



Financial Managers' Meeting

25 August 2009

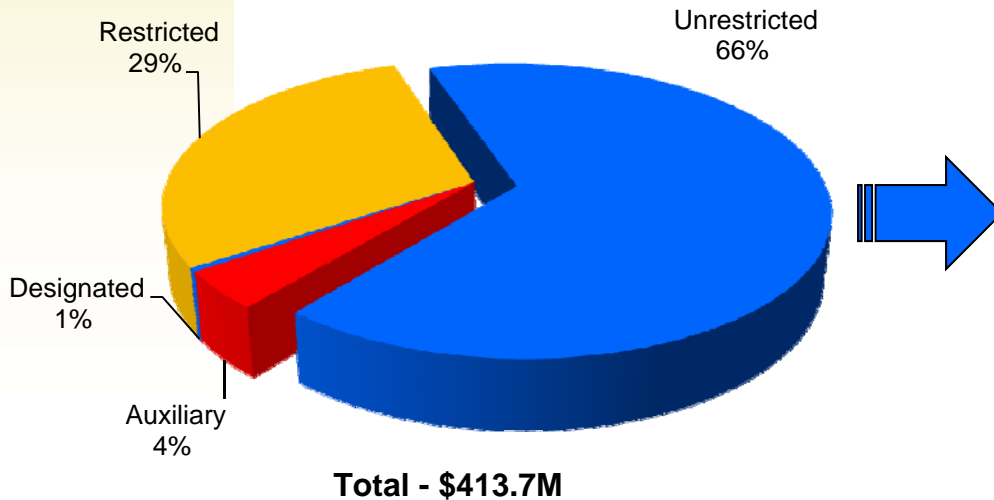




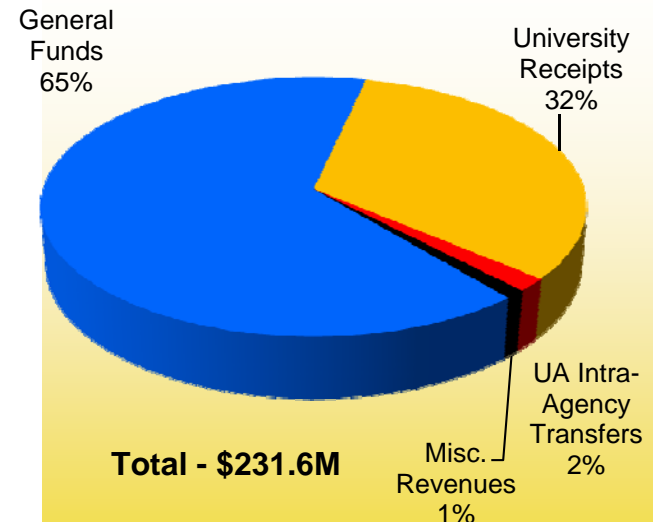
FY09 YEAR-END RECAP

- Tremendous job reducing CFWD
- High Volume of JV's at Fiscal Year-End
- Too MANY NSF Overrides
- Departmental staff availability
- What can we do to better meet your needs?

FY09 Revenue



FY09 Unrestricted Revenues





FY09 CARRY FORWARD

	FY09 CFWD	April Projection	FY08 CFWD
F1	\$3,969,015	\$5,160,250	\$16,655,865
F7	\$3,938,920	\$3,007,188	\$3,090,017
FE	\$650,005	\$573,923	\$33,847
FL	\$4,413,435	\$4,124,621	\$3,983,268
TOTAL	\$12,971,376	\$12,865,982	\$23,762,999



FY10 BUDGET

- UAF is entering FY10 in a very tight fiscal position centrally
 - Less than the required 2% reserve
 - Fully distributed the FY08 central carry forward

- 1% Pull Back (non-base) to get reserves back to mandated 2%

- Decision to empower schools and colleges
 - New Tuition Model
 - Carry Forward Principles
 - Tuition & ICR revenue generating capacity

- Cost saving measures
 - Extended Christmas Soft Closure - \$700K potential savings
 - Managing Extended Vacancies - \$980K potential savings



FY10 GENERAL FUND

By Appropriation	Fairbanks		
	Campus	CRCD	Total
FY09 Operating Budget	\$123,568.0	\$22,592.9	\$146,160.9
Fixed Cost Increases	\$3,434.0	\$1,062.6	\$4,496.6
Virology Building Operating Costs	\$150.0	\$0.0	\$150.0
Energy and Cooperative Extension Service (one time funding)	\$500.0	\$450.0	\$950.0
Health Related Academic Programs	\$87.4	\$88.0	\$175.4
Reversal of one-time FY09 stipends	\$0.0	(\$62.4)	(\$62.4)
Transfers	(\$725.0)	\$725.0	\$0.0
Total Adjustments	\$3,446.4	\$2,263.2	\$5,709.6
FY10 Operating Budget	\$127,014.4	\$24,856.1	\$151,870.5



FY10 TOTAL FUNDING

By Allocation			
Unit	General Fund	Non-General Fund	Total
Fairbanks Campus	\$105,705.4	\$129,460.5	\$235,165.9
Organized Research	\$21,309.0	\$113,981.3	\$135,290.3
Bristol Bay Campus	\$1,391.8	\$2,107.6	\$3,499.4
Chukchi Campus	\$998.9	\$1,036.4	\$2,035.3
Cooperative Extension	\$4,349.9	\$6,122.8	\$10,472.7
Interior-Aleutian Campus	\$1,827.7	\$3,005.5	\$4,833.2
Kuskokwim Campus	\$3,228.2	\$3,304.0	\$6,532.2
Northwest Campus	\$1,783.7	\$1,140.5	\$2,924.2
Rural College	\$4,977.6	\$8,261.4	\$13,239.0
Tanana Valley Campus	\$6,298.3	\$6,412.9	\$12,711.2
Total	\$151,870.5	\$274,832.9	\$426,703.4



AGENDA

- PBB Distribution
 - Chancellor's memo dated July 15, 2009
 - Dana has contacted departments for Org Maintenance forms and Budget Revisions
- 1% Pull Back
 - Will be processed same time as FY09 CFWD distribution
- TAB Awards
 - FY09 approved unexpended will be distributed this week
- Budget in \$100's
 - For all budget items round up or down (not incl. restricted funds)
- ARRA Tracking (New Codes)



CONT-

- NSF Overrides
 - We had over seven thousand NSF Overrides in FY09, we need to reduce
- Compliance Review
 - FY09 results (get it right the first time)
 - FY10 review will be starting soon
- Faculty Market
 - Start review, but not distributed until fall assignments are setup
- Recharge Review Status
 - FY11 rate proposals due April 1st



CONT-

- Non-Cash Awards Reporting
 - 3rd Qtr 6/16/09 through 9/15/09 due Tuesday 9/22/09
 - 4th Qtr 9/16/09 through 12/15/09 due Thursday 12/17/09
 - 4th Qtr (final) 12/16/09 through 12/31/09 due Tuesday 1/5/10
- Changes to Financial Services Website – <http://www.uaf.edu/finsvcs/>
 - Labor reports access instructions
<http://www.uaf.edu/finsvcs/budget-cost-records/labor-instructions/>
 - Account codes listing
- Banner/QMenu/QAdhoc/Vista Plus/Secure Shell
 - Access requests/password resets - contact Lynn Wrightsman
 - Use current access request form on website
- Financial Services staff will move to Google Apps by September 1st



CONT-

- FY10 Management Reports
 - Due dates – tentative based upon actual monthend close
 - September report due October 16th
 - October report due November 13th
 - November report due December 11th
 - December report due January 15th
 - January report due February 19th
 - February report due March 19th
 - March report due April 16th
 - April report due May 14th
 - Fund balances for Aux/Recharge/Enterprise/Leasing
 - Training – new and continuing
- Department meetings to discuss FY09 and FY10 with VCAS & Provost



CONT-

- Deposits/Petty Cash/Wire Transfers
 - Follow SW cash handling procedures
 - Misuse of petty cash
 - Pre-approval of cash advances for restricted funds
 - Unclaimed incoming wire transfers
- Representational Allowance Forms
 - ProCard – need rep allowance complete with QP# and date the charge hit Banner
 - Send Betty copy of rep allowance and invoice or order when paid on ProCard
 - Do NOT send Betty copy of rep allowance when invoice is being paid through AP



CONT-

- ProCards
 - Google address update – Pathway Net is NOT a University system, doesn't know anything has changed. Submit change forms to Procurement to update cardholder, reconciler and approving official addresses
 - Compromised card – call bank. If receive message to call the bank, call the 800 number on the back of card. Notify Helen Conner that your card has been compromised.
- Procurement Issues
 - Requisitions – Procurement does not know Req exists until it has gone through encumbrance. If OGCA approval is required, Procurement hasn't seen it.



CONT-

- Requisitions Cont.
 - FOIDDOCH codes for Requisitions
 - C – approved by dept, awaiting OGCA approval
 - A – approved by everyone, in Procurement queue
 - Backup – do not submit Req until you have all backup ready
 - Fastest transmission to Procurement is by fax (7720) or email
 - W-9 – Procurement cannot start the PO without completed W-9. If you have contacted vendor, please provide that contact info to Procurement
- ICF – helpful if form is completed and submitted with Req. Req cannot be processed without it.
 - Question not on form that need an answer to from vendor, “Do you have any employees?”



CONT-

- Procurement Issues Cont.
 - Vendor Contact – once the Req is submitted to Procurement there should be no conversations between the dept/PR and the vendor. If questions arise, please contact Procurement Officer.
 - Foreign Vendors – questions that need to be answered on the Req:
 - Is this a commodity only? (no tax implications except for software)
 - Is all work being done offshore? (no tax implications)
 - Is any part of the work (coming to the US for meeting or anything where the work would/could be discussed) being done in the US?
 - If YES, then a Tax Status Determination form must be prepared



CONT-

- Procurement Issues Cont.
 - Unauthorized purchases – any commitment of University funds (no matter what the source of the funds), any agreement to bind the University not authorized by a person with specific delegated procurement authority is unauthorized
- OGCA
 - ARRA update
 - Effort reporting info
 - Everify
- International Student Registration Form Assistance
 - Matt will be at IARC room 417, 1:30 - 4:30 p.m. September 2nd



CONT-

- Financial Managers' Meeting Schedule (last Tuesday of the month), 9:00 – 10:00 a.m.
 - September 29, 2009 (Butro, Board of Regent's Conf Rm)
 - October 27, 2009
 - November 24, 2009
 - January 26, 2010
 - February 23, 2010
 - March 30, 2010
 - April 27, 2010
 - May 25, 2010
- Round Table