

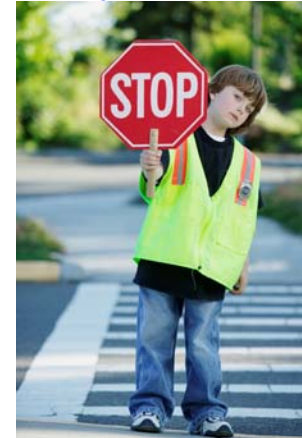


Financial Managers' Meeting

April 29, 2014

- **Safety Minute**

- In case of evacuation, we will take the northeast exit and meet at the Museum.
- Protection of Minors.
<http://www.uaf.edu/safety/minors/Protection-of-Minors-Policy-FINAL-w-Signature.pdf>



- **Procard Search Features**

- Helen Connor, Procurement & Contract Services
- Available to Financial Managers



- **Office of Finance & Accounting Fax**

- 6468 gone after June 30, 2014.
- 7046, the direct Accounts Payable fax, will continue to be available in FY15.



- **Pro-Rate Tuition Revenue by Fiscal Year**

- This may be a new process for many units this year!
- eLearning & Distance Education tuition (60/40 split) for summer semester.
- Other revenues (course fees, year end deposits, etc.)



• Deferred Revenue and Prepaid Expenses

- Deposit revenue received and expenses paid in a prior fiscal year for services rendered or received in the following fiscal year as deferred revenue in the appropriate general ledger account code.
- A reversing JV is sent to OFA at the start of the fiscal year in which the services are performed to post the activity to the department's account.



Prepaid Expenses	
0431	Prepaid Insurance
0432	Prepaid Demurrage
0433	Prepaid Postage
0437	Bulk Mailing
0438	Prepaid Meter Postage
0440	Prepaid Rent
0443	Security Deposits Receivable
0445	Prepaid Miscellaneous
0446	Prepaid Travel Tickets

Deferred Revenue	
0756	Deferred Sum Sess Mat/Lab
0757	Deferred Income Student Fees
0758	Deferred Sum Sess Non-Res Fees
0759	Summer Sess Deferred Income
0760	Miscellaneous Deferred Income
0761	Defer Sum Sess Grad Tuit
0762	Defer Sum Ses Ungrad Tuit
0763	Deferred Fall Tuition
0764	Advance Subscription Sale

- **Recharge Rate Proposals**
- Due date was April 18th.
- Please submit them to OFA immediately!



- **Accounting for “Multi-Year” Events**

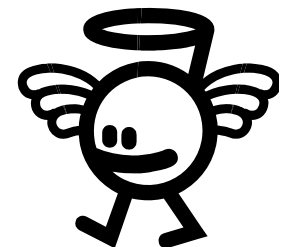
- Information now available on OFA’s website:



<http://www.uaf.edu/finserv/finance-accounting/budget-operations/multi-year-events/>

- **Office of Management & Budget**

- <http://www.uaf.edu/finserv/omb/budget-planning/>



- **FY14 Vacancy Pullback Closeout**

- Vacancy hold and 90-day pullback on positions applies through June 30.
- Sunset the FY14 portion of the 90 days:
 - April - 2/3, May - 1/3, June – NONE
- Balance of Pullback processed early July on FY15 funds.
 - April – 1/3, May – 2/3, June - FULL

- **Vacancy Pullbacks – Through March**

Central	1,901.9
VCR	104.2
OIT	32.4
Provost	247.8
Chancellor	7.0
CRCO	218.8
VCUSA	156.2
VCAS	198.4
	2,866.7



- **March Management Report Highlights**

Fund 1 Unreserved Fund Balance

CABINET	FY12 Actual	FY13 Actual	FY14 Dec Projection	FY14 Jan Projection	FY14 Feb Projection	FY14 Mar Projection
Chancellor	69,788	17,043	59,862	28,664	11,600	99,885
eLearning	4,337	(202,107)	(497,692)	(468,938)	(456,345)	(441,976)
OIT	384,193	120,646	51,030	41,718	63,184	52,037
Provost	2,190,267	2,112,634	91,367	1,009,671	614,751	1,118,433
CES	78,885	55,844	388,585	73,618	32,371	33,814
VC RCNE	1,124,853	1,286,730	479,959	451,572	578,671	494,659
VC Research	1,720,389	1,462,829	925,976	1,259,356	1,521,623	1,679,551
VCUSA	(108,150)	390,910	(324,591)	(39,454)	39,026	34,370
VCAS	544,485	540,572	451,083	497,760	454,534	462,592
Central Support	2,672,994	2,734,543	2,000,016	2,250,274	2,500,180	2,682,137
Total	8,682,041	8,519,642	3,625,595	5,104,241	5,359,596	6,215,500



CABINET	FY14 Actual Net Student Tuition & Fees at Cycle 09	FY13 Actual Net Student Tuition & Fees at Cycle 09	FY14 Projected Student Tuition & Fees	FY13 Actual Year End Student Tuition & Fees	Year End Change FY13 to FY14
Chancellor	2,374,571	3,796,209	2,590,657	4,196,451	-38.3%
Provost	16,674,213	14,960,524	17,548,750	15,373,414	14.1%
UAF Office Information Technology	285,514	261,461	356,014	338,944	5.0%
VC Rural, Community & Native Educ	9,832,642	9,899,938	10,357,132	10,345,344	0.1%
VC University & Student Advancement	6,245,412	6,323,067	6,339,261	6,450,662	-1.7%
Vice Chancellor for Admin. Services	987,745	1,011,304	1,021,669	1,042,079	-2.0%
Vice Chancellor for Research	45,606	30,732	45,606	30,732	48.4%
Grand Total	36,445,703	36,283,235	38,259,089	37,777,625	1.3%

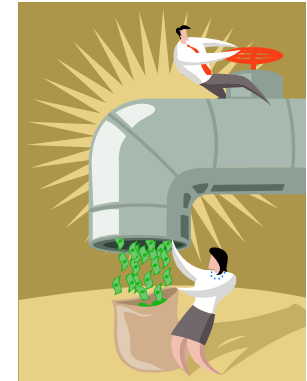
CABINET	FY14 Actual Indirect Cost Recovery Cycle 09	FY13 Actual Indirect Cost Recovery Cycle 09	FY14 Projected Indirect Cost Recovery	FY13 Actual Year End Indirect Cost Recovery	Year End Change FY13 to FY14
Provost	3,885,905	4,130,822	5,600,233	5,792,246	-3.3%
UAF Central Managed Projects	1,823,443	1,714,741	3,028,924	3,125,371	-3.1%
UAF Office Information Technology	18,194	16,726	30,000	26,658	12.5%
VC Rural, Community & Native Educ	295,909	334,796	342,606	485,888	-29.5%
VC University & Student Advancement	6,802	11,594	14,970	17,266	-13.3%
Vice Chancellor for Admin. Services	3,445,090	3,596,565	4,338,300	4,464,000	-2.8%
Vice Chancellor for Research	6,651,814	6,704,590	9,068,136	9,477,823	-4.3%
Grand Total	16,127,156	16,509,834	22,423,169	23,389,250	-4.1%



- **FY15 Budget Information**

- Fringe Rates

E-Class	<u>Leave Benefit Rates (1)</u>		<u>Staff Benefit Rates (2)</u>	
	FY14	FY15	FY14	FY15
	Negotiated Benefit Rates	Proposed Benefit Rates	Negotiated Benefit Rates	Proposed Benefit Rates
NR	22.40%	22.50%	50.40%	43.00%
CR	21.10%	21.80%	53.40%	47.60%
XR	20.60%	20.70%	41.90%	38.80%
EX, FR	17.00%	15.60%	29.00%	27.60%
FN	0.10%	0.80%	29.00%	27.60%
F9	1.50%	1.40%	31.20%	27.50%
AR, A9	1.50%	1.20%	34.70%	29.10%
FT, FW	0.00%	0.00%	10.10%	9.60%
CT, GT, NT, ST, XT	0.00%	0.00%	8.20%	8.60%
NX, XX	13.40%	19.90%	33.40%	22.80%
GN, SN	0.00%	0.00%	0.00%	0.00%



- Please estimate health care benefits for part-time non-benefitted employees working “full time” at the NX/XX rate until further notice.

• FY15 Budget Information

• ATB Personnel Cost Increases

- Classified, exempt and non-exempt staff (e-classes NR, XR, NX, XX) – 2.0%
- Temporary exempt and non-exempt staff (e-classes NT, XT) – 2.0%
- Executive employees (e-classes EX and Sr. Admin) - 0%
- Non-union faculty (e-classes FR, FN) – 2.0%
- UNAC faculty (e-class F9) – 2.0%
- UAFT faculty (e-classes AR, A9) – 2.5%
- Adjunct faculty (e-classes FT, FW) – 2.0%
- Local 6070 Union employees (e-classes CR, CT) – 1.65%



• Other Personnel Increases

- The F9, FN, and FR e-classes will receive a \$750 increase to their base salary (added after ATB increase)
- Local 6070 Union employees (e-classes CR, CT) – 1-step increase Nov 1 (total ATB + Step increase for FY15 is 2.33%)

- **FY15 Budget Information**

- State General Fund Reductions
 - \$15.9 Million UA (UAF portion estimated at \$7.49M)
 - 12.5% Unrestricted Travel Reduction (\$517.2K UAF)



- **FY15 Continuation Budget**

- Due Date is Friday, June 6th.
- Continuation Training Sessions in Mid-May.
- FY15 Sheet Distribution Anticipated May 30th.
- Taking June leave? Please have backup!
- PCN authorization freeze June 23 – July 7.
- REMINDER: Authorized position budgeting based on rate of pay, 12-month FTE, and staff benefit rate ONLY.

- **Budget Training Sessions**

- Below is a list of potential training topics. Are you interested in particular ones? If so, please let Jason (jwtheis@alaska.edu) know! We cannot offer sessions on all of these topics at this time, but we will endeavor to offer Collaborate sessions on a few topics determined by popular demand:

- 998 Budget Offset Authority
- NCHEMS / Program Codes
- Budget Allocations
- Position Management
- Budget Control and Budget Authority
- SBS Codes
- Organization Codes and Structure
- Funds, Fund Types, and Encumbrance Rolls
- Transaction Management



- **FY14 Financial Managers' Meetings**
 - May 27th



All dates subject to change or cancellation