Management Reporting Training

October 29, 2020
Overview

2. Basic UAF Reporting Structure
3. Projections Development
4. Working with the Dashboard
5. Management Reporting “Rules”
6. Tools and Resources
7. Questions
• **Management Report – What / Why**

  - Report of projected financial status at June 30
  - Prepared using internal controls
  - Accounting information provided to managers; provides basis for making informed decisions
  - Used to calculate and anticipate lapse / unreserved fund balance for the fiscal year
• Basic UAF Reporting Structure

- Report at each appropriation
  - by each allocation
    - by each dlevel org (UAF requirement)
    - by each fund group (Auxiliary, Recharge, Enterprise, and Leasing funds must be reported by individual fund)
    - by each expenditure category and revenue source
      - projected Unreserved Fund Balance (UFB) meets UAF UFB management principles
• Basic UAF Reporting Structure

- Appropriations
  - Allocations
    - Dlevel Orgs
      - Fund Groups
        - Revenue Sources
        - Expenditures
• Basic UAF Reporting Structure

UAF – Two Appropriations, Eight Allocations

- 300000 University of Alaska Fairbanks Appropriation
  - Two Allocations
    - Fairbanks Campus Allocation
    - UAF Community and Technical College Allocation

- 310000 University of Alaska Fairbanks Community Colleges Appropriation
  - Six Allocations
    - Bristol Bay Campus Allocation
    - Chukchi Campus Allocation
    - Interior Alaska Campus Allocation
    - Kuskokwim Campus Allocation
    - Northwest Campus Allocation
    - College of Rural and Community Development Allocation
• Basic UAF Reporting Structure

Appropriation 300000
University of Alaska Fairbanks

Allocation 300001
Fairbanks Campus

Allocation 300010
UAF Community & Technical College

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/titleIXcompliance/nondiscrimination.
• Basic UAF Reporting Structure

- Appropriation 310000
  UAF Community Campuses

  - Allocation 200003
    Bristol Bay Campus

  - Allocation 300003
    Interior Alaska Campus

  - Allocation 300005
    Northwest Campus

  - Allocation 200004
    Chukchi Campus

  - Allocation 300004
    Kuskokwim Campus

  - Allocation 300006
    College of Rural and Community Development
• Basic UAF Reporting Structure

Fund Groups

- Unrestricted
  - General Fund (F1) – 10xxxx
  - Match (FC) – 14xxxx
  - Multi-Year (FM) – 15xxxx
  - Recharge (F7), Enterprise (FE), Leasing (FL) – 17xxxx

- Designated (FD) – 18xxxx

- Auxiliary (F3) – 19xxxx

- Restricted (F2, E2) – 2xxxxx, 3xxxxx

- Capital Expenditure Funds (5xxxxx) and Agency Funds (9xxxxx) are NOT included in management reporting
• Basic UAF Reporting Structure

**Revenue Sources**
- 10020 – Federal Receipts
- 10030 – General Fund – Match Appropriation
- 10040 – General Fund – State Appropriation
- 10070 – Inter-Agency Receipts
- 10100 – Interest Income
- 10150 – Dorm, Food & Auxiliary Services
- 10250 – Science & Technology
- 10370 – Mental Health Trust
- 10380 – Student Tuition/Fees/Services
- 10390 – Indirect Cost Recovery
- 10480 – U of A Receipts
• **Basic UAF Reporting Structure**

**Revenue Sources**
- 10610 – CIP Receipts
- 11510 – Technical Vocational Education Program Other
- 11740 – UA Intra-Agency Transfers
- 12120 – Federal Stimulus – ARRA2009
Basic UAF Reporting Structure

Expenditures

- 71000 – Salaries & Benefits (1xxx)
- 72000 – Travel (2xxx)
- 73000 – Contractual Services (3xxx)
- 74000 – Commodities (4xxx)
- 75000 – Capital Outlay (5xxx)
- 75025 – Land/Buildings(5xxx, 8xxx)
- 77000 – Student Aid (6xxx)
- 78000 – Miscellaneous (8xxx)
- 78001 – Miscellaneous – ICR (7001, 7811)
• **Projections Development**

Determine the amounts to be expended / received during the remainder of the fiscal year

- Salaries & benefits
  - Review individual positions
    - Contract lengths
    - Staff benefits rates
    - Holiday / vacation / sick leave
  - Prorata
- Other expenditures
  - Known purchases
  - Payments to be made – contractual services
  - Prorata
  - Multi-year trend analysis
• Projections Development

  o All Revenue Sources
    ▪ Expected to be received from variable revenue sources
    ▪ Prorata
    ▪ Multi-year trend analysis
    ▪ Guaranteed = budgeted (General Fund, Mental Health Trust, TVEP)
    ▪ Designated = projected expenditures
    ▪ Restricted = projected expenditures
    ▪ Initiatives not part of base = projected expenditures
• **Working with the Dashboard**

Management report file is distributed at close of each month

- Dashboard includes year-to-date data at dlevel detail
  - Expanded data file on web contains complete year-to-date data set including individual org / fund / account code information
- Develop revenue and expenditure projections using data provided
  - Enter expenditure and revenue projections into the management report file dashboard according the **detailed instructions**.
• Management Reporting “Rules”

University of Alaska Accounting and Administrative Manual
https://www.alaska.edu/controller/acct-admin-manual/

- A-20 – Management Reporting
- A-15 – Calculation of Lapse of State Appropriation
- A-16 – Carryforward Accounting
• Management Reporting “Rules”

Verify budgetary reporting requirements are met

- Total budgeted expenditures must equal total budgeted revenues for all current funds (unrestricted and restricted) at the allocation level / dlevel
- Total actual expenditures may not exceed total actual revenues (including unreserved fund balance) at the allocation level / dlevel
- Total actual expenditures may not exceed total budgeted expenditures at the allocation level / dlevel
- Total personal service expenditures may not exceed total personal services budget at the allocation level / dlevel
• Management Reporting “Rules”

Verify budgetary reporting requirements are met

- Actual revenue by individual revenue source may not exceed budgeted revenue by individual revenue source at the allocation level / dlevel
• **Tools and Resources**

**OFA Website – Management Report Prep**


- Management Reporting Schedule
  - Anticipated month close & report due dates
  - Payrolls included in current month data
  - Pay periods & holidays remaining in the fiscal year
- Pay Factor Calculator
- Staff Benefits Rates
- Unreserved Fund Balance (UFB) Calculator
- Management Report Dashboard Instructions
- Management Reporting Training (this document)
• **Tools and Resources**

**Management Report Dashboard**
- SBS Codes Reference List
  - SBS Search by Acct
  - Expenditures
  - Revenue

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• **Tools and Resources**

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