• **Safety Minute**  
  • In case of evacuation, we will meet in the grassy area between O'Neill and Koyukuk Drive.  
  • **REMINDER:** New Hazards Communication Training GHS  
    • Mandatory for all employees by December 1, 2013  
    • This training supersedes the previous Hazards Communication Training  
    • [http://www.uaf.edu/safety/training/](http://www.uaf.edu/safety/training/)

• **OIT Telephone Services**  
  • OIT Telephone Services now offers the ability for departments to print their phone bill online. Starting with the July FY14 phone bill, a designated person of the department’s choosing can login and view/print their phone bill.  
  • In order to gain access to the website, please send your UA username to Vicki Wallner at vlwallner@alaska.edu. Once she adds you to the billing system you can login using your UA username and password.  
  • The link to the online billing system, along with a training video, will be sent to the Financial Listserv and posted to OIT’s website.
- **Representational Allowances**
  - Questions? Please contact Kathy Jeffords (mkjeffords@alaska.edu) or Jason Theis (jatheis@alaska.edu) until further notice.
  - While most representational expenses no longer require the representational allowance form be sent to OFA, these expenses do still require justification and certification on file at the department or unit.
  - A new draft Rep Allowance form is forthcoming! Please provide feedback to Faye Gallant (fgallant@alaska.edu) at OMB.

- **Non-Cash Reporting**
  - Required for all awards, gifts, and prizes with a fair market value of more than $25.00.
  - Given from July 1 to Sept 30 - due October 4, 2013
  - Given from October 1 to Dec 14 - due Dec 20, 2013
  - Given from Dec 15 to Dec 31 - due January 3, 2014
  - Reporting Template: [http://www.uaf.edu/finserv/forms/Non-Cash-Reporting-Template.xls](http://www.uaf.edu/finserv/forms/Non-Cash-Reporting-Template.xls)

- **Introductions**
  - Briana Walters – OMB Senior Business Analyst
  - Faye Gallant – OMB Business Analyst
    - [http://www.uaf.edu/finserv/omb/](http://www.uaf.edu/finserv/omb/)

- **OMB Announcements**
  - Julie Queen (jmlarweth@alaska.edu)
  - FY15 Budget Items
  - Travel and Procurement process improvement teams are collecting data on touch and turnaround times.
  - OFA and OMB looking for feedback on improving the CAS Exemption process.
  - Still pursuing activity code usage.
  - HIRED team drafted templates for Deans, Directors, and VCs to make some approval levels more clear. Please review and provide feedback on the attached drafts.
  - OMB will soon send out Admin & Support Capacity numbers to Deans, Directors, and Fiscal Managers; please review them and plan to discuss staffing levels during Fall Review meetings. Expense and other data related to the Fall Review will follow.
• **OFA Staffing Adjustments**
  - Director Recruitment TBD
  - Jason is out of the office August 26 through September 27 – Available by email only!
  - Patty Dulea is available full time from August 26 through September 18
  - Travel Integration – currently recruiting a ¼ time Travel Auditor
  - Please direct questions related to Recharge Centers, Tax Status Determination, and Non-Resident Aliens to Jason Theis until further notice. Statewide (Karin Baldwin) is assisting us with TSDF and NRAT issues during this transition.

*We expect additional updates to be announced at the next Financial Managers’ Meeting!*
• FY14 Management Reporting
  • Updated Process in Development!
  • Preliminary “Show-N-Tell” held on August 15th.
  • Stay tuned for more information – We plan to have this process ready for the September Management Report (early October)

• Fall Department Budget Meetings
  • Meetings will be scheduled during September for October / November.
  • Discussion Topics and Questions will go out next month.

• Position Reminders!
  • FY14 budgeted, vacant positions need to be under recruitment before October 1st.
  • Use the vacant and reserved PCNs within your unit before asking for a new PCN from OFA!

• Deferred Revenue and Prepaid Expenses
  • Revenue received and expenses paid in a prior fiscal year for services rendered or received in the following fiscal year should be deposited as deferred revenue in the appropriate general ledger account code.
  • A reversing JV must be sent to OFA at the start of the fiscal year in which the services are rendered/received to post the revenue/expense to the department’s account.

<table>
<thead>
<tr>
<th>Prepaid Expenses</th>
<th>Deferred Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>0431 Prepaid Insurance</td>
<td>0756 Deferred Sum Sess Math</td>
</tr>
<tr>
<td>0432 Prepaid Damage</td>
<td>0757 Deferred Income Student</td>
</tr>
<tr>
<td>0433 Prepaid Postage</td>
<td>0758 Deferred Sum Sess Non-Ras</td>
</tr>
<tr>
<td>0437 Bulk Mailing</td>
<td>0759 Sum Sess Deferred Income</td>
</tr>
<tr>
<td>0438 Prepaid Meter Postage</td>
<td>0760 Miscellaneous Deferred Income</td>
</tr>
<tr>
<td>0440 Prepaid Rent</td>
<td>0761 Didier Sum Sess Grad Tax</td>
</tr>
<tr>
<td>0443 Security Deposit Receivable</td>
<td>0762 Didier Sum Sess Ungrad Tax</td>
</tr>
<tr>
<td>0445 Prepaid Miscellaneous</td>
<td>0763 Deferred Fall Tuition</td>
</tr>
<tr>
<td>0446 Prepaid Travel Tickets</td>
<td>0764 Advance Subscription Sale</td>
</tr>
</tbody>
</table>

• FY14 Financial Managers’ Meetings
  • October 1st (Rescheduled from 9/24)
  • October 29th
  • November 26th
  • December – Happy Holidays!
  • January 28th
  • February 25th
  • March 25th
  • April 29th
  • May 27th

All dates subject to change or cancellation