Financial Managers’ Meeting
22 February 2011
AGENDA

• Safety Minute

• Management Report
  • February report due March 21st
  • March report due April 18th
  • April report due May 13th – UFB accuracy guidelines will be based on April projections

• Training
  • Travel – March 2nd
  • Procurement – March 9th
  • Developing calendar with click to register capability
Revenue Authority
- Please check your revenue authority to ensure appropriate levels
- Reduce excess authority or request additional authority

Position Numbers
- All term funded positions will be changed from 9’s to 4’s.

Department Deposits
- The Business Office has been getting checks several weeks old
- Please review accounting procedure C-07
- Copy of Canadian checks need to go to Penny Bales
Upcoming WACUBO Events

- 2011 Annual Meeting
  - Portland, Oregon – May 1st - 4th
- Academic & Unit Business Officer Workshop
  - Seattle, Washington – March 28th and 29th
- Fundamentals of Accounting for Higher Education
  - San Francisco, California – April 7th and 8th

Process Mapping -

- First Training was February 4th and 7th
- Next training opportunity will be late April or early May
  - Report back on current mapping efforts

VCAS Open Forum

- February 24th 3:00-5:00pm, BOR Conf Room
Executive Leadership Workshop
  • February 1, 2011
  • FY11 – FY12 Budget Status/Preview
    • http://www.uaf.edu/adminsvc/reports/elw2011/ELW2011_Main.pptx
  • Breakout sessions
    • Administrative Program Review – Pat Pitney
    • Academic Program Review – Susan Henrichs
    • Research Program Plan – Mark Myers
  • Recruiting Plan – Mike Sfraga and Mike Earnest
  • CRCD – Bernice Joseph, Michele Stalder, Mary Pete and Alex Hwu
  • Accreditation – Dana Thomas
    • Site visit October 3rd to 5th
CONT-

- Financial Managers’ Meeting Schedule (last Tuesday of the month), 9:00 – 10:00 a.m.
  - March 29, 2011 – Extended Stay Hotel presentation
  - April 26, 2011
  - May 31, 2011