



# Financial Managers' Meeting

January 29, 2013

- **Safety Culture**

- In case of evacuation we will meet at the west entrance to the Museum.
  - Do you know UAF Accident Notification Procedures?
    - ❑ [http://www.uaf.edu/safety/accident\\_flowchart.doc](http://www.uaf.edu/safety/accident_flowchart.doc)

- **UAF Volunteers**

- Billie Swaim, UAF Risk Manager

- **FY14 Budget Update**

- Julie Larweth, OMB

- 2nd Quarter Tuition & ICR Revenue

Revenue	2nd Quarter - Cycle 06			FY11-12 % Change	FY12-13 % Change
	FY11	FY12	FY13		
Student Tuition & Fees*	30,421,264	32,625,838	33,467,755	7.3%	2.6%
Indirect Cost Recovery	12,412,593	11,584,808	11,502,050	-6.7%	-.7%

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

FY11 - <\$5,090,025>

FY12 - <\$5,501,521>

FY13 - <\$5,522,284>

- **Employment vs. Scholarship/Fellowship**

- Department completes Employment vs. Scholarship/Fellowship questionnaire.

[http://www.alaska.edu/files/hr/personnel.hiring\\_process.student\\_payment\\_questionnaire.pdf](http://www.alaska.edu/files/hr/personnel.hiring_process.student_payment_questionnaire.pdf)

- If payment to student is determined to be compensation, payments must be made through Payroll.
- Should payment of Scholarship/Fellowship later determined to be compensation, originating UA department may be responsible for any tax assessments.

- **FY13 Projected F1 UFB**

- FY13 UFB is currently \$5.1M or 1.9% of projected unrestricted revenues of \$264.8M.
- Current projected F1 UFB down 38.6% from FY12 actual UFB.

	<b>Fund 1 Unreserved Fund Balance</b>				
<b>CABINET</b>	<b>FY12 Actual</b>	<b>FY13 Sep Projection</b>	<b>FY13 Oct Projection</b>	<b>FY13 Nov Projection</b>	<b>FY13 Dec Projection</b>
Chancellor	68,712	194,751	102,660	97,028	89,062
OIT	384,193	12,501	23,835	53,109	53,413
Provost	2,190,348	(219,133)	834,527	909,947	1,291,823
CES	78,885	55,667	102,880	198,715	232,878
VC RCNE	1,120,674	129,507	218,372	155,611	157,546
VC Research	1,720,307	41,191	272,615	316,978	838,135
VCUSA	(99,362)	(272,855)	(334,923)	(286,243)	(263,903)
VCAS	545,290	372,993	531,980	539,065	658,175
Central Support	2,672,994	1,739,267	1,715,799	2,378,689	2,050,917
<b>Total</b>	<b>8,682,041</b>	<b>2,053,889</b>	<b>3,467,745</b>	<b>4,362,899</b>	<b>5,108,046</b>

- **January Management Report**

- January reports are due February 15<sup>th</sup>.
- Month closes February 6<sup>th</sup>.
- 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.

- **Restricted Budget Request Forms**

- BRF use for restricted funds will be eliminated March 31, 2013.
- Restricted budgets information will be entered directly into Banner form FRABUDP.
- FRABUDP entry training to be scheduled for early February.

## • **Non-Cash Reporting**

- Non-cash benefits, prizes or awards to **NON-EMPLOYEES** must be reported to Finance & Accounting quarterly **if the value of the award is over \$25**; email to [lawrightsman@alaska.edu](mailto:lawrightsman@alaska.edu).
- Non-cash benefits, prizes or awards to **EMPLOYEES** must be reported directly to UAF Human Resources at the time of the award; email to [UAF-Payroll@alaska.edu](mailto:UAF-Payroll@alaska.edu). **All awards to employees must be reported regardless of the value.**
- 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, regardless of the value of the award**); email to [lawrightsman@alaska.edu](mailto:lawrightsman@alaska.edu).

- **Quarterly Non-Cash Awards Reporting Due Dates to Finance & Accounting**

Awards given January 1 through March 31 – due April 3<sup>rd</sup>.

Awards given April 1 through June 30 – due July 3<sup>rd</sup>.

Awards given July 1 through September 30 – due October 3<sup>rd</sup>.

Awards given October 1 through December 13 – due December 18<sup>th</sup>.

Awards given December 15 through December 31 – due January 6<sup>th</sup>.



# FY13 Financial Managers' Meetings

- ❖ January 29<sup>th</sup> – Happy New Year!
- ❖ February 26<sup>th</sup>
- ❖ March 26<sup>th</sup>
- ❖ April 30<sup>th</sup>
- ❖ May 28<sup>th</sup>

All dates subject to change and  
cancellation



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