Financial Managers’ Meeting

January 29, 2013
• **Safety Culture**
  • In case of evacuation we will meet at the west entrance to the Museum.
  • Do you know UAF Accident Notification Procedures?
    ☐ [http://www.uaf.edu/safety/accident_flowchart.doc](http://www.uaf.edu/safety/accident_flowchart.doc)

• **UAF Volunteers**
  • Billie Swaim, UAF Risk Manager

• **FY14 Budget Update**
  • Julie Larweth, OMB
• 2nd Quarter Tuition & ICR Revenue

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2nd Quarter - Cycle 06</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY11-12 % Change</th>
<th>FY12-13 % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition &amp; Fees*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FY11</td>
<td>30,421,264</td>
<td>32,625,838</td>
<td>33,467,755</td>
<td>7.3%</td>
<td>2.6%</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>FY11</td>
<td>12,412,593</td>
<td>11,584,808</td>
<td>11,502,050</td>
<td>-6.7%</td>
<td>-.7%</td>
</tr>
</tbody>
</table>

*Net Student Tuition & Fee amounts include the tuition allowance offset entry.
FY11 - <$5,090,025>
FY12 - <$5,501,521>
FY13 - <$5,522,284>
• Employment vs. Scholarship/Fellowship
  • Department completes Employment vs. Scholarship/Fellowship questionnaire.  
    http://www.alaska.edu/files/hr/personnel.hiring_process.student_payment_questionnaire.pdf
  • If payment to student is determined to be compensation, payments must be made through Payroll.
  • Should payment of Scholarship/Fellowship later determined to be compensation, originating UA department may be responsible for any tax assessments.

• FY13 Projected F1 UFB
  • FY13 UFB is currently $5.1M or 1.9% of projected unrestricted revenues of $264.8M.
  • Current projected F1 UFB down 38.6% from FY12 actual UFB.
## Fund 1 Unreserved Fund Balance

<table>
<thead>
<tr>
<th>CABINET</th>
<th>FY12 Actual</th>
<th>FY13 Sep Projection</th>
<th>FY13 Oct Projection</th>
<th>FY13 Nov Projection</th>
<th>FY13 Dec Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>68,712</td>
<td>194,751</td>
<td>102,660</td>
<td>97,028</td>
<td>89,062</td>
</tr>
<tr>
<td>OIT</td>
<td>384,193</td>
<td>12,501</td>
<td>23,835</td>
<td>53,109</td>
<td>53,413</td>
</tr>
<tr>
<td>Provost</td>
<td>2,190,348</td>
<td>(219,133)</td>
<td>834,527</td>
<td>909,947</td>
<td>1,291,823</td>
</tr>
<tr>
<td>CES</td>
<td>78,885</td>
<td>55,667</td>
<td>102,880</td>
<td>198,715</td>
<td>232,878</td>
</tr>
<tr>
<td>VC RCNE</td>
<td>1,120,674</td>
<td>129,507</td>
<td>218,372</td>
<td>155,611</td>
<td>157,546</td>
</tr>
<tr>
<td>VC Research</td>
<td>1,720,307</td>
<td>41,191</td>
<td>272,615</td>
<td>316,978</td>
<td>838,135</td>
</tr>
<tr>
<td>VCUSA</td>
<td>(99,362)</td>
<td>(272,855)</td>
<td>(334,923)</td>
<td>(286,243)</td>
<td>(263,903)</td>
</tr>
<tr>
<td>VCAS</td>
<td>545,290</td>
<td>372,993</td>
<td>531,980</td>
<td>539,065</td>
<td>658,175</td>
</tr>
<tr>
<td>Central Support</td>
<td>2,672,994</td>
<td>1,739,267</td>
<td>1,715,799</td>
<td>2,378,689</td>
<td>2,050,917</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,682,041</td>
<td>2,053,889</td>
<td>3,467,745</td>
<td>4,362,899</td>
<td>5,108,046</td>
</tr>
</tbody>
</table>
• **January Management Report**
  - January reports are due February 15th.
  - Month closes February 6th.
  - Include projections for all anticipated adjustments, submit journal vouchers and budget revisions for processing asap.
  - GF and UFB (9890) revenues must balance between “to” units and “from” units.

• **Restricted Budget Request Forms**
  - BRF use for restricted funds will be eliminated March 31, 2013.
  - Restricted budgets information will be entered directly into Banner form FRABUDP.
  - FRABUDP entry training to be scheduled for early February.
• Non-Cash Reporting
  
  • Non-cash benefits, prizes or awards to NON-EMPLOYEES must be reported to Finance & Accounting quarterly if the value of the award is over $25; email to lawrightsman@alaska.edu.
  
  • Non-cash benefits, prizes or awards to EMPLOYEES must be reported directly to UAF Human Resources at the time of the award; email to UAF-Payroll@alaska.edu. All awards to employees must be reported regardless of the value.
  
  • Non-cash benefits, prizes or awards DUE TO PURCHASE OF A RAFFLE TICKET (or similar device) must be reported to Finance & Accounting quarterly (this includes both employees and non-employees, regardless of the value of the award); email to lawrightsman@alaska.edu.
• Quarterly Non-Cash Awards Reporting Due Dates to Finance & Accounting

Awards given January 1 through March 31 – due April 3rd.
Awards given April 1 through June 30 – due July 3rd.
Awards given July 1 through September 30 – due October 3rd.
Awards given October 1 through December 13 – due December 18th.
Awards given December 15 through December 31 – due January 6th.
FY13 Financial Managers’ Meetings

- January 29th – Happy New Year!
- February 26th
- March 26th
- April 30th
- May 28th

All dates subject to change and cancellation