



# Financial Managers' Meeting

October 31, 2023

# • Agenda

1. Opening remarks (Jason)
2. Topics by Amanda
3. Topics by Budget Team (Susan)
4. Topics by OMB
5. Topics by Jason
6. Topics by Kim
7. Topics by Rachel J
8. Topics by Carla (New!)
9. Training Minute!
10. Roundtable







- **Topics by Amanda**

- **Compliance Chats**

- <https://www.alaska.edu/audit/compliance/chats.php>

- **Business Services Advisory Team –**

- <https://www.uaf.edu/finserv/bsat/index.php>

- **Procard recons/approvals must be timely**

- Transactions should be reconciled/reviewed/approved weekly, as best practice.

- **Financial & Business Services Butrovich Open House**

- November 16, 2023 – 1:30pm – 4:00pm

#### Compliance Chats

To help make compliance a little more relevant to the everyday, "Compliance Chat" videos are informal conversations where Senior Institutional Compliance Liaison Mary Gower meets with subject matter experts covering frequently asked compliance questions and issues in quick, bite-sized clips.

#### Compliance Training Videos

##### Compliance Onboarding



##### Protection of Minors



Additional topics covered monthly

Additional topics covered monthly



- **Topics by BCR**

- UFB distribution process
  - *(how does it work?)*
- FFEA – When is another fund needed?

**When is another fund needed?**

*Fund setup requires a “default fund” concurrent with the grant setup. If additional funds are needed, these can be set up at a later date as requested by the department. Additional funds should only be set up if there is a significant reason why the budget needs to be separately budgeted and accounted for (such as by the donor, a distinct and significant project within the same pot of donor funding, **independent delegation of budget to another university or unit**, or other similar needs).*

*Delegation of funds for the same general purpose by a unit dean/director within that person’s chain of command is not an appropriate reason to create new funds; these should be separated by org code.*

*Please contact your university’s support office for requesting additional funds:*

*Anchorage: [UAA Office of Sponsored Programs](#)*

*Southeast: [UAS Budget Office](#)*

*Fairbanks and Statewide: [UAF Office of Finance & Accounting](#)*





- **Topics by BCR**

- FFEA Scholarship funds
  - *(how were they set up?)*
  - *Default fund & fund with scholarship org default*
    - *UAF – 41353*
  - *Budget disbursements from UA Foundation go into default fund*
- NEW – IF BR OVER 10 LINES - Please start sending in Excel BR file along with signed BR to [uaf-budget@Alaska.edu](mailto:uaf-budget@Alaska.edu). OFA will be setting up FUPLOAD for those BR's.



## • Topics by OMB

- Chancellor's Budget Forum (October 19<sup>th</sup>) – recording available here: [https://media.uaf.edu/media/t/1\\_glm1vebb](https://media.uaf.edu/media/t/1_glm1vebb)
- FY25 State of Alaska budget request – Finalizing for BOR meeting: <https://www.alaska.edu/bor/live/>
- FY25 federal appropriations requests – proposals were due Sept 29<sup>th</sup>. Timelines and other info here: <https://www.alaska.edu/govrelations/federal/appropriations-priorities.php>
- R1 working groups
- PBC RFP for FY26 proposals – announcement scheduled for November



- **Topics by Jason**



- Reminder on Recharge rate cycles
- GRA Tuition program
- October Management Report (due 11/13)





*Net STF includes Federal GASB offset*

<b>CABINET</b>	<b>FY23 Student Tuition &amp; Fees Cycle 03</b>	<b>FY24 Student Tuition &amp; Fees Cycle 03</b>	<b>FY23 Actual Year End (Net) Student Tuition &amp; Fees</b>	<b>FY24 Projected Year End (Net) Student Tuition &amp; Fees</b>	<b>Cycle 03 Change FY23 to FY24</b>	<b>Projected Year End Change FY23 to FY24</b>
<b>Chancellor</b>	306,000	321,000	663,000	670,000	4.9%	1.1%
<b>Provost</b>	12,691,000	14,126,000	26,067,000	28,300,000	11.3%	8.6%
<b>Central</b>	(381,000)	(1,610,000)	1,727,000	700,000	322.6%	-59.5%
<b>VC Rural, Community &amp; Native Educ</b>	2,368,000	2,540,000	6,237,000	6,350,000	7.3%	1.8%
<b>Vice Chancellor for Student Affairs</b>	1,804,000	2,029,000	4,087,000	4,400,000	12.5%	7.7%
<b>Vice Chancellor for Admin. Services</b>	975,000	1,228,000	1,957,000	2,300,000	25.9%	17.5%
<b>Vice Chancellor for Research</b>	-	-	4,000	-	0.0%	-100.0%
<b>Grand Total</b>	<b>17,763,000</b>	<b>18,634,000</b>	<b>40,742,000</b>	<b>42,720,000</b>	<b>4.9%</b>	<b>4.9%</b>

<b>CABINET</b>	<b>FY23 Indirect Cost Recovery Cycle 03</b>	<b>FY24 Indirect Cost Recovery Cycle 03</b>	<b>FY23 Year End Indirect Cost Recovery</b>	<b>FY24 Projected Year End Indirect Cost Recovery</b>	<b>Cycle 03 Change FY23 to FY24</b>	<b>Projected Year End Change FY23 to FY24</b>
<b>Chancellor</b>			-	-	0.0%	0.0%
<b>Provost</b>	1,781,000	1,863,000	6,908,000	7,100,000	4.6%	2.8%
<b>Central</b>	1,310,000	1,547,000	5,651,000	5,700,000	18.1%	0.9%
<b>VC Rural, Community &amp; Native Educ</b>	84,000	81,000	351,000	339,000	-3.6%	-3.4%
<b>Vice Chancellor for Student Affairs</b>	-	-	-	-	0.0%	0.0%
<b>Vice Chancellor for Admin. Services</b>	1,543,000	2,014,000	7,939,000	8,200,000	30.5%	3.3%
<b>Vice Chancellor for Research</b>	4,182,000	4,862,000	16,653,000	17,600,000	16.3%	5.7%
<b>Grand Total</b>	<b>8,900,000</b>	<b>10,367,000</b>	<b>37,502,000</b>	<b>38,939,000</b>	<b>16.5%</b>	<b>3.8%</b>



*since 1917*



# • Topics by Kim

- Committing university to match
  - Must be required
  - If the PI is also the Dean/Director and the match is significant contribution, or affects facilities, the appropriate VC signature
- OGCA Table Topics has started back up.
  - Held once/month – 4<sup>th</sup> Thursday of every month
  - If you want to be added to OGCA Research Admin Group and get invited to the table topics, please reach out to Zoe Durdik – [zjdurdik@alaska.edu](mailto:zjdurdik@alaska.edu)
  - If you have questions for upcoming topics, please submit questions here - <https://forms.gle/iTUtQkri3iFDBVec6>





- **Topics by Rachel**

- Introduction – Renita Hutchinson, Audit & Compliance
- JV Submission reminders:
  - Please send to [uaf-OFA@alaska.edu](mailto:uaf-OFA@alaska.edu)
  - Should have two signatures
  - 10 line or less – JV, 11 lines or more - FUPLOAD



- **Topics by Carla**

- Next New Employee Welcome event
  - November 7, 2023 from 8:00am – 3:00pm
  - Not required, but recommended for all full time benefited employees. If you have someone who's fairly new, but did not get an invitation, please reach out.
- Website (includes checklist) [www.uaf.edu/employee-experience](http://www.uaf.edu/employee-experience). Email [UAF-welcome-team@alaska.edu](mailto:UAF-welcome-team@alaska.edu).
- UA-wide employee engagement survey will be launched this fall. Please encourage participation. It's confidential and all employees have the opportunity to participate. FAQs will be posted soon.
  - Why we want to improve engagement/retention
  - CUPA-HR higher education employee retention survey.



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- **Training Minute**

- **Banner Finance – in Resources** - <https://www.uaf.edu/finserv/finance-accounting/resources/index.php>



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- **Round Table**

- What do you have to share?



- **FY24 Financial Managers' Meetings**

*Via Zoom until further notice*

*Nov 28*

*Jan 30*

*Feb 27*

*Mar 26*

*Apr 30*

*May 28*

*June 25*



*All dates subject to change or cancellation*