






Financial Managers' Meeting

April 29, 2014

- **Safety Minute**
 - In case of evacuation, we will take the northeast exit and meet at the Museum.
 - Protection of Minors.
<http://www.uaf.edu/safety/minors/Protection-of-Minors-Policy-FINAL-w-Signature.pdf>
- **Procard Search Features**
 - Helen Connor, Procurement & Contract Services
 - Available to Financial Managers



- **Office of Finance & Accounting Fax**
 - 6468 gone after June 30, 2014.
 - 7046, the direct Accounts Payable fax, will continue to be available in FY15.
- **Pro-Rate Tuition Revenue by Fiscal Year**
 - This may be a new process for many units this year!
 - eLearning & Distance Education tuition (60/40 split) for summer semester.
 - Other revenues (course fees, year end deposits, etc.)



PAID

- Deferred Revenue and Prepaid Expenses**
 - Deposit revenue received and expenses paid in a prior fiscal year for services rendered or received in the following fiscal year as deferred revenue in the appropriate general ledger account code.
 - A reversing JV is sent to OFA at the start of the fiscal year in which the services are performed to post the activity to the department's account.

Prepaid Expenses		Deferred Revenue	
0431	Prepaid Insurance	0756	Deferred Sum Sess Mat/Lab
0432	Prepaid Demurrage	0757	Deferred Income: Student Fees
0433	Prepaid Postage	0758	Deferred Sum Sess Non Res Fees
0437	Bulk Mailing	0759	Summer Sess Deferred Income
0438	Prepaid Meter Postage	0760	Miscellaneous Deferred Income
0440	Prepaid Rent	0761	Defer Sum Sess Grad Tuit
0443	Security Deposits Receivable	0762	Defer Sum Sess Ungrad Tuit
0445	Prepaid Miscellaneous	0763	Deferred Fall Tuition
0446	Prepaid Travel Tickets	0764	Advance Subscription Sale

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- Recharge Rate Proposals**
 - Due date was April 18th.
 - Please submit them to OFA immediately!
- Accounting for "Multi-Year" Events**
 - Information now available on OFA's website:

<http://www.uaf.edu/finserv/finance-accounting/budget-operations/multi-year-events/>
- Office of Management & Budget**
 - <http://www.uaf.edu/finserv/omb/budget-planning/>

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- FY14 Vacancy Pullback Closeout**
 - Vacancy hold and 90-day pullback on positions applies through June 30.
 - Sunset the FY14 portion of the 90 days:
 - April - 2/3, May - 1/3, June - NONE
 - Balance of Pullback processed early July on FY15 funds.
 - April - 1/3, May - 2/3, June - FULL
- Vacancy Pullbacks – Through March**

Central	1,901.9
VCR	104.2
OIT	32.4
Provost	247.8
Chancellor	7.0
CRCD	218.8
VCUSA	156.2
VCAS	198.4
	2,866.7

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FY15 Budget Information

- ATB Personnel Cost Increases**
 - Classified, exempt and non-exempt staff (e-classes NR, XR, NX, XX) – 2.0%
 - Temporary exempt and non-exempt staff (e-classes NT, XT) – 2.0%
 - Executive employees (e-classes EX and Sr. Admin) - 0%
 - Non-union faculty (e-classes FR, FN) – 2.0%
 - UNAC faculty (e-class F9) – 2.0%
 - UAFT faculty (e-classes AR, A9) – 2.5%
 - Adjunct faculty (e-classes FT, FW) – 2.0%
 - Local 6070 Union employees (e-classes CR, CT) – 1.65%
- Other Personnel Increases**
 - The F9, FN, and FR e-classes will receive a \$750 increase to their base salary (added after ATB increase)
 - Local 6070 Union employees (e-classes CR, CT) – 1-step increase Nov 1 (total ATB + Step increase for FY15 is 2.33%)



FY15 Budget Information

- State General Fund Reductions**
 - \$15.9 Million UA (UAF portion estimated at \$7.49M)
 - 12.5% Unrestricted Travel Reduction (\$517.2K UAF)
- FY15 Continuation Budget**
 - Due Date is Friday, June 6th.
 - Continuation Training Sessions in Mid-May.
 - FY15 Sheet Distribution Anticipated May 30th.
 - Taking June leave? Please have backup!
 - PCN authorization freeze June 23 – July 7.
 - REMINDER: Authorized position budgeting based on rate of pay, 12-month FTE, and staff benefit rate ONLY.

Budget Training Sessions

- Below is a list of potential training topics. Are you interested in particular ones? If so, please let Jason (jwtheis@alaska.edu) know! We cannot offer sessions on all of these topics at this time, but we will endeavor to offer Collaborate sessions on a few topics determined by popular demand:
 - 998 Budget Offset Authority
 - NCHEMS / Program Codes
 - Budget Allocations
 - Position Management
 - Budget Control and Budget Authority
 - SBS Codes
 - Organization Codes and Structure
 - Funds, Fund Types, and Encumbrance Rolls
 - Transaction Management

- **FY14 Financial Managers' Meetings**

- May 27th



All dates subject to change or cancellation



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