

## OIT Telephone Services

 OIT Telephone Services now offers the ability for departments to print their phone bill online. Starting with the July FY14 phone bill, a

### Representational Allowances

- Questions? Please contact Kathy Jeffords (<u>mkjeffords@alaska.edu</u>) or Jason Theis (<u>jwtheis@alaska.edu</u>) until further notice.
- Detailed guidelines and information available on OFA website:
   <a href="http://www.uaf.edu/finserv/finance accounting/cash">http://www.uaf.edu/finserv/finance accounting/cash</a>
   <a href="mailto:management/representational allowanc/">management/representational allowanc/</a>
- While most representational expenses no longer require the representational allowance form be sent to OFA, these expenses do still require justification and certification on file at the department or unit.
- A new draft Rep Allowance form is forthcoming! Please provide feedback to Faye Gallant (fsgallant@alaska.edu) at OMB.

### Non Cash Reporting

- Required for all awards, gifts, and prizes with a fair market value of more than \$25.00.
- Given from July 1 to Sept 30 due October 4, 2013
- Given from October 1 to Dec 14 due Dec 20, 2013
- Given from Dec 15 to Dec 31 due January 3, 2014
- Reporting Template:

http://www.uaf.edu/finserv/forms/Non-Cash-Reporting-Template.xls

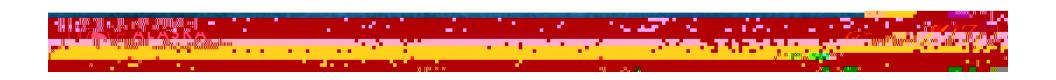
#### Introductions

- Briana Walters OMB Senior Business Analyst
- Faye Gallant OMB Business Analyst

http://www.uaf.edu/finserv/omb/



### • OMB



# OFA Staffing Adjustments

- Director Recruitment TBD
- Jason is out of the office August 26 through September 27 Available by email only!
- Patty Duvlea is available full time fr0116. 247/9hr704.Tgth TyWET1104rTf. 2247020TD-00591





# FY13 F1 Preliminary Unreserved Fund Balance (Target UFB \$7-\$9 Million) FY12 FY13 April FY13 Projection **CABINET** Actual Actual



# FY14 Management Reporting

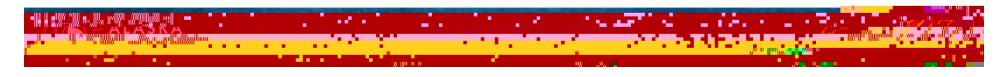
- Updated Process in Development!
- Preliminary "Show N Tell" held on August 15<sup>th</sup>.
- Stay tuned for more information We plan to have this process ready for the September Management Report (early October)

## Fall Department Budget Meetings

- Meetings will be scheduled during September for October/November.
- Discussion Topics and Questions will go out next month.

### Position Reminders!

- FY14 budgeted, vacant positions need to be under recruitment before October 1<sup>st</sup>.
- Use the vacant and reserved PCNs within your unit before asking for a new PCN from OFA!



### DeferredRevenuændPrepaidExpenses

- Revenue eceivedand expense paid in a prior fiscally earfor services enderedor received in the following fiscally earshould be deposited as deferred revenue in the appropriate general ledgeraccount code.
- A reversingJVmust be sent to OFAat the start of the fiscally earin which the services are rendered/received to post the revenue/expense the department's account.

	Prepaid Expenses		Deferred Revenue
0431	Prepaid Insurance	0756	Deferred Sum Sess Mat/Lab
0432	Prepaid Demurrage	0757	Deferred Income Student Fees
0433	Prepaid Postage	0758	Deferred Sum Sess Non-Res Fees
0437	Bulk Mailing	0759	Summer Sess Deferred Income
0438	Prepaid Meter Postage	0760	Miscellanous Deferred Income
0440	Prepaid Rent	0761	Defer Sum Sess Grad Tuit
0443	Security Deposits Receivable	0762	Defer Sum Ses Ungrad Tuit
0445	Prepaid Miscellaneous	0763	Deferred Fall Tuition
0446	446 Prepaid Travel Tickets		Advance Subscription Sale

# FY14 Financial Managers' Meetings

- October 1<sup>st</sup> (Rescheduled from 9/24)
- October 29<sup>th</sup>
- November 26<sup>th</sup>
- December Happy Holidays!
- January 28<sup>th</sup>
- February 25<sup>th</sup>
- March 25<sup>th</sup>
- April 29<sup>th</sup>
- May 27<sup>th</sup>

All dates subject to changeor cancellation

