2010
  • April 27, 2010
  • May 25, 2010

• Round Table