Financial Managers' Meeting

June 25, 2024

- **Agenda**

  1. **Opening remarks (Jason)**
  2. **Topics by TCSO – Denise Irish**
  3. **Topics by Budget Team (Susan)**
  4. **Topics by Briana (OMB)**
  5. **Topics by Jason**
  6. **Topics by Kim (OGCA)**
  7. **Topics by Carla (EO&E)**
  8. **Training Minute**
  9. **Roundtable**

- **TCSO – Denise Irish**

  - Reminder that the last day to submit FY24 unrestricted travel is **July 12th**. Anything submitted **after** this date **will post to FY25**.

  - The TCSO staff is working through projected spend and unsubmitted expense reports and reaching out to travelers to assist in closing out FY24 unrestricted travel.

- ## **Topics by BCR**

  - Match funds -

    - Projects need not end a fiscal year on an exact one-to-one (expense to revenue) basis, but all fund balances must be at least **zero**. All transfers during a fiscal year must be complete no later than **June 30**.

  - LR's **– Spring GEC (R03-R10) –** deadline for submission was **June 13, 2024**. Must now have <u>pre-approval</u> (not just 60day CTM) from Kim Cox at OGCA before sending to uaf-budget for review and keying.

  - Information required on pre-approval email -

    - Employee name

    - Run(s) you are requesting to move

    - Number of hour(s) per run

    - <u>From</u> fund/org <u>to</u> fund/org

    - Explanation why you could not meet the GEC deadline

- **Topics by BCR (continued)**

Effective January 1, 2024

Once the restricted funds labor effort has been certified (by GEC timeframes), labor is not movable! Pay attention to Certifcation Deadlines.

Spring 2024 (R03-R10)
- Time: January 14, 2024-May 4, 2024
- Printing: May 14, 2024
- Certification Statement Deadline: June 13, 2024

Summer 2024 (R11-R17)
- Time: May 5, 2024-August 10, 2024
- Printing: August 19, 2024
- Certification Statement Deadline: September 20, 2024

Fall 2024 (R18-R02)
- Time: August 11, 2024-January 11, 2025
- Printing: January 20, 2025
- Certification Statement Deadline: Febraury 24, 2025

Spring 2025 (R03-R10)
- Time: January 12, 2025-May 3, 2025
- Printing: May 19, 2025
- Certification Statement Deadline: June 16, 2025

- **Topics by BCR (Continued)**

  - Last LR processing dates
  - JV "submit by" date

May 23	• FY25 Recharge Center rate proposals due to Finance & Accounting.
June 4	• Last date to submit FY24 Budget Revisions for all funds to Finance & Accounting. • FY25 Continuation Budget due to Finance & Accounting. • **Last date for PCN attribute changes in Banner**
June 14	• Last day for FY24 committed (commit type "C") encumbrance transactions, including deletes, to Accounts Payable by 5 PM.
June 20	• Dates of physical inventory and inventory instructions due to Finance & Accounting. • Submit all FY24 petty cash receipts for reimbursement (petty cash activity that occurs after this date may process as FY24 until June 30).
June 27	• **FINAL FY24 Labor Reallocation (CY2023 R14-R26) using FY24 Staff Benefit rates and posting to FY24 Finance period.**

July 1	• Units with inventories must submit inventory lists (with copies of count sheets), associated inventory reconciliation, and JV's to Finance & Accounting. • **Position (PCN) attribute adjustments resume.**
July 4	• **FINAL LR 2024 R01-R13 Labor Reallocation using FY24 Staff Benefit rates and posting to FY24 Finance period.**
July 4/5	• Holidays
July 6	• R14 payroll period posts to Banner
July 9	• FY24 Journal Vouchers submitted to Finance & Accounting by this date guaranteed to post to FY24; after this date, until July 15, Journal Vouchers posted to FY24 only if time permits. • No JV's accepted after July 15, 2024 without approval from OFA Director.
July 11	• **FINAL FY24 Labor Reallocation Run (2024 R14 ONLY) using FY24 Staff Benefit rates and Posting to FY24 Finance period**

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- ## **Topics by OMB**

  - FY25 state of Alaska budget - no update. Governor has until **June 28th** to sign off and/or line item veto.
  - FY26 state of Alaska budget planning begins.

- **Topics by Jason**

  - FY24 Revenue Status

  - FY24 Uncommitted (and Committed!) Encumbrances

  - FY24/25 Revenue Posting & JVs

| CABINET	Net STF includes Federal GASB offset FY23 Student Tuition & Fees Cycle 11	FY24 Student Tuition & Fees Cycle 11	FY23 Actual Year End (Net) Student Tuition & Fees	FY24 Projected Year End (Net) Student Tuition & Fees	Cycle 11 Change FY23 to FY24	Projected Year End Change FY23 to FY24
Chancellor	660,000	695,000	663,000	685,000	5.3%	3.3%
Provost	27,151,000	29,907,000	26,067,000	29,026,000	10.2%	11.4%
Central	3,154,000	1,846,000	1,727,000	510,000	-41.5%	-70.5%
VC Rural, Community & Native Educ	6,579,000	6,627,000	6,237,000	6,297,000	0.7%	1.0%
Vice Chancellor for Student Affairs	3,934,000	4,394,000	4,087,000	4,657,000	11.7%	13.9%
Vice Chancellor for Admin. Services	2,036,000	2,452,000	1,957,000	2,241,000	20.4%	14.5%
Vice Chancellor for Research	7,000	8,000	4,000	8,000	14.3%	100.0%
Grand Total	43,521,000	45,929,000	40,742,000	43,424,000	5.5%	6.6%

CABINET	FY23 Indirect Cost Recovery Cycle 11	FY24 Indirect Cost Recovery Cycle 11	FY23 Year End Indirect Cost Recovery	FY24 Projected Year End Indirect Cost Recovery	Cycle 11 Change FY23 to FY24	Projected Year End Change FY23 to FY24
Chancellor	-	-	-	-	0.0%	0.0%
Provost	5,904,000	7,403,000	6,908,000	8,236,000	25.4%	19.2%
Central	4,892,000	5,558,000	5,651,000	6,352,000	13.6%	12.4%
VC Rural, Community & Native Educ	302,000	499,000	351,000	511,000	65.2%	45.6%
Vice Chancellor for Student Affairs	-	49,000	-	49,000	0.0%	0.0%
Vice Chancellor for Admin. Services	5,990,000	7,881,000	7,939,000	8,675,000	31.6%	9.3%
Vice Chancellor for Research	15,273,000	15,940,000	16,653,000	17,401,000	4.4%	4.5%
Grand Total	32,361,000	37,330,000	37,502,000	41,224,000	15.4%	9.9%

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- ## Topics by Kim

  - **NSF PAPPG** - Potential Impacts on Tribal Nations – (See Chapter II.E.10)
  - **Reminder** - All subaward documents need to be submitted to UAF-ogca-sub@alaska.edu This is for all new REQs, modifications/change orders, and closeouts.
  - **State RSA closeouts** - with the fiscal year end approaching, please wrap up all state RSAs that are closing June 30. OGCA has an extremely tight turnaround time to get these final billed with the state.
  - GEC list serve vs. GEC submission email
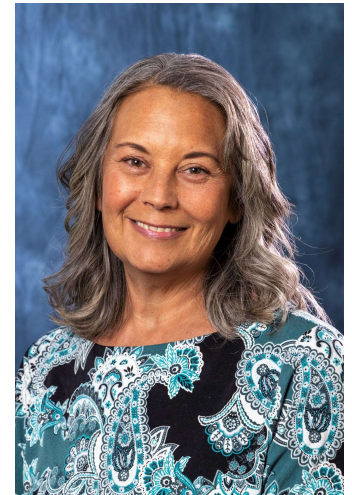
- **Topics by Carla**
  - **New Employee Welcome July 9**
    - Please encourage new hires to attend and RSVP by **June 28**. The next one is **Aug. 15**; employees hired from June 28 to Aug. 1 will receive an invitation directly from O&E.
  - **The Employee Experience Task Force recommendations** have been posted.
  - **Training for leaders with access to Qualtrics EX data coming up in late July.** Those dates/ties are posted in the timeline along with other recommendations

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- **Training Minute**
  - Compliance report – review & discuss - www.uaf.edu/finserv/finance-accounting/reports/index.php

Program Code Compliance

Statewide Cost Analysis reviews selected labor and non-labor expenditures and encumbrances for facilities and administrative cost (F&A) compliance purposes. The quarterly reviews identify potential areas of compliance risk with respect to consistent charging practices as they relate to direct and F&A type costs.

Cost Accounting Standards (CAS), 2 CFR Part 220 (OMB Circular A-21) and campus specific Disclosure Statements (DS-2) provide guidance on consistent charging at the university.

Helpful Resources

The Program Code Definitions (PDF) provide additional guidance on the proper use of program codes. The Program Code Structure & Crosswalk (PDF) identifies all program codes that are considered pool costs (indirect) and how the fund type changes the allowable accounts.

For example, an SS (Student Services) program code is treated as a pool cost for expenditures on unrestricted and designated funds. This means 3444, 4010, etc. account codes are appropriate with this comination. An expense on an SS org with a match or restricted fund is considered an OSA (Other Sponsored Activity). In this case, 3448, 4015, etc. account codes are now appropriate.

Report

Use the listing below to proactively identify and correct mismatches before they show up on the SW compliance review. This report is updated bi-weekly on Monday following the payroll run.

FY24 Compliance Related Mismatches (Excel)

FY24 Account-Program-Fund Code Mismatches as of May 13, 2024

UNIT	FUND	FUND TITLE	ORG	ORG TITLE	ACCT	YTD	ERROR
UAF Advancement	270063	UAF Institutional Events	40022	FC UR Internal Commun. & Events	4010	84.98	Acct 4010 should not be charged to restricted fund (or IN, PS, RR, RT prog code)
UAF AK Center for Energy & Power	103010	UAF General Funds	68078	FC VCR ACEP Holdmann Research	4010	450.69	Acct 4010 is for indirect use only and not to be charged against RR prog code
UAF Chancellor	273075	UAF Staff Development Day	40005	FC Governance Office FY23SI	4008	444.53	Acct 4008 is for unrestricted use only
UAF College of Engineering & Mines	103010	UAF General Funds	68011	FC CEM INE Research Admin	3448	361.30	Acct 3448 is for direct use only and not to be charged against RD prog code
					4015	7,184.70	Acct 4015 is for direct use only and not to be charged against RD prog code
			68040	FC CEM Dean's Office	3018	168.00	Acct 3018 is for restricted/match use only
					3448	4.94	Acct 3448 is for direct use only and not to be charged against AS prog code
					4015	281.00	Acct 4015 is for direct use only and not to be charged against AS prog code
			68045	FC CEM Civ Geo & Env Eng Instr Spt	4018	52.61	Acct 4018 is for restricted/match use only
			68046	FC CEM Elec & Cmptr Engr Instr Spt	3018	529.80	Acct 3018 is for restricted/match use only
			68047	FC CEM Mechanical Engr Instr Spt	4015	4,812.25	Acct 4015 is for direct use only and not to be charged against ID prog code
			68203	FC CEM Instr Equip Svc Sply	4015	179.95	Acct 4015 is for direct use only and not to be charged against ID prog code
	270633	Mechanical Engineering Support	68039	FC CEM Mech Engr O7PRR O8PRR	3008	44.96	Acct 3008 is for unrestricted use only

- **Round Table**
  - What do you have to share?

- **FY25 Financial Managers' Meetings**

Via Zoom until further notice

July 30

August 27

September 24

October 29

November 26

January 28

February 25

March 25

April 29

May 27

June 24

All dates subject to change or cancellation