Financial Managers’ Meeting

August 20, 2013
• **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 Listserve and posted to OIT's website.
• **Representational Allowances**

  • Questions? Please contact Kathy Jeffords (mkjeffords@alaska.edu) or Jason Theis (jwtheis@alaska.edu) until further notice.

  • Detailed guidelines and information available on OFA website:
    http://www.uaf.edu/finserv/finance-accounting/cash-management/representational-allowance/

  • 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 (fsgallant@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 Duvlea is available full time from August 26 through September 18
  
  • Travel Integration – currently recruiting a ¾ 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!*
FY13 Year-End Recap

Student Tuition & Fees  2.4%
Indirect Cost Recovery  3.4%
Federal Receipts  2.7%
<table>
<thead>
<tr>
<th>CABINET</th>
<th>FY12 Actual</th>
<th>FY13 April Projection</th>
<th>FY13 Actual</th>
<th>April vs. Actual Variance ($)</th>
<th>April vs. Actual Variance (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>68,713</td>
<td>4,337</td>
<td>(185,064)</td>
<td>(189,401)</td>
<td>(4,367.1%)</td>
</tr>
<tr>
<td>OIT</td>
<td>384,193</td>
<td>47,195</td>
<td>120,646</td>
<td>73,451</td>
<td>155.6%</td>
</tr>
<tr>
<td>Provost</td>
<td>2,190,348</td>
<td>2,002,760</td>
<td>2,112,734</td>
<td>109,974</td>
<td>5.5%</td>
</tr>
<tr>
<td>CES</td>
<td>78,885</td>
<td>267,507</td>
<td>55,844</td>
<td>(211,663)</td>
<td>(79.1%)</td>
</tr>
<tr>
<td>VC RCNE</td>
<td>1,120,674</td>
<td>926,032</td>
<td>1,286,730</td>
<td>360,698</td>
<td>39.0%</td>
</tr>
<tr>
<td>VC Research</td>
<td>1,720,307</td>
<td>1,311,253</td>
<td>1,462,829</td>
<td>151,576</td>
<td>11.6%</td>
</tr>
<tr>
<td>VCUSA</td>
<td>-99,362</td>
<td>(126,948)</td>
<td>390,910</td>
<td>517,858</td>
<td>407.9%</td>
</tr>
<tr>
<td>VCAS</td>
<td>545,290</td>
<td>410,701</td>
<td>540,572</td>
<td>129,871</td>
<td>31.6%</td>
</tr>
<tr>
<td>Central Support</td>
<td>2,672,994</td>
<td>2,863,646</td>
<td>2,734,543</td>
<td>(129,103)</td>
<td>(4.5%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8,682,042</strong></td>
<td><strong>7,706,483</strong></td>
<td><strong>8,519,642</strong></td>
<td><strong>813,159</strong></td>
<td><strong>10.55%</strong></td>
</tr>
</tbody>
</table>
• **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 Mat/Lab</td>
</tr>
<tr>
<td>0432 Prepaid Demurrage</td>
<td>0757 Deferred Income Student Fees</td>
</tr>
<tr>
<td>0433 Prepaid Postage</td>
<td>0758 Deferred Sum Sess Non-Res Fees</td>
</tr>
<tr>
<td>0437 Bulk Mailing</td>
<td>0759 Summer 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 Defer Sum Sess Grad Tuit</td>
</tr>
<tr>
<td>0443 Security Deposits Receivable</td>
<td>0762 Defer Sum Ses Ungrad Tuit</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