Financial Managers’ Meeting

March 26, 2013
• **Safety Culture**
  
  • In case of evacuation we will meet at the west entrance to the Museum.

• **Department Emergency Action Plan (DEAP)**
  
  • Procedure to follow in the event of an emergency
  • Contains department and building information
  • Contains Evacuation procedures
  • Have the plan available for quick reference
  • **All new employees MUST be briefed upon hire**
• **Position Management**
  • Jason Theis – OFA
  • Position Vacancy Expectations

• **Budget Entry – FRABUDP**
  • Wanda Bowen – OGCA
  • Future Training Dates
  • PowerPoint with Instructions and Appendices are available on the OGCA website:
    • [http://www.uaf.edu/grcon/educational-opportunities-1/](http://www.uaf.edu/grcon/educational-opportunities-1/)

• **Recharge Rate Proposals**
  • Matt Seymour - OFA
• **FY14 Budget Update**
  • Julie Queen – OMB

• **Accounts Payable**
  • Lynn Wrightsman - OFA
  • $4.1M in uncommitted encumbrances
  • Send encumbrance liquidation requests to Kathy Jeffords in A/P

• **FY13 Procurement Deadlines**
  • Purchases greater than $50K by April 12, 2013
  • Purchases between $5K and $50K by May 3, 2013
  • Purchases under $5K by June 7, 2013
  • Change orders by June 7, 2013
  • LPO for in-stock items only by June 30, 2013
  • Call Numbers by June 30, 2013
### 3rd Quarter (Cycle 08) Tuition & ICR Revenue

<table>
<thead>
<tr>
<th>Revenue</th>
<th>3rd Quarter - Cycle 08</th>
<th>% Change FY11-12</th>
<th>% Change FY12-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition &amp; Fees*</td>
<td>FY11: 35,833,024</td>
<td>38,007,036</td>
<td>38,825,684</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>FY11: 16,330,174</td>
<td>14,752,075</td>
<td>14,777,452</td>
</tr>
</tbody>
</table>

*Net Student Tuition & Fee amounts include the tuition allowance offset entry.

FY11 - <$5,138,358>
FY12 - <$5,539,233>
FY13 - <$5,594,635>
<table>
<thead>
<tr>
<th>CABINET</th>
<th>FY12 Actual</th>
<th>FY13 Nov Projection</th>
<th>FY13 Dec Projection</th>
<th>FY13 Jan Projection</th>
<th>FY13 Feb Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>68,712</td>
<td>97,028</td>
<td>89,062</td>
<td>55,202</td>
<td>34,152</td>
</tr>
<tr>
<td>OIT</td>
<td>384,193</td>
<td>53,109</td>
<td>53,413</td>
<td>44,770</td>
<td>45,807</td>
</tr>
<tr>
<td>Provost</td>
<td>2,190,348</td>
<td>909,947</td>
<td>1,291,823</td>
<td>2,149,923</td>
<td>2,472,355</td>
</tr>
<tr>
<td>CES</td>
<td>78,885</td>
<td>198,715</td>
<td>232,878</td>
<td>310,393</td>
<td>256,249</td>
</tr>
<tr>
<td>VC RCNE</td>
<td>1,120,674</td>
<td>155,611</td>
<td>157,546</td>
<td>362,678</td>
<td>204,835</td>
</tr>
<tr>
<td>VC Research</td>
<td>1,720,307</td>
<td>316,978</td>
<td>838,135</td>
<td>595,759</td>
<td>753,453</td>
</tr>
<tr>
<td>VCUSA</td>
<td>(99,362)</td>
<td>(286,243)</td>
<td>(263,903)</td>
<td>36,300</td>
<td>(102,904)</td>
</tr>
<tr>
<td>VCAS</td>
<td>545,290</td>
<td>539,065</td>
<td>658,175</td>
<td>603,892</td>
<td>495,005</td>
</tr>
<tr>
<td>Central Support</td>
<td>2,672,994</td>
<td>2,378,689</td>
<td>2,050,917</td>
<td>2,085,096</td>
<td>2,304,040</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,682,041</strong></td>
<td><strong>4,362,899</strong></td>
<td><strong>5,108,046</strong></td>
<td><strong>6,244,013</strong></td>
<td><strong>6,462,992</strong></td>
</tr>
</tbody>
</table>
• **March Management Report**
  - March reports are due April 12\textsuperscript{th}
  - Month closes April 3\textsuperscript{rd}
  - Includes R07 Payroll
  - 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.

• **Preliminary Budget Dates**
  - FY14 Continuation Budget will be due to OFA June 14\textsuperscript{th}
  - Budget Control Changes will be made July 1\textsuperscript{st}
  - Continuation budget training dates will be announced
FY13 Financial Managers’ Meetings

- April 30th
- May 28th

All dates subject to change and cancellation