

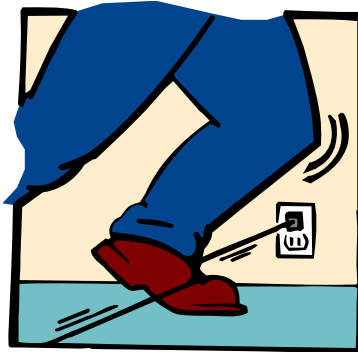


Financial Managers' Meeting

August 20, 2013

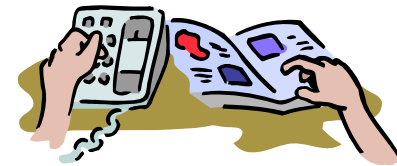
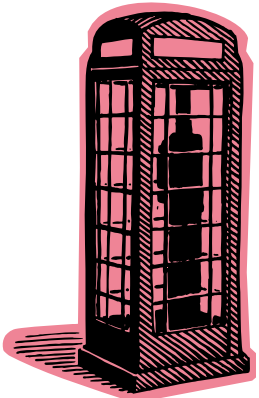
• Safety Minute

- 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/>



• 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-allowanc/>
- 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>

- **Introductions**

- Briana Walters – OMB Senior Business Analyst
- Faye Gallant – OMB Business Analyst

<http://www.uaf.edu/finserv/omb/>

- **OMB Announcements**

Julie Queen (jmlarweth@alaska.edu)

- FY15 Budget Items

<http://www.uaf.edu/finserv/omb/budget-planning/fy15-1/>

- 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 $\frac{3}{4}$ 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%

FY13 F1 Preliminary Unreserved Fund Balance					
(Target UFB \$7-\$9 Million)					
CABINET	FY12 Actual	FY13 April Projection	FY13 Actual	April vs. Actual Variance (\$)	April vs. Actual Variance (%)
Chancellor	68,713	4,337	(185,064)	(189,401)	(4,367.1%)
OIT	384,193	47,195	120,646	73,451	155.6%
Provost	2,190,348	2,002,760	2,112,734	109,974	5.5%
CES	78,885	267,507	55,844	(211,663)	(79.1%)
VC RCNE	1,120,674	926,032	1,286,730	360,698	39.0%
VC Research	1,720,307	1,311,253	1,462,829	151,576	11.6%
VCUSA	-99,362	(126,948)	390,910	517,858	407.9%
VCAS	545,290	410,701	540,572	129,871	31.6%
Central Support	2,672,994	2,863,646	2,734,543	(129,103)	(4.5%)
Total	8,682,042	7,706,483	8,519,642	813,159	10.55%

- **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.

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 Ses Ungrad Tuit
0445	Prepaid Miscellaneous	0763	Deferred Fall Tuition
0446	Prepaid Travel Tickets	0764	Advance Subscription Sale

- **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