



# Financial Managers' Meeting

November 29, 2022

# • Agenda

1. Opening remarks (Jason Theis)
2. Topics by TCSO (Amanda L)
3. Topics by Budget Team (Susan)
4. Topics by OMB
5. Topics by Jason
6. Topics by Rachel
7. Training Minute!
8. Roundtable

- **TCSO – Amanda Lash**

- Travel Risk Management - Driving and Field Safety Planning
- Audit Process Update



- **Topics by BCR**

- **Susan-**


- Who to contact? - <https://www.uaf.edu/finserv/finance-accounting/contact-us.php>
- New page on Continuation Budget page – Financial Managers - <https://www.uaf.edu/finserv/finance-accounting/resources/continuation-budget.php>
- [people.alaska.edu](http://people.alaska.edu)



## Budget & Cost Records

### Contact our Team

 [uaf-budget@alaska.edu](mailto:uaf-budget@alaska.edu)

 907-474-6409


Send the following to us:

- Administrative/Security Access Request
- Activity Code Maintenance
- Budget Revisions
- Continuation Budget
- Fund Maintenance Forms
- Labor Redistributions (LR, JPAY & JSPC)
- Management Report Prep
- Multi-Year Event Funds
- Org Maintenance Forms
- Position Management

## Transaction & Cash Management

### Contact Our Team

 uaf-ofa@alaska.edu

 907-474-6426


Send the following to us:

- Incoming Wire Transfers
- Journal Vouchers (JV & FUPLOAD)
- Miscellaneous Cash Advances
- Non-Cash Gifts/Awards & Raffles
- Representational Allowance Expenses
- Tax Reporting (Non-Payroll)

## Travel Finance

### Contact Our Team

 uaf-travel-ofa@alaska.edu

 907-474-5118

Send the following to us:

- Local Mileage
- Travel Audit & Compliance

×

^ Continuation Budget

Guidelines

Financial Managers @  
UAF

Expenditure & Position  
Analysis

FY23 Upload Template

▼ Continuation SHEETS

▼ Continuation UPLOAD  
FILES



s until Budget DUE

Countdown

The purpose of the continuation budget process is to quickly load the bulk of the university's starting budget using an automated feed (as opposed to entering all the



CABINET	UNIT	FM_ID	FIN_MANAGER
UAF Central Managed	UAF Central Budget Management	CENTL01	Theis, Jason
UAF Central Managed	UAF Central Fixed Costs	CENTL01	Theis, Jason
UAF Central Managed	UAF Central Investment Areas	CENTL01	Theis, Jason
UAF Chancellor	UAF Chancellor	CHAN01	Conley, Nickole
UAF Chancellor	UAF Development	CHAN01	Conley, Nickole
UAF Chancellor	UAF Intercollegiate Athletics	ATHL01	Nickole L, Conley
UAF Chancellor	UAF KUAC	KUAC01	Moehle, Aly
UAF Chancellor	UAF University Relations	CHAN01	Conley, Nickole
UAF Provost	UA Museum of the North	MUS01	Ellanna, Barbara
UAF Provost	UAF Alaska Sea Grant and MAP	ASG01	Parshall, Julie
UAF Provost	UAF College of Business & Security	SOM01	Davis, Francine
UAF Provost	UAF College of Engineering & Mines	CEM-INE	Miller, Derek E
UAF Provost	UAF College of Engineering & Mines	CEM-INE2	Miller, Derek E
UAF Provost	UAF College of Fish & Ocean Science	CFOS01	Krupina, Tatiana
UAF Provost	UAF College of Liberal Arts	CLA01	Foltz, Heather
UAF Provost	UAF College of Nat Science & Math	CSM1	Schnekenburger, Laycle
UAF Provost	UAF Institute of Agr Nat Res & Ext	SNRE02	McDonough, Melissa
UAF Provost	UAF Provost Office Operations	PROV01	Bennett, Kathy L
UAF Provost	UAF Rasmuson Library	LIB1	Frandsen, Wendy
UAF Provost	UAF School of Education	K1201	Wood, Sasha K12
UAF Provost	UAF School of Education	SOE01	Wood, Sasha SOE
UAF Provost	UAF Summer Sessions	SUMS01	Bennett, Kathy
UAF Provost	UAF eCampus	EDE01	Young, Jennifer
UAF VC Rural, Community & Native Ed	UAF Bristol Bay Campus	BB01	Doyle, Anne Bristol Bay
UAF VC Rural, Community & Native Ed	UAF Chukchi Campus	CRCDCC	Doyle, Anne Chukchi
UAF VC Rural, Community & Native Ed	UAF Community and Technical College	CTC01	vacant
UAF VC Rural, Community & Native Ed	UAF Interior Alaska Campus	IC01	Doyle, Anne IAC
UAF VC Rural, Community & Native Ed	UAF Kuskokwim Campus	KU01	Doyle, Anne KuC
UAF VC Rural, Community & Native Ed	UAF Northwest Campus	NW01	Luke, Sue
UAF VC Rural, Community & Native Ed	UAF Rural College	CRCDRC	Doyle, Anne Rural College
UAF Vice Chanc for Admin. Services	UAF Facilities Services	DDC01	Vermilyea, Courtney
UAF Vice Chanc for Admin. Services	UAF Facilities Services	FAC01	Peters, Harmonie FS
UAF Vice Chanc for Admin. Services	UAF Facilities Services	UTIL01	Peters, Harmonie Utilities
UAF Vice Chanc for Admin. Services	UAF Financial Services	VCAS01	Peters, Harmonie
UAF Vice Chanc for Admin. Services	UAF Office Information Technology	OIT01	Lilly, Elizabeth
UAF Vice Chanc for Admin. Services	UAF Safety Services	FDO1	Peters, Harmonie
UAF Vice Chanc for Admin. Services	UAF Safety Services	PDO1	Rickards, Valerie
UAF Vice Chanc for Admin. Services	UAF Safety Services	VCAS01	Peters, Harmonie
UAF Vice Chanc for Admin. Services	UAF VCAS Operations	VCAS01	Peters, Harmonie
UAF Vice Chanc for Admin. Services	UAF VCAS Procurement & Contract Svc	VCAS01	Peters, Harmonie
UAF Vice Chanc for Student Affairs	UAF Student Services	AXBS01	Peterman, Jennifer
UAF Vice Chanc for Student Affairs	UAF Student Services	RESLF1	Peterson, Rachell
UAF Vice Chanc for Student Affairs	UAF Student Services	USA01	Peterman, Jennifer Lee
UAF Vice Chanc for Student Affairs	UAF Student Services	USA02	Harrington, Phillip
UAF Vice Chanc for Student Affairs	UAF VCSA Admin & Central Support	USA02	Harrington, Phillip
UAF Vice Chancellor for Research	UAF AK Center for Energy & Power	ACEP01	Harris, Jennifer
UAF Vice Chancellor for Research	UAF Geophysical Institute	GI01	Evans, Donna-GI
UAF Vice Chancellor for Research	UAF Institute of Arctic Biology	IAB1	Seymour, Matt
UAF Vice Chancellor for Research	UAF Intl Arctic Research Center	IARC01	Cox, Kim
UAF Vice Chancellor for Research	UAF VCR Development Programs & Proj	ESCR01	Watson, Shannon
UAF Vice Chancellor for Research	UAF VCR Development Programs & Proj	VCR01	Allison, Kristin
UAF Vice Chancellor for Research	UAF Vice Chancellor for Research	VCR01	Allison, Kristin



since 1917

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/titleXcompliance/nondiscrimination](http://www.alaska.edu/titleXcompliance/nondiscrimination).

- **Topics by OMB**

**Briana –**

- FY24 UAF Operating and Capital Budget Request, approved by BOR
- Planning & Budget Committee (PBC) request for proposals



- **Topics by Jason**

- October Management Report Recap
- Journal Vouchers
- UA Foundation Fund Expense Accounts (Update)



- **October Management Report Summary**

**Fund 1 Unreserved Fund Balance**

<b>CABINET</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Actual</b>	<b>FY21 Oct Projection</b>	<b>FY22 Oct Projection</b>	<b>FY23 Oct Projection</b>
Chancellor	474,000	437,424	33,000	437,666	(1,533,305)	(168,629)
Provost	1,857,792	3,207,977	3,819,000	1,370,341	2,209,026	4,938,092
VC RCNE	1,963,071	2,052,677	2,104,000	899,999	1,300,000	1,500,004
CTC	196,797	776,778	234,000	(57,000)	150,000	150,000
VC Research	2,563,260	2,654,467	3,454,000	1,843,813	2,664,242	4,553,451
VC SA	(508,220)	1,328,604	1,239,000	(1,934,148)	320,376	594,555
VC AS	2,468,299	1,262,465	1,116,000	1,072,399	1,801,673	1,986,480
Central Support	1,152,223	3,993,745	1,960,000	1,871,818	2,500,000	2,100,000
<b>Total</b>	<b>10,167,222</b>	<b>15,714,137</b>	<b>13,959,000</b>	<b>5,504,888</b>	<b>9,412,012</b>	<b>15,663,952</b>

CABINET	FY22	FY23	FY22 Actual	FY23 Projected	Cycle 04	Projected
	Student Tuition & Fees Cycle 04	Student Tuition & Fees Cycle 04	Year End (Net) Student Tuition & Fees	Year End (Net) Student Tuition & Fees	Change FY22 to FY23	Year End Change FY22 to FY23
Chancellor	322,680	306,886	664,000	621,886	-4.9%	-6.3%
Provost	12,570,561	12,551,835	25,297,000	25,449,910	-0.1%	0.6%
Central	(2,305,681)	(400,438)	2,194,000	2,479,562	-82.6%	13.0%
VC Rural, Community & Native Educ	3,565,499	2,476,639	6,474,000	7,366,097	-30.5%	13.8%
Vice Chancellor for Student Affairs	1,826,958	1,834,819	3,869,000	3,900,744	0.4%	0.8%
Vice Chancellor for Admin. Services	922,447	986,828	1,878,000	2,148,579	7.0%	14.4%
Vice Chancellor for Research		390	7,000	390	0.0%	-94.4%
<b>Grand Total</b>	<b>16,902,465</b>	<b>17,756,960</b>	<b>40,383,000</b>	<b>41,967,169</b>	<b>5.1%</b>	<b>3.9%</b>

CABINET	FY22 Indirect	FY23 Indirect	FY22	FY23 Projected	Cycle 04	Projected
	Cost Recovery Cycle 04	Cost Recovery Cycle 04	Year End Indirect Cost Recovery	Year End Indirect Cost Recovery	Change FY22 to FY23	Year End Change FY22 to FY23
Chancellor			-	-	0.0%	0.0%
Provost	2,078,109	2,322,345	6,578,000	6,288,984	11.8%	-4.4%
Central	1,508,998	1,763,121	4,912,000	7,394,621	16.8%	50.5%
VC Rural, Community & Native Educ	117,702	104,388	405,000	347,940	-11.3%	-14.1%
Vice Chancellor for Student Affairs	400	-	-	-	-100.0%	0.0%
Vice Chancellor for Admin. Services	2,060,648	2,094,677	6,143,000	7,037,977	1.7%	14.6%
Vice Chancellor for Research	4,728,826	5,727,269	15,508,000	18,102,128	21.1%	16.7%
<b>Grand Total</b>	<b>10,494,683</b>	<b>12,011,800</b>	<b>33,546,000</b>	<b>39,171,651</b>	<b>14.5%</b>	<b>16.8%</b>



since 1917

- **Topics by – Rachel**

- Rep Allowance Process Update



- **Training Minute**

*Did you know? Labor Redistributions entries must be stopped while SW processes W-2's? Once they start (usually the middle of December), there are no LR's entered until further notice from SW. (usually until the 3<sup>rd</sup> Tuesday in January) Of course, exact dates/schedules change, and notifications will be made via email. PLAN ACCORDINGLY!*



- **Round Table**

- What do you have to share?





- **FY23 Financial Managers' Meetings**

*Via Zoom until further notice*

*January 31*

*February 28*

*March 28*

*April 25*

*May 30*

*June 27*



*All dates subject to change or cancellation*