



Financial Managers' Meeting 28 February 2012





- **Safety Minute**
 - In case of evacuation we will meet at the Museum's South-West Entrance
 - Beware of slippery surfaces. Ice grippers are available to UAF employees – Contact EHS&RM 474-5413
- **F&A Functional Use Survey – Tanya Hollis**
 - Training Schedule - March 14th, 15th and 26th
- **Account Code Usage – Dawn Wall**
 - Post Office – 3448 & 3444
 - Fellowship/Stipend
 - Others?





- FY12 F1 UFB Target Amount (\$7M - \$8M)

Cabinet	Projected UFB
Chancellor	\$ 123.3
OIT	\$ 57.3
VC for Rural, Community & Native Education	\$ 377.9
Provost	\$ 1,183.3
CES	\$ 157.7
VC for Students	\$ 226.4
VC for University Advancement	\$ <313.5>
VC for Administrative Services	\$ 418.0
Central obligations (Scholarships, Debt Service, Utilities etc.) *	\$ 1,212.2
Central Reserves (CRCD and CES)	\$ 846.3
VC for Research	\$ 1,057.0
Total	\$ 5,345.9





- **February Management Report**
 - Month closes March 7th
 - February reports are due March 15th
 - Spring Break is March 16th
 - Lynn on A/L so please get them in on time
 - GF and UFB (9890) revenues must balance between “to” units and “from” units
- **Representational Allowance**
 - Matt Seymour is now the contact person
 - mjseymour@alaska.edu or ext. 6170





- **Proposed Changes to NSF Override Process**
 - Unrestricted Funds – Delegated to Unit Financial Managers
 - Restricted Funds – OGCA would approve & process
- **FY13 Recharge Rate Proposals**
 - Due to Finance & Accounting on April 13th
 - Please send to Matt Seymour
- **Training**
 - Travel - Fast Track Training





- **Budget Revisions**
 - Revisions to Form
 - Any other issues with BR Process?
- **PCN Numbering Convention**
- **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 January 1 to March 31 – due April 4, 2012

Awards given April 1 to June 30 – due July 6, 2012

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





FY12 Financial Managers' Meeting Schedule

- March 27th
- April 24th
- May 29th

