



# Financial Managers' Meeting

September 26, 2023

- **Agenda**

1. **Opening remarks (Susan)**
2. **Topics by Budget Team (Susan)**
3. **Topics by OMB**
4. **Topics by Jason**
5. **Training Minute!**
6. **Roundtable**





- **Topics by BCR**

- Management Report Preparation
  - <https://www.uaf.edu/finserv/finance-accounting/resources/management-report-prep.php>

## Management Report Prep

Each month, the year-to-date data used in the management report is posted here to assist Financial Managers with preparation of their reports.

Visit the [OFA training page](#) for a recorded session on management report tips.

 Tools	 Working w/ the Report Dashboard	 Overview of Reporting Requirements
 Expanded Data Files		



- **Topics by BCR**

- FFEA information on our website –
  - **Forms page** – <https://www.uaf.edu/finserv/finance-accounting/forms/index.php>

## **F**

### **Foundation Fund Expense Account (FFEA) Fund Code Maintenance (Google Form)**

Update or create a single FFEA fund. Please visit the [FFEA resources page](#) for more information.

### **Foundation Fund Expense Account (FFEA) Fund Code Maintenance BULK FORM (Excel)**

Use this form to update six or more funds under one FFEA Code (FDNXXXX). A separate form is required for each different FFEA Code. Please visit the [FFEA resources page](#) for more information.

### **Fund Code Maintenance (PDF)**


Update or create a new fund. Fill out the form as completely as possible. Restricted funds should route through [OGCA](#).







- **Topics by BCR –(continued)**

- Also on Resources page –  
<https://www.uaf.edu/finserv/finance-accounting/resources/index.php>

**Budget & Labor**



 <b>Budget Revision</b>  Move budget authority (expenditure, revenue or both) between allocations, NCHEMS, funds, orgs, accounts and/or program codes	 <b>Continuation Budget</b>  Important aspects of budgeting and endeavors to guide fiscal managers through the continuation process plus access to the continuation files	 <b>Faculty Time-Off Calendar</b>  Used to calculate salaries when preparing management reports (accessed through a restricted Google Drive)	 <b>Foundation Fund Expense Account (FFEA)</b>  Information on how to request a new UA Foundation fund and how to manage current funds
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- Here is direct web address to the site –  
<https://www.uaf.edu/finserv/finance-accounting/resources/FFEA.php>



- **Topics by OMB**

- FY25 State of Alaska budget request status
- FY25 federal appropriation cycle: budget requests due September 29th
- PBC requests for FY26 - RFP announced later this fall/early winter



- **Topics by Jason**

- Preparing for management report season!
- FFEA Transition Status



# New Management "1-Pager"

Chancellor, Governance, and EEO  
Cabinet: Chancellor

Financial Manager: Conley, Nickole

FY24 Starting Budget 5,331,300

	ACTUAL	ADD'L PROJECTED	FY23 ENDING
<b>REVENUE</b>			
Prior Year UFB Received	55,000		45,000
WCA Received	125,000		115,000
General Fund - Match Appr.	-	-	-
General Fund - State Appr.	5,231,300	-	5,662,052
Student Tuition/Fees/Serv	-	-	-
ICR	-	-	-
U of A Receipts	-	-	462,794
Intra-Agency Revenue	-	100,000	19,122
<b>TOTAL REVENUE</b>	<b>5,411,300</b>	<b>100,000</b>	<b>6,303,968</b>

Revenue Over (Under -) Budget 180,000 373,634

	ACTUAL	ADD'L PROJECTED	FY23 ENDING
<b>EXPENDITURES</b>			
Personnel	302,168	4,400,939	4,312,665
Benefits	46,593	273,000	266,100
Non-Salary	37,302	267,357	1,300,000
<b>TOTAL EXPENDITURES</b>	<b>386,063</b>	<b>4,941,296</b>	<b>5,878,765</b>

Expenditures (Over -) Under Budget (3,941) 51,569

Working Capital Agreement (25,000) (67,700)

**Projected FY24 UFB (Deficit) at 6/30/24 151,059 357,503**

UFB Management Principle Targets	PROJECTED	FY23 ENDING
Minimum UFB (2% of unrestricted revenues - no IAT revenue)	108,226	127,697
Maximum UFB (4% of revenues - no IAT revenue)	236,452	275,394
Acceptable Projection Variance (2% of unrestricted revenues - no IAT revenue)	108,226	127,697
Is this unit's projected UFB within the min & max UFB targets?	Yes	No



- **Training Minute**

- **Rachel J- Rep Allowance Form Crash Course - When, why and how to report entertainment and gift expenses**



- **Round Table**

- What do you have to share?



- **FY24 Financial Managers' Meetings**

*Via Zoom until further notice*

*Oct 31*

*Nov 28*

*Jan 30*

*Feb 27*

*Mar 26*

*Apr 30*

*May 28*

*June 25*



*All dates subject to change or cancellation*