Financial Managers' Meeting

February 25, 2014

- **Safety Minute**
  - In case of evacuation, we will take the north exit and meet in parking lot.
  - The "Unsafe Condition Reporting Program" is a proactive way to help reduce future incidents, accidents or injuries. If you see something you think may be unsafe on the UAF campus or remote campus locations, please take the time notify EHSRM:

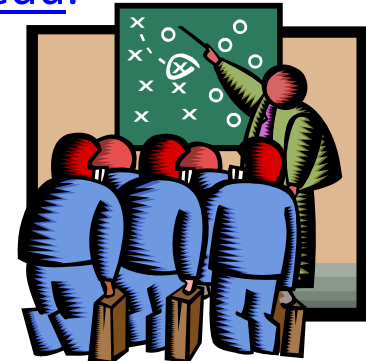   http://www.uaf.edu/safety/unsafe-condition/

  ### Journal Vouchers for Procard Transactions
  - Information for additional transaction requirements sent out on Finance Listserv on 2/4, 18 and 20.
  - Line descriptions require document sequence number, and the document text (explanation) requires identification of cardholder last name
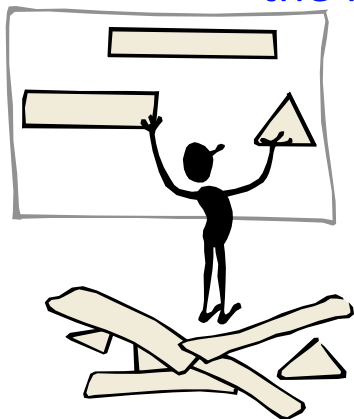
- **FY14 Strategic Reinvestments**
  - These are now processed! All recipients should be notified. Please direct any questions or concerns to jwtheis@alaska.edu.

- **Budget Revisions**
  - Turnaround BRs are now via email!
  - Your BR is not complete until you populate the cover sheet! To do this, click on the "populate summary" button located at the top of the first transcript page.

    Hint: If the budget summary section of the cover sheet is completely blank (no numbers, including zero), it is not populated!

- **Direct Pays / Fellowships**
  - Updated Direct Pay guidelines were distributed on 12/17/13.
  - Fellowship information will be available by the end of February.
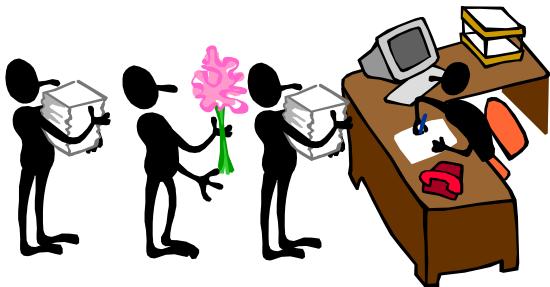 - Accounts Payable Website houses the new process information and associated form(s):

    http://www.uaf.edu/finserv/finance-accounting/accounts-payable/

- **Non-Cash Reporting**
  - There is a new page on the OFA website that fully explains this process and requirements, including "frequently asked questions."

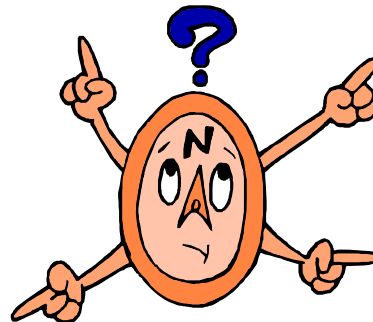   http://www.uaf.edu/finserv/finance-accounting/operational-reports/non-cash-reporting/

- **Office of Management & Budget**

- **Vacancy Pullbacks – Through January**

Central	1,660.4
VCR	82.4
OIT	25.5
Provost	192.2
Chancellor	7.0
CRCD	193.3
VCUSA	146.1
VCAS	175.2
	2,482.1

- **January Management Report Highlights**

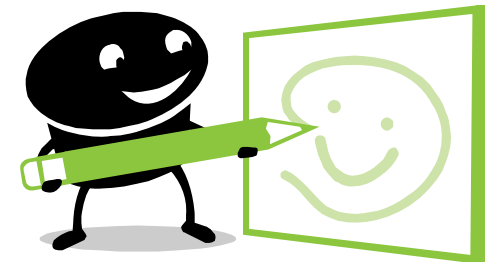| CABINET	Projected UFB (Deficit) at 6/30/14
Chancellor	(440,274)
Provost	1,083,289
UAF Central Managed Projects	2,250,274
UAF Office Information Technology	41,718
VC Rural, Community & Native Educ	451,572
VC University & Student Advancement	(39,454)
Vice Chancellor for Admin. Services	497,760
Vice Chancellor for Research	1,259,356
Grand Total	**5,104,241**

CABINET	FY14 Actual Net Student Tuition & Fees at Cycle 07	FY13 Actual Net Student Tuition & Fees at Cycle 07	FY14 Projected Student Tuition & Fees	FY13 Actual Year End Student Tuition & Fees	Year End Change FY13 to FY14
Chancellor	2,032,028	3,158,407	2,661,471	4,196,451	-36.6%
Provost	15,299,281	13,943,434	17,038,842	15,373,414	10.8%
UAF Office Information Technology	351,959	358,335	352,752	338,944	4.1%
VC Rural, Community & Native Educ	9,325,080	9,302,916	10,404,895	10,345,344	0.6%
VC University & Student Advancement	6,055,151	6,138,175	6,475,882	6,450,662	0.4%
Vice Chancellor for Admin. Services	976,135	997,504	1,038,863	1,042,079	-0.3%
Vice Chancellor for Research	45,606	30,732	60,127	30,732	95.6%
Grand Total	34,085,240	33,929,503	38,032,831	37,777,625	0.7%

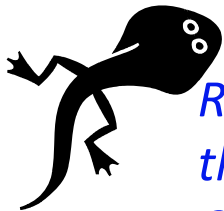| CABINET	FY14 Actual Indirect Cost Recovery Cycle 07	FY13 Actual Indirect Cost Recovery Cycle 07	FY14 Projected Indirect Cost Recovery	FY13 Actual Year End Indirect Cost Recovery	Year End Change FY13 to FY14
Provost	3,080,523	3,280,590	5,797,202	5,792,246	0.1%
UAF Central Managed Projects	1,064,672	1,003,837	3,236,365	3,125,371	3.6%
UAF Office Information Technology	13,100	15,094	30,000	26,658	12.5%
VC Rural, Community & Native Educ	214,543	258,436	371,609	485,888	-23.5%
VC University & Student Advancement	6,082	9,428	14,970	17,266	-13.3%
Vice Chancellor for Admin. Services	3,025,421	3,164,202	4,488,300	4,464,000	0.5%
Vice Chancellor for Research	5,236,658	5,288,958	8,820,062	9,477,823	-6.9%
Grand Total	12,640,999	13,020,545	22,758,508	23,389,250	-2.7%

- **January Management Reporting**

  - Thank you for your timely submissions!

  - Report available on our website since Monday, February 17th.

  - New website format! Check it out!

- **Toad Data Point Sessions**

  - March sessions via BlackBoard Collaborate!

  - Hosting Toad I-III (see OFA website)

  - Please email jwtheis@alaska.edu if you are interested in participating! Times/dates will be coordinated accordingly.
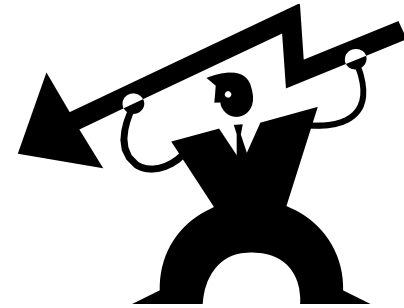
  Requires configuration of the Collaborate tool, Toad (and access) on the user workstation, and dual monitors. To get started with Collaborate, please visit http://www.alaska.edu/oit/services/faculty-staff-training/resources/blackboard-collaborate/

- **FY15 Budget Information**
  - Anticipated $15M Budget Reduction / Deficit
  - Personnel Fixed Cost Increases
    - Non-Represented Staff 2% ATB + 1 PHL Day
    - UNAC Faculty – 2% ATB + $750
    - FT – Avg 2% (1% 0-5, 2% 6-11, 3% 12+)
    - UAFT Faculty – 2.5% ATB
    - Local 6070 – No agreement in place

- **FY15 Continuation Budget**
  - Adjusting the Process: No More "Sheet Numbers"
  - Each operating unit receives one sheet, balanced by D-level and NCHEMS.
  - *This may require org structure adjustments if budgetary units are currently not rolling at the unit level (level 4)!*

- **FY14 Financial Managers' Meetings**
  - March 25th
  - April 29th
  - May 27th

All dates subject to change or cancellation