Financial Managers’ Meeting

25 September 2012
• **Safety Topic**
  • In case of evacuation we will meet at the west entrance to the Museum
  • Core Safety Training required by **ALL** UAF employees
    - UAF Safety Orientation
    - Hazard Communication (Chemical/Physical Hazards)
    - Ergonomics
    - Electrical Safety
    - Materials Handling
    - Back Injury Prevention
    - Signs and Tags – Accidents and Injuries Prevention
    - Slips, Trips and Falls
    - Office Safety (general)
    - Department Emergency Action Plan

Source: [www.uaf.edu/safety/training/](http://www.uaf.edu/safety/training/)
• **Introductions**
  - Melissa McDonough – Fiscal Analyst
  - Kathy Bennett – Budget Coordinator
  - Geoff Jacobs – UAF Travel
  - Derek Miller – OMB
    - [www.uaf.edu/omb/](http://www.uaf.edu/omb/)

• **Compliance Review**

• **Cashing Petty Cash and Change Orders at the Business Office**
  - For Petty Cash >$250 and Change Orders >$500
  - Departments must provide two business days notice
  - Smaller amounts will be completed on a walk in basis
  - Announcement sent out via UAFFinance-L listserv on 9/18/12
**Non-Cash Reporting**

- Non-cash benefits, prizes or awards to **NON-EMPLOYEES** must be reported to Finance & Accounting quarterly; email to lawrightsman@alaska.edu

- Non-cash benefits, prizes or awards to **EMPLOYEES** should be reported directly to UAF Human Resources; email to UAF-Payroll@alaska.edu at time of award

- 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), email to lawrightsman@alaska.edu
Quarterly report to Finance & Accounting must be reported on the non-cash awards reporting template

http://www.uaf.edu/files/finsvcs/Non-Cash-Reporting-Template.xls

and include the following information:

1. Name of Reporting Unit
2. Date non-cash benefit, prize or award was granted
3. Brief description of benefit, prize or award
4. Fair market value of benefit, prize or award
5. Recipient’s contribution (if the award is due to the purchase of a raffle ticket) – the value of a single ticket
6. Recipient’s LEGAL name (as provided to the IRS and/or SSA)
7. Recipients mailing address
8. Recipients social security number or TIN
9. Recipients Banner ID number (if applicable)
10. Recipients phone number (if available)
11. US Citizen (yes or no)

• Non-cash award DUE DATES to Finance & Accounting

Awards given July 1 to Sept 30 – due October 3, 2012
Awards given October 1 to Dec 14 – due Dec 19, 2012
Awards given Dec 15 to Dec 31 – due January 2, 2013

• Grant Process Solutions (GPS)
  • Update – Nickole Conley
FY12 Year-End Recap

Tuition & Fees 6.1%
Indirect Cost Recovery 4.3%
Federal Receipts 6.7%

FY12 Revenues $451.4M
- General Funds 54%
- Student Tuition 13%
- Indirect Cost Recovery 8%
- U of A Receipts 11%
- UA Intra-Agency Transfers 11%
- Other 3%

FY12 Unrestricted Revenues $307.4M
- Unrestricted 68%
- Restricted 28%
- Designated 0%
- Auxiliary 4%

Does not include Capital Research (FR, AR, 91)
### FY12 F1 UFB Target Amount ($7M - $8M)

**FY12 Actual F1 UFB – $8.7M**

<table>
<thead>
<tr>
<th>CABINET</th>
<th>FY11 Actual</th>
<th>FY12 Apr Projection</th>
<th>FY12 Actual</th>
<th>April vs Actual $ Variance</th>
<th>April vs Actual % Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>80,840</td>
<td>73,912</td>
<td>68,713</td>
<td>-5,199</td>
<td>-7%</td>
</tr>
<tr>
<td>OIT</td>
<td>297,815</td>
<td>45,500</td>
<td>384,193</td>
<td>338,693</td>
<td>744%</td>
</tr>
<tr>
<td>Provost</td>
<td>2,423,790</td>
<td>1,816,964</td>
<td>2,190,348</td>
<td>373,384</td>
<td>21%</td>
</tr>
<tr>
<td>CES</td>
<td>140,803</td>
<td>149,892</td>
<td>78,885</td>
<td>-71,007</td>
<td>-47%</td>
</tr>
<tr>
<td>VC RCNE</td>
<td>227,541</td>
<td>376,182</td>
<td>1,120,674</td>
<td>744,492</td>
<td>198%</td>
</tr>
<tr>
<td>VC Research</td>
<td>2,298,712</td>
<td>929,957</td>
<td>1,720,307</td>
<td>790,350</td>
<td>85%</td>
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<tr>
<td>VCUSA</td>
<td>344,996</td>
<td>-92,530</td>
<td>-99,362</td>
<td>-6,832</td>
<td>7%</td>
</tr>
<tr>
<td>VCAS</td>
<td>517,372</td>
<td>728,184</td>
<td>545,290</td>
<td>-182,894</td>
<td>-25%</td>
</tr>
<tr>
<td>Central Support</td>
<td>1,278,254</td>
<td>1,311,385</td>
<td>2,672,994</td>
<td>1,361,609</td>
<td>104%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7,610,123</strong></td>
<td><strong>5,339,446</strong></td>
<td><strong>8,682,042</strong></td>
<td><strong>3,342,596</strong></td>
<td><strong>63%</strong></td>
</tr>
</tbody>
</table>
• **FY13 Strategic Reinvestment (SR) Pool Funding**

New SR Funding - Need to track using “13SR” in the Org title:

- $200,000 – Undergrad Research and Scholarly Activity (URSA)
- $500,000 – High Performance Computing
- $ 70,000 – English as a Second Language
- $ 40,000 – Faculty Reporting (Data180)
- $ 50,000 – IARC North by 2020 (Nx2020)
- $ 50,000 – IARC/CNSM
- $ 50,000 – Honors Program
- $130,000 – Transfer/International Student Recruitment
- $300,000 – Branding/Marketing
- $ 22,000 – NASA EPSCOR
- $150,000 – Development/Alumni
• $135,000 – Student Init for Renewable Energy Now (SIREN Match)
• $ 30,000 – Western History Association (5 yr)
• $100,000 – CANHR

• Fairbanks Campus Investments – One-time Funding
  • $ 40,000 – ARRA Coordinator
  • $150,000 – INBRE

• CRCD Investments – Base Funding
  • $196,200 – Development/Program Coordinators for BB, CC, IAC, KuC, NWC, RC ($32,700 each)
  • $122,900 – CTC Hangar Renovations (one-time), Utilities
  • $ 42,900 – E-learning and Distance Education (EDE)
• **Fall Department Budget Meetings**
  • Meetings are being scheduled now starting the first week in October
  • **DRAFT** Discussion Topics & Questions ([see handouts](#))

• **FY13 Management Reports**
  • New Process Update
  • May need to use old process for September Mgmt Rpt

• **Enhanced Budget Revision Form**
  • Jason Theis – Show & Tell

• **UAKJOBS Budget Approval Process Discussion**
  • Jason Theis – Just Tell
FY13 Financial Managers’ Meeting

- October 30th
- November 27th
- December – Happy Holidays
- January 29th
- February 26th
- March 26th
- April 30th
- May 28th

All dates subject to change or cancellation